



# Health and Safety Policy Plan

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Farnborough Spencer Academy

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## **1. Health and Safety Policy Statement**

We will establish and implement a Health & Safety Policy to identify, eliminate, reduce and control the risks associated with our premises and undertakings. We will provide suitable and sufficient resources to meet the requirements of current Health & Safety legislation.

We will monitor Health & Safety performance regularly and will revise our Health & Safety Policy as required. We will seek to improve the Health, Safety and Welfare of our employees, students and visitors through a system of continuous improvement.

We will carry out suitable and sufficient assessments of the risk arising from our premises, substances and undertakings. We will implement such actions as are required, to reduce the risk to an acceptable level, with regard to relevant legislation. Risk assessments will be reviewed regularly and revised as required. We will conduct specific risk assessments that may be required by specific legislation. We will consult with our staff, as appropriate, on issues relating to Health & Safety.

We will provide suitable and sufficient training for our employees to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.

We will ensure that all work equipment is maintained in a safe and efficient condition, with regular checks and inspections, including statutory examination as and when required. We will provide suitable induction training for all new staff. We will ensure the premises are maintained in a safe and efficient condition, with respect to health, safety and welfare.

We will provide personal protective equipment, as may be required, free of charge to employees.

We will co-operate with other users on our premises to ensure that they are aware of any risks to their staff and other people posed by our activities, and that we comply with the relevant requirements of fire legislation.

Everyone, whilst at work, has a duty to take reasonable care of their own health and safety; to take reasonable care of the health and safety of others who may be affected by their acts or omissions; to co-operate so that the employer can comply with statutory provisions; not to misuse or interfere with anything provided in the interests of health and safety.



Graeme Smith

Executive Principal

September 2023

## **2. Statement of Intent**

### **2.1 Aims and Objectives**

- The purpose of this Health and Safety Policy and supporting documentation is to help the Principal and leadership team to meet their legal, financial and moral duties with respect to the management of health and safety at work.
- The policy is signed by the Principal and is a legal document. The Principal will carry out all undertakings in accordance with the requirements of relevant health and safety legislation and in accordance with this Health and Safety Policy.
- The Principal will support and enforce this policy and will monitor its implementation, use and effectiveness.
- All employees are required to work in accordance with this policy, as well as in accordance with workplace procedures, safe systems of work and risk assessment findings.
- Benefits of good health and safety management include, but are not limited to:
  - Employee safety
  - Tenant safety
  - Safety of non-employees (contractors, members of the public/ pupils)
  - Compliance with legal duties
  - Avoidance of legal actions (civil and criminal)
  - Avoidance of fines and other costs associated with defending a legal action
  - Protection of commercial reputation
- We, Farnborough Spencer Academy, will only reap the benefits of good safety management and leverage value from this Health and Safety Policy, and supporting documentation, if the entire trust is committed to meeting the standards required.

### **2.2 Consultation**

The Principal will consult with the following on all aspects of Health & Safety:

- The Trust CEO
- Trust Health & Safety Manager
- Academy Senior Leadership Team
- Staff, members of the academy health and safety committee and school governing body.

### **2.3 Legislation and Guidance**

The Spencer Academies Trust recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and visitors to its premises. This falls under the Health and Safety at Work Act, 1974, the Fire Precautions (workplace) Regulations 1974, the Management of Health and Safety at Work Regulations 1999, and other common law duties of care.

### **2.4 Organisation**

See Appendix 1

### **3. Procedures and practice**

Throughout this statement, terms such as “Staff”, “Workers”, “Employees”, include both paid and volunteer workers.

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We will monitor Health & Safety performance regularly and will revise our Health & Safety Policy as required. We will seek to improve the Health, Safety and Welfare of our employees through a system of continuous improvement.

We will carry out suitable and sufficient assessments of the risk arising from our premises, substances and undertakings. We will implement such actions as are required, to reduce the risk to an acceptable level, with regard to relevant legislation. Risk assessments will be reviewed regularly and revised as required. We will conduct specific risk assessments that may be required by specific legislation. We will consult with our staff, as appropriate, on issues relating to Health & Safety.

We will provide suitable and sufficient training for our employees to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.

We will ensure that all work equipment is maintained in a safe and efficient condition, with regular checks and inspections, including statutory examination as and when required.

We will provide suitable induction training for all new staff. We will ensure the premises are maintained in a safe and efficient condition, with respect to health, safety and welfare.

We will provide personal protective equipment, as may be required, free of charge to employees.

We will co-operate with other users of our premises to ensure that they are aware of any risks to their staff and other people posed by our activities, and that we comply with the relevant requirements of fire legislation.

Everyone, whilst at work, has a duty to take reasonable care of their own health and safety; to take reasonable care of the health and safety of others who may be affected by their acts or omissions; to co-operate so that the employer can comply with statutory provisions; not to misuse or interfere with anything provided in the interests of health and safety.

#### **3.1 Roles and responsibilities**

Within the Academy, it is the responsibility of the Principal to ensure that:

- Employees are made aware of the contents of this Health & Safety Policy, including amendments as and when they are made, and that employees have access to a copy of this Policy.
- The effectiveness of, and the adherence to, the Health & Safety Policy is monitored regularly.
- The Health and Safety Policy is reviewed regularly and revised as necessary.

- Leaders and other supervisory staff are fully aware of their health and safety responsibilities, including those described within the Health & Safety Policy.
- Leaders and other supervisory staff have sufficient training and experience to discharge their health and safety responsibilities.
- Principals, Leaders and Supervisors are kept up to date with respect to relevant health and safety legislation.
- Suitable and sufficient training is identified and provided for all employees.
- Suitable and sufficient assessments of the risks arising from the premises and the undertakings of the Trust /Academy are completed by competent persons and are reviewed regularly and revised as necessary.
- The actions and recommendations arising from the risk assessments (including the Health & Safety Improvement Plan and accessibility plan) are implemented fully, and that suitable arrangement is made to monitor this implementation.
- The risks arising from employers' undertakings are brought to the attention of relevant employees, as well as the control measures to be used and the significant findings of relevant risk assessments.
- Suitable and sufficient arrangements are made for health surveillance and workplace monitoring.
- Suitable arrangements are made for communication and consultation with employees on matters relating to Health and Safety.
- Suitable arrangements are made for First Aid, including the appointment of First Aiders, provision of First Aid kits.
- Details of all notifiable/reportable accidents, diseases and dangerous occurrences (RIDDOR) are reported to the relevant Enforcing Authority.
- Details of all accidents, ill health, near misses and employee safety concerns are recorded and are investigated as appropriate.
- Health and Safety monitoring records are completed at the required frequencies by relevant employees, including Principals.
- Suitable arrangements are made for contact with external organisations such as the emergency services.
- Premises, plant, storage facilities and work equipment are maintained in a safe and efficient condition.
- Adequate arrangements are made for employee welfare.
- Arrangements are in place for statutory examinations of plant and equipment to be made at the required intervals and that all actions arising from these examinations are completed as appropriate.
- Suitable and sufficient resources (capital / revenue, people, time, materials and equipment) are provided to meet health and safety requirements.
- Adequate insurance cover (Employers' Liability Insurance, Motor Insurance, etc.) is provided and maintained at all times with liability limits regularly reviewed.
- Competent persons are appointed to provide health and safety assistance and advice.
- Safe systems of work (including Safe Operating Procedures) are developed and implemented as appropriate.
- The Health and Safety Rules are understood and adhered to by all.

Within the Spencer Academies Trust, it is the responsibility of all employees:

- To take reasonable care of their own health and safety and that of others affected by their acts and omissions.
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of health and safety.
- To co-operate with the trust (or its representatives) so that it can fulfil its legal duties.
- To set a good personal example in relation to health and safety.
- To act in accordance with any specialist training received as detailed on the training record.
- To report to management any dangerous work situation and any shortcomings in safety arrangements so that appropriate remedial action can be undertaken.

### **3.2 Health and Safety Rules**

The importance of adherence to health and safety rules in protecting the health, safety and welfare of employees, as well as protecting the health and safety of non-employees is recognised and enforced. The following health and safety rules are to be considered as documentation of the common-sense rules that govern health and safety at work.

Employees are reminded of their duties, under Section 7 of the Health and Safety at Work Act 1974, to ensure their own health and safety (as well as that of others who may be affected by their acts and omissions) and to co-operate with the employer in The Spencer Academies Trust matters relating to health and safety.

#### **Principal**

- The Principal will oversee the implementation and effectiveness of these health and safety rules.

#### **Employees**

Employees must:

- Co-operate with the Trust (and its Principal and managers) in fulfilling its legal obligations in Spencer Academies Trust matters relating to health and safety.
- Not intentionally, or recklessly, interfere with anything provided in the interests of health, safety or welfare.
- Report to management any dangerous work situation and any shortcomings in safety arrangements so that we can take the necessary remedial action.
- Not use any equipment, vehicles, substances, etc. that they have not been trained and authorised to use.

#### **Fire Safety**

- Familiarise themselves with the fire safety arrangements for the site.
- Ensure that they are aware of muster points, location of fire exit routes, firefighting equipment and fire alarm call points.
- Not prop open fire doors or tamper with firefighting equipment.

- Maintain clear, unobstructed access to all exit routes.
- Report any defects in firefighting equipment, blocked exits or obstructed escape routes, etc.
- Not smoke within the premises or grounds

### **General Workplace**

- Maintain all access and egress routes throughout the workplace in good condition and ensure that they are free from obstruction and slipping and tripping hazards at all times.
- Never leave cables trailing across floors unless absolutely necessary and then only if the appropriate warning sign is used.
- Keep work areas and workplaces clean and tidy.
- Ensure that rubbish, debris and other waste materials are removed from the workplace at appropriate, regular intervals.
- Clean up or report spillages, but must not expose themselves to harm (known or unknown).
- Ensure that lighting, ventilation and heating are all satisfactory and report any defects.

### **Accidents and Health**

- Report all injuries, accidents and cases of ill health, including minor injuries, caused by or affecting their work to their Leader.
- Ensure the details of accidents and injuries are recorded in the Accident Book.
- Report all dangerous occurrences and 'near miss' incidents.
- Report any medical condition or medication that they are taking which could affect their ability to carry out work safely.
- Must not work if they have taken any substance that could affect their ability to work.
- Report immediately any situation that they become aware of that has the potential to cause an accident or injury.
- Co-operate with any incident or accident investigation.

### **Machinery and workplace equipment**

- Must not operate machinery or use work equipment unless they have been trained and authorised to use it.
- Must not leave machinery or other potentially dangerous equipment unattended while it is in operation.
- Must not clean or adjust moving machinery, unless it has been specifically designed to allow this type of operation and they have been trained to do so.
- Must not carry out repairs and maintenance on machinery (work equipment) unless they have been trained to do so.
- Must not use machinery (work equipment) unless a risk assessment has been carried out and, where appropriate, a safe operating (or working) procedure (SOP or SWP) has been implemented.
- Must have all Personal Protective Equipment (PPE) available and worn for the machinery in use.



- Must not use machinery (work equipment) where there are missing or defective guards and safety devices.
- Must complete machinery guarding and safety device inspections at the appropriate frequency.
- Must report all faults or defects in machinery (work equipment), guards or safety devices immediately.
- Must not interfere with, defeat or otherwise damage or overcome any guard or safety device.
- Refrain from the use of mobile phones

### **Hazardous Substances**

- Must only use substances and materials they have been trained / authorised to use.
- Must make use of all suitable control measures (such as extraction, PPE, etc.).
- Must not use substances without access to suitable health and safety information (COSHH)
- Must ensure that all substances and materials are stored in appropriate locations.
- Must ensure that labels (and warning signs) on all substances and materials are clear.
- Must not store hazardous substances in unlabelled (or mislabelled) containers.
- Must clean up or report spillages, but do not expose themselves to harm (known or unknown).

### **Protective Clothing (PPE)**

- Must use the PPE provided in accordance with information instruction and training.
- Must maintain all PPE provided in good condition.
- Must report any defects found in PPE.

### **Trust Vehicles**

- Must not drive (or operate) a vehicle if they are not authorised to do so.
- Must not drive a vehicle for which they do not hold the appropriate licence or permit.
- Always check the vehicle prior to use according to The Spencer Academies Trust vehicle checklist.
- Must not tamper with the vehicle.
- Must report any damage caused to the vehicle and to property.
- Must not use mobile phones whilst driving (even where hands free device is fitted) as this will cause distraction.
- Must not leave keys in any unattended vehicle.

## **4. Monitoring and Review**

- The principal will review this policy annually or sooner if required post any incident that challenges the policy and procedures.
- Compliance is monitored via Every database system.
- Health & Safety reviews will be carried out by the Health and Safety Manager on an annual basis, reported to the Estates Committee. Termly updates where appropriate will also be communicated to this committee.

- Full site Health and Safety audits will be carried out at academy level annually, ensuring a suitable audit programme is in place to ensure compliance.
- Health and Safety audits and reviews will be reported to the governing body.
- All linked policies will be reviewed in line with each policy suggested review date.

#### **4.1 Documentation and Local Arrangements**

- All Trust Academies will make available on the school web site the Academy health and safety policy – this policy will outline the academy implementation, roles and responsibilities for Health and Safety at Academy level.
- This shall include an organisation chart for the Academy.
- The policy will have links/ reference to all other related policies as listed in 3.2
- Individual policies will reference all documents and procedures related to that policy.

#### **4.2 Links to other policies**

The Academy Health & Safety policy should also be read in conjunction with the following policies:

- |  |                                    |
|--|------------------------------------|
| 1. Trust Health & Safety Policy            | 11. Lone Working                   |
| 2. Adverse Weather                         | 12. PPE                            |
| 3. Asbestos Management                     | 13. Induction                      |
| 4. Contractors, Site & CDM                 | 14. Health Surveillance            |
| 5. Catering & Food Hygiene                 | 15. Manual Handling                |
| 6. Electrical Safety                       | 16. Safeguarding                   |
| 7. Fire Safety                             | 17. Stress                         |
| 8. First aid & Administration of Medicines | 18. Training                       |
| 9. Pregnant Workers                        | 19. Transport & Traffic Management |
| 10. Risk Assessment                        | 20. Water Hygiene                  |

Note: Other relevant policies are also available on the Trust & School web site as well as locally written policies.

## Appendix 1 – Organisation Chart

