

# Aspire Learning Trust



## Health and Safety Policy

Policy Reference:	A16
To be reviewed:	Annually
Policy Owner:	HR Committee

Policy Revisions	Progression	
Date	Reviewed	Description of changes
December 2016		New Policy

Date Approved	December 2016
Date Reviewed by	
Signature of Chair	
Print Name	

## **Statement of General Policy on Health, Safety and Welfare**

The Aspire Learning Trust (referred to in this policy document as 'The Trust') believes that health and safety is paramount in all areas of its business activities. The Trust is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. The Trust is committed to conducting its business in such a way as to not adversely affect the health and safety of its staff, students, parents, contractors, visitors or anyone else who could be effected by its activities.

The Trust aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to Trust activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, finance and competent advice, to facilitate the delivery of the Trust health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work place environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

## **Organisation and Responsibilities for Health, Safety and Welfare**

In order to ensure that health and safety issues are dealt with in accordance with the Trust policy on Health, Safety and Welfare, the following organisational structure has been implemented:

### **1. Directors**

The Directors of the Trust will comply with any directions issued by the Secretary of State for Education or other duly authorised body effecting the health and safety of Trust activities.

The Directors will delegate authority for the management of Health and Safety across the Trust to the Finance and Infrastructure Committee.

### **2. The Finance and Infrastructure Committee**

The Finance and Infrastructure Committee will be responsible for all health and safety matters. The Committee will ensure that the requirements of the policy are implemented and that the policy remains current, effective and appropriate.

The Committee will support the aims and objectives of the policy by providing:

- A safe place for staff and pupils to work;
- Safe and healthy working conditions that take into account appropriate statutory requirements, codes of practice and guidance;
- Suitable supervision, training and instruction so that all staff and pupils can participate in Trust related activities in a safe and healthy manner;

The Committee will also:

- Regularly assess the effectiveness of the policy and ensure necessary revisions are made and implemented;
- Set aside adequate finance to support the implementation of the policy.

The Committee will delegate responsibility for the implementation of this policy to the Principal or Executive Headteacher for each of the three premises within The Trust.

### **3. Principal/Executive Headteacher**

Overall responsibility for the day-to-day management of health and safety at each premises within the Trust rests with the Principal at Sir Harry Smith Community College and the Executive Headteacher at New Road and Park Lane schools. As the lead person for each establishment the Principal or Executive Headteacher has responsibility for maintenance and development of safe working practices and conditions for all staff and visitors including all the activities carried on or within the premises.

In particular, the Principal or Executive Headteacher will be responsible for:

- Ensuring that health and safety standards are maintained at all times;
- Implementing safe working practices and procedures throughout the premises so that all risks are identified and controlled;
- Support systems of risk assessment to allow prompt identification of potential hazards;
- Identifying the health & safety training needs of staff and pupils and to ensure appropriate training and instruction is provided;
- Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, in support of this policy;
- Providing adequate staffing levels for safe supervision;
- Collating and providing management information, reporting to the Finance and Infrastructure Committee on health & safety issues relating to the premises.

The Principal or Executive Headteacher can delegate duties associated with the above matters to other members of staff. However, the overall responsibility for health & safety at each of the three premises will remain with the Principal or Executive Head Teacher.

Each of the three premises within the Trust currently have separate Health & Safety Policies. Each policy is attached separately to this Policy document.

The aim is to achieve one policy that covers all premises within the Trust, supplemented by appendix documents which outline any specific areas of health & safety that apply to an individual premise.

#### **4. Generic Health & safety Statements**

Employees have a duty to protect themselves and others by working safely, observing all relevant information and instructions and reporting health and safety matters to their line managers.

All Heads of Department/Phase Leaders are responsible for ensuring this policy applies to all activities undertaken by their department/area. In particular, they will ensure that risk assessments are undertaken within their departments, control measures are implemented, monitored and reviewed.

Teaching staff are responsible for the health and safety and welfare of students under their control whilst involved in Trust activities.

Site Officers will take a proactive approach to health & safety, by recognising developing risks and taking steps to minimise them. Site Officers will respond to urgent health & safety issues on the premises to ensure a safe workplace is maintained. Senior Site Officers may be delegated projects and tasks which support the aims and objectives of this policy.

## **5. Health and Safety Committee**

The Trust will establish a Health & Safety Committee and decide the frequency of meetings.

The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, students and others who may be affected by the Trust activities. Membership of the Committee should comprise of:

- Representatives from each Trust premises;
- Representative from the Finance and Infrastructure Committee;
- Safety representative from the Teaching Unions;
- Safety Representative from the Non-Teaching Unions.

This Committee will decide on best practice, communicate changes to policy and procedure and support health & safety initiatives which meet the aims and objectives of the Trust.