



# MacIntyre Academies Discovery Academy

## HEALTH & SAFETY POLICY and PROCEDURES

Adopted by Trust Board: July 2015  
Reviewed by LAB: September 2017  
Next review: July 2019

## Policy Statement

### Objectives

The Principal and Local Advisory Board (LAB) of Discovery Academy in the MacIntyre Academies Trust believe that the health and safety of all persons within the academy is of paramount importance. Health and Safety procedures are designed to keep all employees and students of, and visitors to, the academy safe and healthy.

Discovery Academy believe that a pro-active health & safety culture is an important element of our success. To create this culture and to continually improve our health & safety performance, we will ensure that:

- Health & safety is effectively **controlled** by making sure that our staff understand their responsibilities.
- Our staff are **competent** by assessing the skills needed to carry out tasks in a safe and healthy manner and providing all employees with appropriate and adequate instruction and training.
- **Co-operation** with us is encouraged through the participation of staff in consultation forums, involvement in the development of health & safety policies, arrangements, procedures and working practices, the solving of problems and the undertaking of specific health & safety roles.
- **Communication** is clear, understandable and visible to all in relation to health & safety.
- Health & safety arrangements are effectively **co-ordinated** across the academy to ensure consistency and maximum effectiveness.

We recognise and will fulfil our responsibilities as an employer under *Section 2 of The Health & Safety at Work Act 1974* to ensure as far as is reasonably practicable, the health, safety and welfare of our employees. In particular, these include the provision and maintenance of:

- Safe plant and equipment and safe systems of work.
- Safe handling, storage, maintenance and transport of articles and substances.
- Information, instruction, training and supervision as necessary.
- A safe place of work, with safe access and egress.
- A safe working environment with adequate welfare facilities.

Discovery Academy also recognise and will fulfil our responsibilities under the *Management of Health & Safety at Work Regulations 1999*, which support the above responsibilities and provide a framework for the effective management of health & safety.

Discovery Academy will, so far as is reasonably practicable, provide and maintain up-to-date information for all staff on the potential hazards of substances used at work.

Discovery Academy will set up and maintain a health & safety team within the QUAS committee.

Only good working practice will ensure safety. Every reasonable step will be taken to reduce hazards to a minimum but all staff must appreciate that their own safety and that of others depends also on their individual conduct and vigilance.

Discovery Academy will establish monitoring procedures to increase the effectiveness of this Health & Safety Policy.

A copy of this policy will be issued to all employees as part of their induction. It will be reviewed, at least every two years, and revised as appropriate.

### **Organisation and Responsibilities**

#### **Trustees and the Local Advisory Board (LAB) responsibilities**

MacIntyre Academies Trust and the LAB are committed to high standards of health & safety. They will provide leadership and will ensure that health & safety is taken into account when business decisions are taken. The LAB will set high personal examples of health & safety standards and will ensure that:

- a. Implications in respect of health & safety are addressed in all business decisions and that adequate resources and financial provision for putting the Health & Safety Policy into effect are made available;
- b. It is informed of and alerted to all risk management issues including health & safety by:
  - Receiving sight of the Trust Risk Management Register and submitting the Health & Safety risk management audit as required to the Trust Board;
  - Being kept informed about significant health & safety failures and of the outcome of any investigations into their causes;
  - Reviewing the academy's health & safety performance regularly by receiving updates from the Academy Principal.
- c. The Health & Safety Policy is signed annually by the LAB Chair and the Principal.
- d. Reporting all Health & Safety incidents and resulting actions to the Trust Board

#### **Principal's responsibilities**

The Principal is responsible the day-to-day application of the Health & Safety Policy for all staff.

*In the discharge of this responsibility, the Principal will:*

- Assist the LAB in ensuring that both teaching and support staff are provided with regular training that will assist them to work safely;
- Ensure the provision and maintenance of procedures for the safety of both teaching and support staff that come under their control;
- Ensure that all staff are aware of any instructions or safety advice pertaining to their particular role and responsibilities;
- Ensure that all safety reports pertaining to the academy are understood and that the detailed work has been completed;
- Ensure that adequate arrangements exist for carrying out regular fire drills and that all staff participate in, and are aware of, such arrangements;

- Ensure that all staff and students are instructed in safe and healthy working practices – for example, practicing emergency evacuation procedures and making them aware how to report all defects and hazards to the responsible managers;
  - Ensure that safe systems of works are used by contractors or persons carrying out inspections or non-structural repairs and that reference has been made to MacIntyre Academies' Health & Safety Manual;
  - Ensure that all accidents to staff, students or members of the public are promptly reported to the appropriate boards and personnel;
  - Ensure that all staff operate safe working practices in the execution of their duties;
  - Ensure that a Health & Safety Co-ordinator is appointed.
- In the absence of the Principal a nominated senior leader will assume this role.

### **Line Managers' responsibilities**

All levels of line management are responsible for ensuring that the Health & Safety Policy is implemented within their own areas of responsibility and with all staff they manage and /or supervise. They must monitor the workplace to ensure that safe conditions are maintained. Where hazards are identified, they must ensure the risks are controlled, in so far as is reasonably practicable.

*In the discharge of this responsibility, line managers will:*

- Ensure that all staff, students, contractors and members of the public are made aware of safety procedures;
- Ensure that risk assessments are carried out for all tasks and significant hazards are recorded and controlled;
- Establish that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment;
- Ensure that areas of the academy under their control are maintained to ensure the safety of all persons who may use the areas including:
  - 1) Inspecting equipment and structures regularly and to ensure that any defects discovered are remedied forthwith
  - 2) Preventing access by staff, students or other persons to any defective equipment or structures until the faults have been rectified
  - 3) Providing adequate training, information, instruction and supervision to ensure that work is conducted safely.
- Arrange for the reporting of all accidents to the Health & Safety Coordinator and, if a senior leader, be able to carry out local accident investigation;
- Ensure adequate access to emergency facilities i.e. fire-fighting equipment and that adequate first-aid facilities are available locally and adequately maintained.

### **Health & Safety Coordinator responsibilities**

The Health & Safety Coordinator is appointed as the competent person (as defined in *The Management of Health & Safety at Work Regulations 1999*) to act as the Warwickshire Academy advisor, and has the duty of assisting departments and staff in meeting their various responsibilities for health & safety.

*In the discharge of this responsibility, the Health & Safety Co-ordinator will:*

- Act as a focal point for health & safety information and ensure that the academy's systems for health & safety are communicated effectively to all relevant persons;

- Ensure the effective planning, organisation, control, monitoring, review and auditing of the academy's health & safety provision;
- Ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- Ensure that premises safety inspections are undertaken within the correct cycles and, where required, keep records of any faults identified;
- Attend to all defect reports received;  
Ensure that all portable electrical equipment is tested on an annual basis;
- Ensure all incidents and accidents are recorded in line with academy policy;
- Ensure that all reportable accidents, diseases and dangerous occurrences as identified in RIDDOR are reported, formally investigated and any improvement in preventative measures identified are implemented;
- Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- Carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, Fire and to ensure details are documented and that appropriate action is carried out;
- Ensure that the academy's safety training needs are identified and that they are met (in consultation with Principal) and all competent persons are trained as necessary.

### Individual responsibilities

All staff have a responsibility to exercise personal care and attention for the safety of themselves, their students and others in the academy at any given time. They must co-operate with Senior Leaders of the Discovery Academy and the MacIntyre Academies Trust in the execution of this policy.

*In the discharge of this responsibility staff will:*

- Perform their duties in a safe manner and pay particular attention to the safety procedures for their department / area;
- Report all accidents and injuries to their Line Manager;
- Obtain adequate treatment for injuries as soon as practicable;
- Report all defects in equipment and protective clothing and any hazards to their line manager or supervisor as soon as possible.
- Observe all the safety rules of Discovery Academy.

### Arrangements

MacIntyre Academies Trust has adopted its Sponsor, MacIntyre Charity's Health and Safety Manual, which gives detailed arrangements for ensuring a safe and healthy workplace. Locally we will monitor and check our practice by having a **Health & Safety Committee**

The Health & Safety Committee monitors the implementation and effectiveness of the Health & Safety Policy and procedures. The Committee is chaired by the Health & Safety Co-ordinator. Meetings are held once each term with copies of the minutes available as required.

### Staff Meetings

Health & Safety is a standing agenda item for each LAB meeting.