



GMLT | COMMUNITY
CREATIVITY
ACHIEVEMENT

Greater Manchester Learning Trust

Health and Safety Policy

September 2018

Approval History

Approved By	Date of Approval	Version Approved	Comments

Revision History

Revision Date	Previous Revision Date	Rev	Summary of Changes	Changes Marked	Owner/ Editor
17 th October 2017	N/A	1	New policy document to reflect Trust status and structure	N/A	Stephen Cooke
31 st August 2018	17/10/2017	2	Annual review and update	Yes	

Statement of Intent

Greater Manchester Learning Trust is committed to providing a safe and healthy school environment for all employees, students and others who may be affected by the schools activities.

This will be achieved by legal compliance as a minimum standard on all our functions, and the adoption of a culture of continuous improvement and best practice. This will enable us to provide and maintain a safe school environment, safe systems of work and promote more sustainable working practices.

Health and safety considerations form part of every decision made and are therefore integral to our organisational function. I task all Senior Managers and Managers with the responsibility of assisting me on discharging our legal duties under the Health and Safety at Work Etc Act 1974 (HASWA 1974), and its supporting legislation. I expect all employees to discharge their own legal duty under HASAWA 1974 by taking reasonable care of themselves and other persons who may be affected by their acts or omissions. Employees and others are asked to bring to the Senior Leadership Teams attention any failure, defect or other health and safety issues or concerns.

I shall ensure by working with Headteachers within the Trust that we lead by example by providing appropriately resourced and trained staff throughout our schools. All employees will be provided with sufficient information, instruction and supervision to perform their duties safely and without risk to health so far as is reasonably practicable.

The school will identify and manage foreseeable health and safety risks that may arise from the activities through the process of risk assessment. Suitable control measures, together with safe systems of working, will be developed as a consequence of these risk assessments in order to manage the risk to as low a level as is reasonably practicable. The process will be used to continually develop and improve the schools arrangements and health and safety culture. Our relevant emergency control arrangements will be managed in a similar manner.

I support and will actively encourage consultation and communication with all staff on health and safety matters and will implement forums for the discussion and agreement of health and safety issues.

This policy will be communicated to all staff and will be reviewed as required but as a minimum annually.

D Owen

Executive Principal of GMLT

September 2018

Organisation

1. GMLT Trust Board

The GMLT Trust Board will do all that is reasonably practicable to ensure that high standards of health, safety and welfare are achieved and maintained for all its employees, students and other non-employees.

- The Trust Board and Executive Principal will oversee health, safety and welfare matters and will ensure the necessary resources are provided;

The Headteacher will produce an annual report based on the progress of the health and safety and present this to the Governing Body.

2. Executive Head Teacher

The Executive Head Teacher will ensure that the Trust has an effective health and safety management system in place which meets the needs of the Trust as an organisation/employer. In order to achieve this he/she will:

Ensure health and safety information is provided to all staff including the health and safety policy and relevant health and safety procedures;

Ensure all schools maintain the required standards with regard to health and safety practice and annual health and safety performance reports are presented to the Trust Board;

Be involved in the investigation of any aspect of significant non-compliance or serious injury/harm accidents and report to the Board as necessary.

3. Headteacher

The Headteacher is responsible and accountable to the Governing Body for the implementation of the health and safety policy at each school. The Headteacher will be responsible for setting up and monitoring systems to ensure that:

- The health and safety policies and procedures are brought to the attention of all staff;
- Ensure health and safety information is communicated to relevant staff;
- Adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons, and that all staff is aware of the arrangements;
- Accidents, incidents and near misses are reported using the established procedures;
- Allow TU representatives to carry out their functions;
- Training needs are identified to ensure staff are competent and that appropriate arrangements are made for training;
- Fire drills are carried out twice per year and a fire register is maintained;
- Risk Assessments are undertaken of all hazards and risks to health and safety in all departments, including classrooms, office activities, all work areas, off-site visits and trips;
- Health and safety matters which cannot be resolved appropriately are raised with the Governing Body;

- An appropriate health and safety governor has been nominated.

4. Senior Leadership Team

- Are responsible for ensuring the Headteachers duties are met on a day-to-day basis;
- Deputy Headteachers are responsible for carrying out the duties of the Headteacher in their absence.

5. Directors of Faculty

Directors of Faculty are responsible for implementing the safety policy within their department. In particular, they are responsible for:

- Ensuring that activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health by ensuring departmental risk assessments are completed and acted on;
- Monitoring the workplace by carrying out informal inspections of the workplace and equipment. In addition, to regular informal inspections Heads of Faculty will carry out a formal recorded inspection of their Faculty once per year;
- Ensuring all work equipment is suitable for purpose and maintained in a safe condition at all times;
- Ensuring substances/products are suitable for purpose and are safely used and stored in an appropriate manner;
- Ensuring the competence of staff under their control by identifying training needs, arranging for the necessary information, instruction and ensuring adequate supervision;
- Bringing to the attention of the next level of management any safety issues that cannot be resolved at a local level;
- Ensuring all accidents and incidents are reported within their areas of control.

6. Teaching Staff

The safety of students/people in classrooms, laboratories, workshops, gymnasium, sports hall, and sports field are the responsibility of the class teacher. Teaching Staff are expected to:

- Know and act on the emergency procedures in respect of fire and first aid and any special safety measures (e.g. management of a person who experiences a disability or illness) to be adopted in his/her own teaching areas and to ensure that they are applied;
- Exercise effective supervision of students and others in the work area to promote and maintain safe working, teaching and learning practices;
- Ensure students' and other peoples' coats, bags and cases are safely stowed away;
- Integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;
- Follow safe working procedures personally;
- Use protective clothing, guards, special safe working procedures etc when necessary;
- Make recommendations on safety matters to the Heads of Faculty;
- Record safety arrangements as part of the lesson plan;
- Be familiar with risk assessments and safe systems of working for the work activity.

7. Site Manager

The Site Manager is responsible for:

- To ensure the site offers a safe working environment for staff, students and visitors;
- Supervising site management and site management team, ensuring they are provided with relevant health and safety information.
- Identifying defects and dealing with them in consultation with the Senior Leadership Team as appropriate. Where premises defects cannot be immediately dealt with the Site Manager is responsible for ensuring appropriate interim measures are taken, in order to make the area safe;
- All required testing of the fire alarm, sprinkler and other associated systems;
- All statutory inspections are completed;
- Liaising with building, cleaning and grounds maintenance contractors and monitoring their compliance with required standards;
- Ensuring weekly maintenance checks are carried out on the school minibuses and arrange the servicing of the vehicles when required;
- Outside normal hours the member of the site team on duty will act as the Headteachers representative;
- Carry out duties safely as required by the Senior Leadership Team.
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8. Health and Safety Representatives appointed by a recognised Trade Union

- Health and Safety Trade Union (“TU”) Representatives will be allowed to investigate all accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but wherever practicable, outside teaching time.

9. All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with the Parrs Wood High School health and safety policy and procedures at all times, in particular procedures for accident and incident reporting, fire, first aid and other emergencies;
- Each employee has a responsibility to read the health, safety and welfare policies, procedures and risk assessments relevant with their area and activity of work ;
- Co-operate with the schools management in complying with relevant health and safety law and act in accordance with any health and safety information received;
- Use all work equipment and substances in accordance with instruction, training and information received;
- Concerns about students' health, safety and welfare should be reported to the relevant Director of Faculty;
- Concerns about health and safety related to the curriculum should be raised with the line manager.
- Inform the Line Manager and the Business Manager of what you consider the shortcomings to be in the schools health and safety arrangements or concerns along with any suggestions for improvement.;
- Report to their immediate Line Manager, or the Site Manager any hazard concerns and defects in equipment found in their work places, via the schools defect reporting system or helpdesk;
- Report all accidents, incidents (e.g. damage to equipment, property and vehicles) and near misses (i.e. where someone was nearly harmed but not injured);
- Exercise good standards of orderliness and cleanliness whilst conducting your work activities.

10. Students

Students are expected to:

- Exercise personal responsibility for the health and safety of themselves and others;
- Observe standards of dress consistent with safety and/or hygiene;
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety;
- Report any accidents, incidents to a member of the teaching staff, or their form tutor.

11. Health and Safety Co-ordinator/Health and Safety Consultant

The Health and Safety Co-ordinator specific duties include:

- Dissemination of health and safety information to staff;
- The receipt of accident, incident and near miss forms and checking that they are fully completed;
- Investigating all RIDDOR accidents;
- Ensuring all health and safety policies, procedures and forms remain valid and up-to-date and are used appropriately;
- Ensuring defects, unsafe conditions, unsafe acts, hazards and dangerous occurrences are promptly dealt with and as necessary discussed with the Business Manager.

The Health and Safety Consultant will support the Headteacher and the HR Manager as required.

12. Occupational Health

Arrangements' for occupational health and health support are managed by Health and Safety Consultant and the HR Manager. This includes welfare support, return to work interviews, counselling, ergonomic assistance, pregnancy risk assessments and stress management.

13. First Aiders

First Aider duties are:

- To attend initial and refresher training to ensure their competence remains up to date;
- To administer first aid treatment in accordance with the training provided;
- To conduct weekly checks on the contents of first aid boxes and replenish as necessary;
- To record all treatment administered in the first aid treatment record book

The First Aid and Welfare Policy stored in the health and safety section on the staff intranet.

Parrs Wood High School Organisational Structure

The chart shows the line of responsibility and accountability.



14. Ratification and Signatures

This policy is required under the Health and Safety at Work 1974.

Employees are reminded that they have duties under the Act and associated Regulations and Approved Codes of Practice.

Any breaches of those duties could lead to prosecution of the Governing Body or individual employees.

Failure to comply with safety requirements could also lead to disciplinary action.

Executive Head Teacher

Signature:

Print Name:

Date:

Headteacher

Signature:

Print Name:

Date: