

GIPPESWYK COMMUNITY EDUCATIONAL TRUST

This Policy has been adopted and approved by Gippeswyk Community Educational Trust and is to be used by all members of the Trust.

HEALTH, SAFETY & WELFARE POLICY	
Approved by GCET	Re-written May 2018 – approved 5.6.18
Date of next Review	Autumn Term 2020-2021 (Two yearly – even years)
Responsible Officer	Facilities Manager – Ms B Savage
Policy Number	TH18

Gippeswyk Community Educational Trust

GENERAL HEALTH AND SAFETY POLICY STATEMENT

The Board of Trustees recognizes its health and safety responsibilities under the Health and Safety at Work etc. Act 1974 and will take all reasonable steps to fulfil these responsibilities and ensure the health, safety and welfare of its staff, students, visitors and contractors.

The GCET believes that the prevention of accidents, injury or loss is essential to the efficient operation of its academies and the education of its students.

We aim to:

- to set the general direction for health, safety and welfare throughout the GCET
- to demonstrate the Trusts commitment to Health and Safety and ensure that all of our activities are conducted safely and in compliance with legal requirements and best practice;
- to provide a safe and healthy working environment;
- to promote a positive culture towards health, safety and welfare issues.

Roles and Responsibilities:

- The Board of Trustees has strategic responsibility for health and safety within all areas of the academies' undertakings and in particular is required to ensure that sufficient resources are allocated to maintain, as far as is reasonably practicable, a safe and productive working and learning environment. The Trust pledge that competent health and safety advice is made available in order to comply with regulatory controls.
- The CEO has overall responsibility for health and safety throughout the Trust and for ensuring that the health and safety objectives are implemented and that the Board of Trustees is monitoring the overall performance of the health and safety management system.
- The Local Governing Bodies (LGBs) are responsible for the implementation of the policy and ensuring effective health and safety management systems within their academy. They also have responsibilities to support the published policies and aims of the GCET in improving the overall health and safety performance.
- The Academy Principals have responsibility for the day-to-day operation and management of health and safety, as delegated by the Board of Trustees within all areas of the academy's undertakings. This duty extends to ensuring that working conditions and environment, substances used, equipment provided, and working methods adopted do not impair the well-being of any employee, or any other person including students, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

- We are firmly committed to ensuring that each academy within GCET remains a safe and healthy environment for everyone who uses or visits the school, and we expect all employees and students to play their part in achieving this goal.

This policy document has been adopted by the Board of Trustees and Local Governing Bodies and is signed by the Trust Chair of Governors on its behalf and the GCET CEO.

Mr W Robinson – GCET Trust - Chair of Trustees

Mr S Common – GCET CEO

Edition No: 001

Date: 5 June 2018

AIMS AND OBJECTIVES

This policy supports our goal of being an organisation where everyone can fulfil their potential free from work related injury or ill health

The objectives of GCET's Health, Safety & Welfare Policy are to:

- Provide adequate resources to maintain health & safety and to promote high standards of safety, health and welfare in compliance with the Health and Safety at Work etc. Act 1974, other statutory law and approved codes of practice.
- Provide and maintain systems of work which are safe and without risk to health through the arrangements set out in this policy, which are reviewed when appropriate to changing circumstances.
- Carry out risk assessments and review them when necessary (as required under the Management of Health and Safety at Work Regulations 1999).
- Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health.
- Ensure that all machinery, plant and equipment is maintained in a safe condition.
- Carry out health surveillance, where required.
- To ensure adequate training, instruction supervision and information is given to all employees in order that they may work in safety in so far as is reasonably practicable.
- To ensure a healthy working environment for all personnel is provided and that there are sufficient facilities and arrangements for their welfare.
- Keep the workplace safe and ensure that access and egress are safe and without risk.
- Monitor safety performance to maintain agreed standards
- To protect personnel, whether they are employees, students, members of the general public visiting school, or contractors and their employees, from any foreseeable hazard whilst on school premises.
- To ensure that all personnel are aware of their responsibility to take steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate with regard to safety.

The Target for the next 12 months is to:

- Review the Policies and Procedures across the GCET regularly
- To establish targets and action plans for continuous improvement for health and safety performance
- Aspire to minimal levels of reportable Incidents

To ensure that this policy is effective, we will:

- a) Communicate the policy to GCET staff via the staff intranet, noticeboards and staff induction
- b) Review it annually, or on significant changes in our business or legislation
- c) Make any such changes known to employees and students
- d) Maintain procedures for communication and consultation between all levels of staff and/or students on matters of health, safety and welfare

ARRANGEMENTS

Each LGB is required to establish specific health and safety policy statements and organisational arrangements to implement the GCET policy.

These local policies will provide detailed operational arrangements for health and safety and will as a minimum meet the standards and requirements set out in this policy and be applied in all activities and services throughout the GCET.

Health and Safety Policy

- All Academies are required to establish Academy specific health and safety policy statements in accordance with the GCET's policy, incorporating Academy needs and responsibilities.
- The LGBs and local H&S Committees shall be responsible for the annual review and drafting any amendments.

Operation

- **Responsibilities** – The Board of Trustees is responsible for health and safety performance and the implementation of the health and safety policy, arrangements and procedures. Specific health and safety roles and responsibilities have been assigned to various posts within each academy and these are included in the Organisation section of the relevant policies.
- **Consultation** – is achieved by standard health and safety agenda items at all team meetings and through appropriate membership of committees and meetings.
- **Learning and Development** - Health and safety competencies are core skills essential to the effective conduct of all employees. These competencies are developed through induction and specific training to suit individual and organisational needs eg. Manual handling, first aid, fire safety etc.
- **Job Descriptions/Employee Contracts** – suitable clauses to highlight health and safety responsibilities are included in employee contracts and job descriptions appropriate to individual roles.
- **Performance Management** – Performance management will be used to set and measure performance against health and safety targets and objectives where appropriate. Performance Management is also used to identify health and safety learning and development needs of individuals and monitor competency.
- **Communication** – The intranet, noticeboards and signage are all methods for health and safety communication. The GCET's Health, Safety & Welfare Policy is available to all staff by various means and staff will be briefed as to how to access this documentation

- **Planning and Implementation** – All equipment used within the GCET shall be maintained in good working order and be in a safe condition for use. If this cannot be achieved, then equipment will be withdrawn from use until it can be deemed safe for use or replaced and disposed of. Each academy has a structured programme of inspection in place. The GCET uses competent recognised contractors for the formal maintenance checks required and records of these are held on file at each academy. The GCET will monitor and review to ensure continuous improvement in health and safety performance.
- **Risk Assessments** – Risk assessments (RA) are carried out for all significant risks within each academy to comply with statutory requirements. The RA will be both specific and meaningful and must be reviewed annually or following any major changes to work equipment or activities to ensure they remain suitable and sufficient. All persons undertaking RA will be suitably trained and competent.
- **Policy and Procedures** – Procedures are developed and implemented in accordance with the risk profile of the GCET which applies to all establishments. Procedure differs between academies based on local arrangements. All health and safety policy and procedures are reviewed regularly and updated when appropriate.
- **Monitoring** – Proactive health and safety monitoring is a line management function. The GCET will also measure performance by audit, inspection and accident/incident reporting and investigation. Performance will be reviewed and reported at LGB meetings and at Board of Trustees meetings on a formal and regular basis.