



# **VANTAGE ACADEMIES TRUST**

## **Health & Safety Policy**

**20223**

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## INTRODUCTION

Vantage Academy Trust fully acknowledges the provisions of the Health and Safety at Work Act 1974, which states that it is:

*'The duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using the School premises or participating in School-sponsored activities':*

We recognise and accept that every one of its employees, pupils, and visitors are entitled to a safe and healthy environment. The Trust intends to ensure that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice, and guidance notes in establishing a safe and healthy environment.

We will do this by effective health and safety management which will become part of the culture here at Vantage Multi Academy Trust and any representatives on our behalf.

The Trust is committed to the active promotion and implementation of high standards relating to occupational health, safety, welfare, and the environment. We will take all practical steps to provide a safe and healthy working environment and places the health and safety of children, staff, parents, and visitors to the facilities as its highest priority.

Our Health and Safety Policy will be successfully implemented with the full co-operation of everyone concerned.

## POLICY STATEMENT

- We aim to provide a safe, clean and attractive environment in accordance with the HSWA (Health Safety Work Act) that is reasonably practicable; safe; free from hazards; dangers for children, parents, staff and visitors.
- We will recognise and accept our responsibility for ensuring that the premises, plant or substance are safe and without risks to health and safety.
- To ensure we have qualified, experienced and trained members of staff who will be used to support as well as identify risks and hazards and implement stringent health and safety practices.
- Promote the health and safety at work of all of its employees (including temporary and contract staff), trustees, volunteers and all other persons affected by its actions.
- Minimise the occurrence of accidents and injuries so far as is reasonably practicable. Strive for continual improvement of its performance in managing occupational health and safety.
- Encourage the wellbeing of our staff and work-life balance to be promoted within our organisation.
- We will ensure all employees, contractors and other visitors to the premises are aware of this policy and the responsibilities arising from it
- Create and maintain a positive health and safety culture that secures the commitment and participation of all staff and volunteers to help achieve the high standards of health and safety in the workplace.
- Use online systems to train; promote the application of the policy; compliance with statutory requirements and associated codes of practice are taken into account.
- Encourage participation from children and teach them about health and safety to equip them with the skills, knowledge, and understanding to enable them to live positive, successful and healthy lives.
- Monitor its performance in complying with this policy and strive for continual improvement.
- To ensure that all necessary procedures and systems of work are developed, implemented and reviewed regularly by Audits, H&S Meetings, and regular reviews.
- Risk assessments are annually reviewed by each school and updated in the central folder, any interim changes should be updated and policy amended
- To have control of all contractors that come to our facilities and carry out the appropriate risk and method statements checks.

## HEALTH & SAFETY RESPONSIBILITY

### Vantage Academy Trust

- The CEO has overall legal responsibility for health and safety. He will make sure that he has the support of the Board members to carry out his duties. The CEO will nominate a Health and safety responsible person.
- The responsible person will be given Health and Safety duties for and on behalf of the trust.

### Responsibly Person

- The responsible person will ensure that the Health and Safety at Work Act 1974 and the Workplace (Health, Safety, and Welfare) Regulations and their associated Approved Code of Practice will be complied with at all times.
- Responsible person/person's to ensure a full health and safety audit are carried out every 12 months and take immediate action to rectify any identified issues which could pose a danger to School users.
- KPI Management systems to allow health & safety performance to be reported effectively to all teams.

### Senior Leadership Team

- The leadership teams are kept informed about significant health & safety failures and the outcome of the investigations into their causes.
- To make time for meetings, including board meetings, to discuss health and safety reviews and to ensure there is a statement on health & safety that is included in the Trusts annual report.

### Finance/HR

- Ensure adequate financial resources for health and safety training, equipment and resources are agreed upon and implemented by the policy.
- All employees are aware of their responsibility on joining the Vantage Academy Trust
- Ensure that aspects of the Health and Safety policy are written into the Job Descriptions and acknowledged by the employee.

### Principals

- Principals have responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students, and visitors.
- Will promote and ensure that the risk assessments and Health and Safety policies are implemented throughout their school.
- The responsibilities are to make sure that any health & safety objectives highlighted through risk assessment are met and standards are monitored within their area of responsibility.
- Employees are provided with a safe working environment that is safe and without health risk, with adequate facilities and arrangements for welfare at work.

## **LAB**

- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School and that it is implemented.
- Periodically assess the effectiveness of the policy and ensure that any necessary changes have been made;
- Identify and evaluate risks relating to possible accidents and incidents connected with School-sponsored activities, including work experience.
- Adequate risk assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice.

## **Employees**

- All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct that would put themselves or anyone else at risk.
- Be familiar with the Health and Safety Policy and all safety requirements laid down by the Trust and ensure that staff, students, visitors, and contractors are applying Health & Safety regulations, rules, routines, and procedures effectively. (Flick Training)

## **Site Managers/Caretakers**

- Will make the school environment a safe place to work, practice, and a safe means of entry and exit.
- Ensure that all plant, machinery, and equipment are in good and safe working order and adequately guarded, and not make or allow the improper use of such plant, machinery, and equipment.
- Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied and ensure that toxic, hazardous, and highly flammable substances are correctly used, stored, and labelled.
- Report any defects in the premises, plant, equipment, and facilities to the principal and the Health & Safety responsible person.
- Reporting of accidents of staff, students and visitors must be reported, in writing, using the appropriate School's accident report form. The completed form should be given to the principal.
- Provide safety and protective equipment and clothing, with associated guidance, instruction, and supervision.
- Take an active interest in promoting Health and Safety and suggest ways of reducing risks.

## HEALTH & SAFETY ARRANGEMENTS

### Fire Evacuation, In-evacuation and lockdown

- Managed by the trust, principals, and all employees on the school premises.
- The School's fire evacuation, in-vacuation and lockdown procedure will be prominently displayed in all teaching rooms, offices, and curriculum areas. Accessibly in a central file location for all to access.
- All staff and pupils must be fully conversant with these procedures in case of any of the above events. Evacuation/In-Vacation and Lock-Down procedures should be tested every 6 months. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- All firefighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points and records maintained. All emergency lighting will be tested monthly and records maintained.

### Emergency Plans

- Each school will ensure that an emergency plan is prepared to cover all foreseeable major incidents but particularly fire which could put at risk the occupants or users of the School. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to; save a life; prevent injury and minimize loss.

### Security

- All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.
- Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on-site who may constitute a threat to staff, pupils, and bonafide visitors and contractors.

### Critical Incidents

- As part of its commitment to the wellbeing of staff, pupils and visitors, the School have set out a procedure that is to be adopted in the event of a critical incident occurring either on the School premises or on an activity away from the School site.

### Extra-Curricular Activities / Visits

- All extracurricular activities must be recorded with the Office along with a list of participating pupils. Educational trips and visits must be organised by the School's policy and risk assessments.

## **Risk**

- Unforeseen circumstances or any critical events that have the potential to partially or fully close a school will be communicated and directed by the Board of Trustees and the Chief Executive Officer.
- Vantage Trust Risk Register must be updated when a new risk is anticipated or likely to cause a risk to business or employees
- Legal compliance or risk to health and safety issues regarding any Trust premises must be recorded on the Parago software application if this fails then all compliance must be recorded manually and stored in a safe secure place. All paperwork must be stored according to legislation.

## **First Aid**

- First aid can save lives and prevent minor injuries from becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing basic first aid in the workplace.
- A DCSF good practice guide, Guidance on First Aid for Schools has been written to provide a Deputy for schools on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular, it includes a checklist of issues that schools may find helpful when undertaking a risk assessment. The Trust seeks to adopt this guidance on good practice. Please see the appendix links below for more information.
- The principal should ensure that the number of first-aiders will not, at any time, be less than the number required by law. Also, supplies of first aid material should be held at various locations throughout the School. These supplies should be checked regularly by a qualified first-aider.

## **PPE (Personal Protective Equipment)**

- Protective clothing/gloves/masks/helmets must be provided and used when carrying out maintenance works. Contractors should ensure they have PPE before carrying out any works, it is our responsibility to ensure they have it.

## **Statutory Safety Checks**

- Site Managers/Caretakers should ensure that all statutory safety checks should be carried out by legislation and guidance. Please see the link in the appendix below on "Good Estate Management".

## **COSHH**

- Equipment, materials, and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Must consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations can be found in the appendix link below.

## **Housekeeping**

- The staff has responsibility for the housing keeping of their surrounding environment and to keep clean as far as practically possible.

- All exit access must be kept clear and free from obstruction. The caretaker will monitor the cleaning standards of the cleaners as well as the efficiency of the cleaning teams and ensure they can fulfil their role.

#### **Work-Life Balance**

- The Trust believes it is important to achieve a healthy balance in life between work and home responsibilities and that this balance contributes to the School employing staff who are happy, healthy, and capable of delivering the highest standards of education. The School will introduce measures to promote health, wellbeing and work-life balance and aim to reduce so far as practicable, any unreasonable workplace stressors.

#### **Smoking**

- We have a no smoking policy, on any school premises or in any company vehicles. Please read our Smoke-Free Policy.
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#### **Monitoring, Evaluation, and Review**

- The Trust will review this policy at least every 12 months and assess its implementation and effectiveness. The Trust will review update, modify or amend it accordingly as it considers necessary to ensure the health, safety, and welfare of staff and pupils. All new applications, software, and new procedures should be placed in an appendix.
- The responsible person will monitor, evaluate, and review as necessary when legislative updates are announced. Hold regular reviews and use application software to produce reports.
- The principal will ensure that risk assessments and their related procedures are reviewed annually or after incidents and accidents.

#### **COVID**

- The Trust has a generic risk assessment which can be found in the central teams folder called COVID.

## **APPENDIX AND REFERENCES GUIDES**

HSE Website [www.hse.gov.uk](http://www.hse.gov.uk)

HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>

HSE A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg218.pdf>

<https://www.gov.uk/guidance/good-estate-management-for-schools/the-fundamentals-of-good-estate-management>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf)

HSE Reporting school accidents <http://www.hse.gov.uk/pubns/edis1.htm>

Health and Safety Commission (HSC) Managing health and safety in schools

HSC Health and safety guidance for school governors and members of school boards

A Guide to the Law for School Governors (DCSF 2001) - Community Version - Voluntary Aided Version - Voluntary Controlled Version- Foundation Version. website

<http://www.DCSF.gov.uk/governor/info.cfm>

DCSF School Security website [www.dcsf.gov.uk/schoolsecurity](http://www.dcsf.gov.uk/schoolsecurity)

DCSF Health and Safety of Students on Educational Visits: A Good Practice Guide

[http://www.DCSF.gov.uk/h\\_s\\_ev/index.shtml](http://www.DCSF.gov.uk/h_s_ev/index.shtml)

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DCSF/DH Supporting Students with Medical Needs: A Good Practice Guide - <http://www.DCSF.gov.uk/medical>  
 DCSF Guidance on First Aid for Schools <http://www.DCSF.gov.uk/firstaid>  
 DCSF/Home Office School Security: Dealing with Troublemakers - <http://www.DCSF.gov.uk/schoolsecurity/dwthome.shtml>  
 DCSF Safety Education: Guidance for Schools, December 2001 (Ref: DCSF/0161/20002)  
 DCSF video "Can you see what they see?"  
 DCSF Code of Practice on LEA-School Relations - <http://www.DCSF.gov.uk/lea/>  
 Guidance on Standards for School Premises (ref DfE 0029/2000).  
 HSE publications (priced and non-priced) are available from HSE Books Tel: 01787 881165

**Health and Safety legislation:**

The Health and Safety at Work etc. Act 1974.  
 The Management of Health and Safety at Work Regulations 1999  
 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

**Education legislation:**

Education (School Premises) Regulations 1999 (SI 1999 No.2)  
 School Standards and Framework Act 1998  
 School Inspections Act 1996.  
 Education Act 1996

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001TJ	30/1/2020	First Draft T Johnson		
002TJ	16/3/2020	T.Johnson		
003TJ	6/4/2020	T.Johnson – Updated Risk section		
004TJ	21/4/2022	T.Johnson updated reference note to Covid. Policy now placed in Teams under Polices		