



*I have come that they may have life and have it to the full  
(John 10:10)*

## **HEALTH & SAFETY POLICY**

**This policy is taken from the OLHOC Trust Handbook of Statutory policies and should be read in conjunction with the other policies within the document.**

**Revised Edition September 2023**

## HEALTH & SAFETY POLICY

### 1. Introduction

- 1.1. The Trust recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility, it will take into account its parallel obligations for the Health and Safety of students, visitors and others who might be affected by its operations.
- 1.2. The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the Trust operates. Thus, health and safety will be included in the Trust's review and planning process as an issue essential to the development and maintenance of the Trust's management systems.
- 1.3. The purpose of the Policy is:
  - 1.3.1. To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
  - 1.3.2. To set out duties and responsibilities.
  - 1.3.3. To recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met.
  - 1.3.4. To emphasise the importance of keeping hazards under control by making an assessment of operating risks.
- 1.4. The Local Governing Body is committed to securing the health, safety and well-being of employees, students and others affected by the Trust's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.
- 1.5. All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor/senior colleague. Special care should be taken with the health and safety issues of any new venture.
- 1.6. If you have any questions about Health & Safety, you should speak to the CEO / Principal / Head Teacher in the first instance.
- 1.7. Non-compliance with any health and safety rules, policy and manual will render you liable to disciplinary action up to and including dismissal. This is an express written term of your contract of employment.

### 2. Organisation and Arrangements for Implementing the Policy

- 2.1. The Trustees have overall responsibility for the implementation of this Policy. To facilitate this, the Trustees have delegated responsibility to the CEO / Principal / Head Teacher who has designated the academy Business Manager to be the Health and Safety Co-ordinator and a Local Governor on the Finance and Resources Committee to be the named Health and Safety Governor. Each line manager will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within their respective area. Collectively, the Local Governing Body requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

### 3. Risk Management

- 3.1. The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the CEO / Principal / Head Teacher, Heads of Departments and line managers to ensure that relevant risk assessments are maintained and kept up to date.

Where no guidance exists on a specific topic, staff will follow the LA risk assessment process.

#### **4. Consultation**

- 4.1. Employees with concerns should normally raise them with the CEO / Principal / Head Teacher or Health and Safety Co-ordinator. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the CEO / Principal / Head Teacher or Health and Safety Co-ordinator, who will seek advice from the Departmental Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

#### **5. Contractors and Trust Partnerships**

- 5.1. Contractors carrying out work for the Trust will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the Trust's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the CEO / Principal / Head Teacher to ensure that the Local Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- 5.2. Trust linked partners and hirers will exchange health and safety policies and procedures with the Trust and ensure that the health and safety of all Trust staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the Trust. In particular, partners will be required to provide Trust staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with Trust's activities.

#### **6. Inspection and Monitoring**

- 6.1. The CEO / Principal / Head Teacher / Health and Safety Co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole Trust Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Local Governing Body.

#### **7. Accident / Incident Reporting**

- 7.1. Every injury should be reported in the Trust's or local academy accident book, located at the main office. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the LA Accident reporting criteria, the County Accident Form must be completed by the relevant member of staff, signed by the CEO / Principal / Head Teacher and sent to the Health and Safety Team.

#### **8. Training and Information**

- 8.1. Training and development needs will be evaluated, and appropriate briefing and training provided. Health and Safety training will be available to employees and records mainlined by the Health and Safety Co-ordinator. The Departmental Health and Safety Manual will be made readily available to employees with relevant notes held on the Intranet for the employees concerned to refer to them.

#### **9. Policy Review**

- 9.1. This Policy will be reviewed annually. The Trustees and Local Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

