Sheffield Springs Academy
Health & Safety Management Policy
2017/2018

Sheffield Springs Academy
The best in everyone™
Part of United Learning

United Learning
Group Health and Safety Management Policy

"It is not what a lawyer tells me I may do;
but what humanity, reason, and justice tell me I ought to do."
Edmund Burke (1729-1797)

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1 Overview

This document is United Learning's Group Health and Safety Management Policy. It details the management arrangements in place for the protection and promotion of excellent standards in health and safety.

All schools and central office locations are required to work to the relevant Group Health and Safety Policies/Procedures and develop local procedural statements as necessary.

Where information pertains solely to the operation of an independent school and/or topic matters likely to be covered during an ISI inspection this is preceded by the abbreviation **'UCST'** with the text surrounded by a blue border.

Effective health, safety and welfare management is not about ticking boxes, or filling out forms. It is about providing a work environment in which people are happy, safe, and healthy; all of which help to make United Learning an employer of choice.

Throughout these documents the term 'United Learning site' is used to refer to schools and central office locations and operations.

2 Approach

A full list of Group health and safety policies is shown in Part 3. These documents are published on United Hub and Health and Safety Coordinators are notified of any changes via Briefing Notes. The status of policies in development will be kept updated and published on United Hub in the 'Policies' section.

As time progresses, these individual policies will be supplemented by guidance documents and templates. The release of these documents will be as described above.

3 Requirements

All sites are required to hold the following information in a format easily accessible and available to all staff relevant to the current academic year/period of review.

a) A signed copy of the Group Health and Safety Policy Statement displayed in a prominent location.

b) A localised 'Organisation of Health and Safety' document (Part 2b).

c) The localised procedural documents required as per the Group Health and Safety policies including any site devised pro-forma.

d) The local management arrangements developed for each 'department' (secondary) or 'phase' (primary)

e) The whole school risk assessments e.g. fire, legionella, traffic management, supervision
Note: some of these assessments will be extensive; signposting to the location of the full document is acceptable, but must be verifiable.

f) The risk assessments relevant for each department/phase
Note: some of these assessments may be extensive; signposting to the location of the full document is acceptable, but must be verifiable.

Documents a) and b) must also be held as hardcopies, in an easily accessible location, and made available as necessary to inspectors, visitors, etc.

UCST – Having the information detailed above available in this manner will assist ISI inspectors during their visit.

4 Structure of the Group Health and Safety Policy

The United Learning Group Health and Safety Policy is divided into the three following areas:

Part 1 – Statement of Intent

This is the declaration by United Learning's Chief Executive Officer and Chair of the Group Board regarding the commitment made to the health, safety, and welfare of employees, students/pupils and any other premises users.

Part 2 – Organisation

This section contains details of each individual employee's role and responsibilities in relation to health and safety. Part 2a contains general duties applicable across the Group. Part 2b must be completed by the local establishment (school or central office) and populated with the names and roles of those with the specific duties contained within.

Part 3 – Arrangements

The arrangements section details the monitoring and review arrangements that are in place for health and safety. This section also references the standalone Group Health and Safety Policies and Procedures as applicable.

At the end of Part 3 is a declaration to be signed by the school head teacher and Chair of the LGB. This document (in its entirety) may then be published on the school website if so wished. There is no requirement to publish individual policies relating to health and safety.

The localised Policy must be published locally and communicated to all relevant staff at suitable intervals (usually annually) or whenever any significant changes are made. A copy must also be provided to the Group Health and Safety Manager at the start of each academic year.

UCST – ISI requirements are that policies relating to health and safety are 'made available' to interested parties. There is no requirement for individual health and safety linked policies to be published on the school's website. It is sufficient to publish this document (localised and signed by the Head and Chair of the LGB) on the school website. Schools should still ensure that they have local policies in place for each of the topic areas detailed in Part 3 and that these can easily be presented to all interested parties, including ISI inspectors, as required.

United Learning
Health and Safety Policy: Part 1
Statement of Intent

Please refer to the signed H&S Statement of Intent .pdf file for the current academic year.

United Learning
Health and Safety Statement of Intent
2017-2018

The **Trustees of the Group Board** recognise and accept their responsibility, as the employer for all United Church Schools Trust (UCST) and United Learning Trust (ULT) employees, to provide workplaces and work practices which are safe and healthy for employees, for pupils, for visitors including contractors and for anyone else who might be affected by their work activities. Particular care will be taken to provide and maintain:

- Safe premises
- Safe places of work with safe access and egress
- Safe plant, and equipment
- Proper arrangements for the use, handling, storage and transport of articles and substances
- Information, instruction, training and supervision for safety and safe systems of work
- A safe and healthy working environment throughout
- Appropriate communication with employees
- Committee arrangements for the consideration of health and safety matters.

Trustees are especially mindful that exposure to risk is an essential part of the education process. United Learning are committed to providing a learning environment that, whilst not unduly hazardous, provides all students with a stimulating real-world experience.

In schools the day-to-day responsibility for ensuring the points detailed above rests with the **head teacher.** At central office, the **Executive team** share this responsibility.

The variation in size and operation of the Group's schools makes prescribing all training requirements impractical. Schools are provided with sufficient resources to honour their local training needs and the precise training requirements at each school, where not prescribed by the Group, are determined at a local level by the Heads of Department and line managers.

The **local governing body** are represented at the school's **health and safety committee** meetings. The **head teacher** reports to the local governing body on health and safety matters which are a standing agenda item at local governing body meetings.

To assist these persons with the delivery of an effective health and safety management system, the **Group Health and Safety Manager** authors detailed Group Health and Safety Policies which both schools and central office implement as applicable.

Employees are reminded of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. **All employees** have the duty to cooperate with the employer to ensure good safety management and to comply with Group policy requirements.

Details of the organisation for health and safety management and the arrangements for policy compliance are to be found in each sites' localised Group Health and Safety Management Policy and its supporting documents. All United Learning employees are additionally required to adhere to the supporting principles shown overleaf.

Jon Coles
Chief Executive Officer

Richard Greenhalgh
Chair of the Group Board

Dated

20th July 2017

United Learning Health and Safety Policy Statement
Supporting Principles

1. It is expected that all those who work with or for United Learning will:

   1.1. Attend appropriate induction training/briefing in addition to any specific health and safety training deemed necessary either by the Group, or at School level. The purpose of the induction training/briefing is to promote employee understanding of that which is necessary to meet their health and safety duties when undertaking work on behalf of United Learning.

   1.2. Feel empowered to intervene or support individuals who intervene or stop an activity because they believe it is unsafe.

   1.3. Make a personal commitment to maintaining health and safety standards.

   1.4. Take time to read and understand relevant information provided to them about hazards, risks and preventative measures.

   1.5. Understand their role in effectively maintaining and responding to emergency arrangements.

   1.6. Accept constructive intervention in a positive manner when any member of staff takes action to stop an unsafe act.

2. The operating arrangements rely on:

   2.1. Those with responsibility for others to lead by example in promoting a positive health and safety culture.

   2.2. The Group following an appropriate improvement plan.

   2.3. All safety rules and arrangements being communicated to all employees in a clear and simple way.

   2.4. Specific procedures being developed where necessary (higher risk operations) to reflect safety guidelines and support safe job execution.

   2.5. Responsibility and accountability for health and safety following an auditable system of delegation.

   2.6. The incorporation of health and safety implications and appropriate controls into the procurement procedure.

United Learning
Health and Safety Policy: Part 2a
Organisation

1 Introduction

The following details for the organisation of health and safety roles and responsibilities follow on directly from the United Learning 'Group Health and Safety Statement of Intent' (Part 1) and its supporting principles.

This document details the organisation of health and safety roles and responsibilities across all school and central office staff. **The roles and responsibilities specified in this part of the Policy may not be amended.**

2 Trustees

The Trustees of United Church Schools Trust (UCST) and United Learning Trust (ULT) as the employers, are responsible for:

a) Ensuring compliance with:

(1) The Health and Safety at Work etc. Act 1974 (and its subsidiary Regulations),

(2) The Regulatory Reform Fire Safety Order 2005,

(3) The Education (Independent School Standards) Regulations 2015.

b) Holding the Chief Executive Officer and Executive Directors to account for their performance with the duties under this Policy.

3 Chief Executive Officer

The Chief Executive Officer for United Learning is directly responsible for:

a) The day-to-day compliance of the Group with the aforementioned duties.

b) Reviewing Executive Director's performance against their duties under this Policy.

4 Executive Directors

United Learning directors are directly responsible for:

a) Holding overall responsibility for the health and safety of those employees within their directorate.

b) Providing resources where necessary to ensure that health, safety, and welfare requirements of their directorate are complied with.

c) Ensuring that specific risk assessments produced by their directorate's line managers are completed where appropriate.

d) Ensuring their directorate is sufficiently represented at the Central Office Health and Safety Committee.

e) Periodically reviewing the training compliance of their directorate's employees.

5 Group Health and Safety Manager

United Learning's Group Health and Safety Manager is directly responsible for:

a) Developing and publishing health and safety policies and procedures applicable across the Group.

b) Ensuring there are adequate systems in place for the planning, organisation, control, monitoring and review of the preventive and protective measures for health and safety.

c) Monitoring compliance with health, safety, and welfare requirements across the Group and reporting to Trustees via the Chief Finance Officer.

d) Serving as the Group's Radiation Protection Officer (RPO).

e) Investigating significant accidents or health and safety incidents at central office locations and schools, with the authority to instruct all associated employees as necessary to facilitate the investigation.

f) Reporting to the Trustees (via the Chief Finance Officer) on any current or emerging health and safety issues that may have a significant impact on the Group.

g) Stopping operations where there is an immediate risk to employee health, safety, or welfare.

h) Chairing the Central Office Health and Safety Committee.

6 Head Teachers

All head teachers within United Learning have control of the day-to-day operations of their school and are directly responsible for the following non-delegable responsibilities:

a) Ensuring compliance with this health and safety policy in each and every respect.

b) Ensuring that the necessary resources for implementation are available for all health and safety functions to be adequately discharged so far as is reasonably practicable.

c) Attending and chairing the school Health and Safety Committee meetings.

d) Reporting to trustees on health and safety matters as required by the Group Health and Safety Manager.

The following duties may be delegated to individual members of staff but the head teacher retains the responsibility for their discharge.

e) Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors including contractors and others affected by our work activities – this includes committing to writing local management arrangements for safety and standalone management plans.

f) Assess risks and commit the significant findings of these assessments to writing.

g) Ensure that work in all its aspects is safe and without risks to health, so far as is reasonably practicable.

h) Ensure that sufficient information, training, instruction, and supervision is provided to school staff as necessary.

i) Make proper provision for occupational and pupil health.

j) Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires.

k) Post warning signs and notices.

l) Appoint first aid personnel and have first aid provision checked regularly.

m) Ensure the safe disposal of hazardous wastes.

n) Ensure that the findings of all risk assessments are acted upon as necessary.

7 Health and Safety Coordinators

Each school is required to appoint a Health and Safety Coordinator (a deputy Health and Safety Coordinator must also be appointed). It is this individual's duty to:

a) Be familiar with the contents of the Group Health and Safety Policies and make them available to all employees.

b) Ensure that the section of this policy 'Localised Organisation of Health and Safety' (Part 2b) is reviewed annually, that a copy is provided to the group health and safety manager early in each academic year, and that a copy is emailed to all employees early in each academic year. This section must be revised, updated, and re-communicated whenever significant changes occur.

c) Support departmental heads/line managers in identifying health and safety training needs.

d) Monitor that line managers prepare and review local management arrangements, prepare and review risk assessments and carry out thorough examinations, test and inspections.

e) Monitor the formal defect reporting procedure.

f) Monitor that accidents, illnesses and incidents are reported and investigated and uploaded to the Group's Accident Recording and Monitoring System (ARMS).

g) Liaise with HSE/EHO/Fire Service/Ofsted/ISI as appropriate.

h) Act as clerk to the school's health and safety committee.

i) Advise the head teacher and those with delegated duties on the measures needed to comply with the Group Health and Safety Policies, co-ordinate any advice given by specialist safety advisors and those with enforcement powers, monitor health and safety matters and report back to the head teacher.

To ensure the position carries sufficient authority to discharge the duties above, the lead H&S Coordinator is required to be a member of the senior management team, including facilities managers.

8 Health and Safety Committees (schools)

The Health and Safety committee meets termly (for a three-term year) and will be chaired by the head teacher. The role of the Health and Safety Committee is as follows:

a) to consult with employees on matters concerning health and safety;

b) to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports;

c) to monitor progress on recommendations from an authoritative source;

d) to monitor the effective implementation of the Group Health and Safety Policies

Further guidance on the structure and function of the Health and Safety Committee is include in the standalone 'Health and Safety Committee Policy'.

9 Educational Visits Coordinators

Each school is required to appoint at least one Educational Visits Coordinator. It is this individual's duty to:

a) Oversee the planning, arrangement and delivery of safe and effective educational visits.

b) Ensure the competency of visit leaders.

c) Report any issues to their line manager or the head teacher.

Further guidance on educational visits is provided in the standalone 'Educational Visits Policy'.

10 Local Governing Bodies

All local governing bodies and their members shall ensure that they operate in accordance with United Learning's Group Health and Safety Policies and the United Learning LGB Handbook.

LGB members hold no direct accountability for health and safety matters, but they should use their authority as the school's 'critical friend' to challenge and support the positive development of health and safety standards in the school.

11 Governor with Health and Safety Portfolio

It is a requirement of the United Learning LGB Handbook that each school has a governor who takes responsibility for oversight of health and safety.

As non-employees, their duties are to:

a) Attend the school's Health and Safety Committee meetings.

b) Provide the 'critical friend' role and challenge and support the work of the head teacher.

c) Liaise regularly with the school's Health and Safety Coordinator on developments in the school's health and safety systems.

12 Line Managers

All employees within United Learning who hold a line management position are directly responsible for:

a) The health, safety, and welfare of those employees who report to them.

b) Inducting new members of staff to their department and the relevant emergency arrangements e.g. fire safety.

c) Identifying health, safety, and welfare training needs of their employees at appraisal and when such matters come to their attention at any other time.

d) Ensuring those under their management have completed health, safety, and welfare induction training.

e) Ensuring those under their management have completed additional health and safety training where required as part of their role.

f) Carrying out risk assessments and documenting the significant findings as relevant to their team's activities.

g) Attempting to resolve any health, safety, or welfare issues affecting their employees.

h) Notifying their school's H&S Coordinator of any health, safety, or welfare issues that they are unable to resolve locally.

13 Trade Union Appointed Safety Representatives

United Learning recognises the following trade unions.

a) Support staff - GMB and Unison

b) Teaching staff - ASCL, ATL, NAHT, NUT, and NASUWT

Each trade union has the authority to appoint health and safety representatives.

Further information on trade union appointed health and safety representatives is contained in the 'Consultation Policy'.

14 Non-trade union appointed Safety Representatives

Those employees who are not members of a recognised trade union remain entitled to be consulted on health and safety matters. This can be directly, or through the election of health and safety representatives.

Further information on non-trade union appointed health and safety representatives, their role, and functions is contained in the 'Consultation Policy'.

15 Employees

All United Learning employees are directly responsible for:

a) Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.

b) Co-operating fully with their manager or other responsible person on all matters pertaining to their health and safety at work.

c) Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc that have been provided in the interests of their health and safety at work.

d) Reporting promptly, in the first instance to their manager or Responsible Person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill health.

e) Report to their line manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.

f) Wearing any protective clothing or equipment and using any equipment that has been provided for their health and safety while at work.

g) Observing safety rules, complying with codes of practice, corporate health and safety policy and guidance, and adhering to safe working procedures at all times.

h) Acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency.

i) Employees are empowered to challenge any unsafe acts or conditions that they see. If they feel that any task allocated to them is unsafe, they may stop work, and raise their concerns with their line manager.

j) Showing respect for fellow workers and managers by accepting constructive intervention in a positive manner when any member of staff, regardless of position, takes action to stop an unsafe act.

United Learning
Health and Safety Policy: Part 2b
Localised Organisation of Health and Safety

School Name	**Sheffield Springs Academy**
Head Teacher	Mark Shipman
Date	31 August 2017

The following 'delegated leads' identify the relevant member(s) of staff with responsibility for the management of the given topic area.

Topic Area	Delegated Lead (Name and Position)
Health and Safety Coordinator	Andrea Garnett, Business Services Director
Deputy Health and Safety Coordinator	Stacy McKay, Business Manager
Governor for Health and Safety	Helen Bell & Helen Rhodes
Asbestos Management	N/A
Electrical Safety	Stacy McKay, Business Manager
Fire Safety	Andrea Garnett, Business Services Director
Water Hygiene	Andrea Garnett, Business Services Director
Contractor Management	Stacy McKay, Business Manager
Construction Projects	Andrea Garnett, Business Services Director
Traffic Management	Stacy McKay, Business Manager
First Aid	Lucy Hills, School Medical Practitioner
Educational Visits Coordinator	Sue Jackson, Cover & Enrichment Manager
Radiation Protection Supervisor	James Oliver, Science Technician

United Learning
Health and Safety Policy: Part 3
Arrangements

1 Monitoring

United Learning has the following arrangements in place for the monitoring of health and safety standards.

Group-wide monitoring

a) Health and Safety Committee Minutes – The minutes of the termly school Health and Safety Committee meetings are required to be sent to the Group Health and Safety Manager promptly after each meeting. These are then reviewed by the Group Health and Safety Manager with comments, advice and any actions required then returned to schools.

b) Accidents and incidents – certain qualifying accidents or incidents must be reported to central office. Where necessary these will then be investigated to establish the root-cause and to help implement corrective actions as appropriate. Further instruction on these requirements can be found in the standalone 'Accident and Incident Policy'.

c) Periodic visits – The Group Health and Safety Manager carries out periodic topic based audits of all sites.

d) Electronic Audits – from time-to-time the Group Health and Safety Manager will circulate electronic audits across the Group..

School monitoring

d) Local monitoring – as part of an effective health and safety management system there is an expectation that schools will carry out local monitoring activities. Further instruction on is provided in the standalone 'Monitoring Policy'.

2 Review

The Group Health and Safety Policy (this document) will be reviewed no less frequently than annually and at any other time that it is found to no longer accurately reflect the Group's approach to health and safety management.

The standalone Group Health and Safety Policies and Procedures (detailed below) will be reviewed no less frequently than annually and at any other time that they are found to no longer accurately reflect legislative requirements or the Group's approach to the management of risk for these topic areas.

Schools are responsible for the reviewing and updating of their localised version of this document, local risk assessments, departmental policies and other health and safety associated documentation. This should be generally be carried out annually or whenever they are found to no longer accurately reflect local practices or Group Health and Safety Policy requirements.

3 Standalone Group Health and Safety Policies and Procedures

Standalone Policies and Procedure documents are available for the following topic areas and are published on United Hub. Where these are available they must be followed.

These documents have been issued as standalone policies and procedures to facilitate their review and communication in a manner that does not become burdensome for schools.

NOTE: Some of these documents are not yet published, this is indicated below. In these circumstances, reference should be made to the requirements contained in the Group Health and Safety Policy published up to and including academic year 2014-15.

UCST – Once the standalone Group Health and Safety Policies and Procedures are published, these may be used as a direct replacement for any existing local policy in place. In the interim, schools should continue to use their existing policy documents.

Topic Area	Applicable to [Sheffield Springs Academy	Policy Available on United Hub?[1]
Management		
Accidents and Incidents	Yes	No
Consultation	Yes	Yes
Contractor Management	Yes	Yes
Document Retention	Yes	Yes
Health and Safety Committee	Yes	Yes
Local Management Arrangements (Departmental Policies)	Yes	Yes
Legal Register	Yes	Yes
Monitoring	Yes	Yes
New and Expectant Mothers	Yes	Yes
Risk Management	Yes	No
Training	Yes	No
Young Persons	No	Yes
Premises		
Asbestos	No	Yes
Construction Projects	Yes	Yes
Defect Reporting	Yes	Yes
Electrical Safety	Yes	Yes
Fire	Yes	Yes
Gas Safety	Yes	Yes
Water Hygiene	Yes	Yes
Operations		
Catering	Yes	No
Control of Substances Hazardous to Health	Yes	No
Driving for Work	Yes	No
Display Screen Equipment	Yes	No
Educational Visits	Yes	No
First Aid	Yes	No
Ionising Radiation	Yes	No
Lone Working	Yes	No
Manual Handling	Yes	No
Noise at Work	Yes	No

Pressure Systems	Yes/No*	No
Slips, Trips and Falls	Yes	No
Stress	Yes	No
Supervision	Yes	No
Swimming	Yes/No*	No
Traffic Management	Yes	No
Violence at work	Yes	No
Work at Height	Yes	No
Work Experience	Yes/No*	No
Workplace Equipment	Yes	No

*Items marked with an asterisk should be amended as necessary.

[1]Where 'No' is displayed, reference should be made to the 2014/15 Group H&S Policy for the specified topic area

[Insert name of school] hereby adopt the United Learning Group Health and Safety Policy and its associated Policy and Procedure documents detailed above.

Signature..... [Date] 14/9/17

Head teacher

Endorsed by ..... [Date] 14/9/17

Chair of Local Governing Body

Ref	Date Produced	Author	Owned By	Details	Consultation Start Date	Approved By	Date Approved	Scheduled Review Date
HSMP-1	16/3/15	Stuart Males	Stuart Males	1st Publication	N/A	Group Board	21/6/15	20/6/16
HSMP-1.1	N/A	Stuart Males	Stuart Males	Annual review. Minor changes only.	N/A	N/A	21/6/16	20/6/17
HSMP-1.2	N/A	Stuart Males	Stuart Males	Formatting correction. Insertion of school cover page.	N/A	N/A	19/9/16	20/6/17
HSMP-1.3	31/7/17	Stuart Males	Stuart Males	Annual review/update. Changes to personnel and update to Policy table.	N/A	N/A	31/7/17	30/7/18
HSMP-1.4	9/8/17	Stuart Males	Stuart Males	Updated Topic Policy table	N/A	N/A	9/8/17	8/8/18