



Health and Safety Policy

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| Prepared by: | Matthew Bawden |
| Date: | January 2021 |
| Review date: | January 2022 |
| Approved by: | Board of Trustees |

Introduction

The QEGSMAT (the Trust) is committed to the Health and Safety of all staff and people that use and visit the QEGSMAT sites. The QEGSMAT will implement the Health and Safety Policy to ensure the health, safety and wellbeing of staff, pupils, students and others who may be affected by the Trust's activities. We are committed to complying with our legal responsibilities, and seek to continually improve our health and safety performance. To this end, we maintain and continually review an effective health and safety management system.

We will ensure:

- A safe and healthy working environment with adequate control of health and safety risks arising out of activities
- An effective organisation to implement this policy
- Full consultation with staff and the provision of information, instruction and supervision throughout the Trust on matters affecting their health and safety
- All staff are competent to carry out their work and meet their health and safety responsibilities
- Risk assessments are undertaken and the necessary controls implemented
- All third parties are aware of, and comply with, the Health and Safety Policy
- Competent advice is obtained when not available within the Trust
- Effective monitoring and review of the implementation of the policy and health and safety performance
- Adequate resource provision to implement this policy

The Trust as an employer recognises its overall responsibility for health and safety. However, high standards can only be achieved with the full involvement of the community. Staff must meet their responsibilities as laid down in this policy and work in accordance with the safe working procedures.

Failure to comply with policy and local Health and Safety procedures could result in disciplinary proceedings, exclusion or removal from site.

The Trust will review this policy annually.

Health and Safety Organisation and Responsibilities

1. Trustees

Overall legal accountability for health and safety lies with the Trustees of the QEGSMAT, the employer of all staff working in the Trust's academies. The Trust Board delegates specific responsibilities to the Director of Finance and Operations (DFO) for ensuring that the policy is adhered to and updated as necessary.

The DFO delegates the day-to-day running of each academy, including responsibility for the health and safety of staff, students and pupils, to Headteachers who are accountable for managing risks effectively on their sites.

2. Director of Finance and Operations (DFO)

The DFO is responsible to the Trustees for ensuring that:

- The arrangements outlined in the health and safety policy are effectively implemented, and corrective actions are taken as necessary
- Hazards are identified and documented arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation
- The arrangements are monitored to ensure they are working
- Health and safety information is communicated to the appropriate people
- Employees, third parties, pupils and students are aware of what is expected of them
- Any problems in implementing appropriate health and safety standards are reported to the Trustees

Whilst the DFO may delegate certain tasks to other staff, it remains the responsibility of the DFO to ensure that the policy is implemented fully at all times, at all sites.

3. Estates Manager

The Trust's Estate Manager will ensure that the DFO's responsibilities are executed effectively. The Estates Manager is accountable to the DFO for their delivery.

4. Academy Headteachers

Each Academy Headteacher will be the Health and Safety Co-ordinator, or will nominate a Senior Leader, in their Academy and will be responsible for the implementation of this policy in accordance with the role specification set by the DFO. This includes day-to-day responsibility for the implementation, maintenance and development of safe working practices and conditions for all staff, students and pupils, visitors and any other person using the premises or undertaking activities under the academies' control.

In particular, the Head will:

- Ensure all third parties meet Health and Safety requirements, including pupils, students, contractors and other visitors
- Ensure all staff meet their health and safety requirements
- Ensure the arrangements for consultation with staff are implemented
- Ensure effective communication of health and safety matters
- Ensure requirements with regard to staff competence are met
- Ensure health and safety standards, school health and safety procedures and codes of practice are implemented
- Ensure risk assessments are carried out
- Undertake risk assessments in relation to directly managed staff
- Ensure health and safety reporting is undertaken in accordance with approach determined by DFO
- Make recommendations to the Trust in relation to any external independent audits
- Report to the DFO any health and safety issues that cannot be resolved
- Work with the DFO to ensure health and safety compliance

6. All Leaders

All Leaders are responsible for implementing this policy in their area of control.

This includes:

- Ensuring Trust-wide health and safety standards and local health and safety procedures/codes of practice are implemented by communicating health and safety information to staff, students and pupils and ensuring awareness of risks and prevention measures
- Consulting with staff on matters affecting their health and safety, assessing their competence and ensuring appropriate training and development;
- Ensuring risk assessments are carried out and safe working procedures and codes of practice are in place and implemented
- Undertaking risk assessments in relation to directly managed staff
- Implementing reporting arrangements including:
 - incident reporting and investigation, including “near misses”
 - specific equipment/premises inspections
 - termly inspections
 - incorporating health and safety in staff appraisals
- Reporting any health and safety issues which cannot be resolved to the Health and Safety Co-ordinator

7. All Members of Staff

All members of staff are responsible for:

- Their own health and safety and that of others affected by their actions including pupils and students
- Following the Academy’s safe working procedures and meeting responsibilities laid down in this policy
- Reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the Health and Safety Co-ordinator
- Undertaking health and safety training/development identified as necessary
- Ensuring a risk assessment is undertaken and in place when carrying out projects or new activities
- Reporting health and safety incidents, and near misses, in accordance with the Academy’s reporting procedures

8. Academy Governors

The Local Governing Body (LGB) of each academy will appoint a governor to be the lead on Health and Safety matters. Along with the DFO and the Estates Manager, the governors of each academy are responsible for monitoring and supporting the implementation of the Health and Safety Policy. It is expected that the governors will monitor Health and Safety data and will formally check up on practices to ensure that Health and Safety is maintained at the highest standard.

9. Pupils and Students

Whilst the Health and Safety of pupils and students is the Trust's responsibility, pupils and students are expected to act responsibly and to pay attention to their own health and safety, and that of others who may be affected by their actions.

They are expected to co-operate with fire safety arrangements (participating in drills, evacuating buildings promptly) and report any incidents/concerns regarding fire safety, hazards or risks.

10. Advice, Training and Development

From time to time the Trust will take advice from the Health and Safety Executive (HSE) and other regulatory or advisory bodies. The Trust is committed to ensuring all staff are provided with the training and development necessary for them to competently carry out their work and meet their health and safety responsibilities.

Appendix 1:

Individuals with Specific Responsibilities in the Policy and Access to Information on Health and Safety

| Responsibility | Name |
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| Headteacher | Mr S Garrity |
| Health & Safety Co-ordinator | Mr Matthew Bawden |
| Persons responsible for the medical needs of students | Mrs Linda Boyce Mrs Karen Wood |
| Principal First Aiders | Mrs Linda Boyce |
| Other First Aiders | Mrs Linda Boyce Mrs Karen Wood Mr Liam Daughtry Mr Steven Bembridge Mr Brendan Drake Mr Ciaran Flynn Miss Katie Senior Mr Richard Hughes Mr Richard Smith Mr Luke Walker |
| For first aid assistance | Visit the Medical Room: 551 Call the Medical Room on ext: 11111 Call Student Services on ext: 11100 |
| Location of First Aid Boxes Basic first aid kits are available from the Medical Room for off-site visits | <p>Teaching Block:</p> <ul style="list-style-type: none"> • Level 1 - room 108 • Level 4 – rooms 401/402 (Science) • Level 4 – room 411 (Art) <p>Old Building:</p> <ul style="list-style-type: none"> • Main reception – room 505 • Caretakers’ Office – room 514 • Extended Learning - room 540 • Science Office – room 550 • Science Prep Room – room 555 • Dance Studio – room 560 • QEGSMAT Kitchenette - 570 <p>D&I Block (Old):</p> <ul style="list-style-type: none"> • Resistant Materials Workshop – room 600 • Food - rooms 612 & 614 <p>D&I Block (New):</p> <ul style="list-style-type: none"> • CAD/CAM – room 653 • CAD/CAM – room 654 • Engineering Workshop – 657 <p>Halls Block:</p> <ul style="list-style-type: none"> • PE Office – room 712 • Music Office – room 811 |

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| | <ul style="list-style-type: none"> • Canteen <p>6th Form Centre:</p> <ul style="list-style-type: none"> • Main Reception • Boothby Changing Rooms • Pavilion |
| Nearest Hospital with A&E | Derby Royal Infirmary |
| Fire Evacuation Officer | Mr Matthew Bawden [Head Fire Warden Mr Liam Daughtry] |
| Location of Fire Register | Caretakers Office 514 |
| Fire assembly point | Top of Bus bay |
| Person Responsible for Weekly Fire Alarm Test | Mr Paul Haines |
| Time of weekly fire alarm test | Thursday 4.15pm |
| Location of Health & Safety Procedures | Moodle>Staff Room>Day to Day |
| Procedure for reporting accidents | Please complete an accident report form available from Mrs L Walker, Medical Room (room 551) |
| Procedure for reporting hazards | Please contact Mr Paul Haines (room 514) by creating a caretakers job logging via the Intranet, or by filling in a Near Miss Report |