



# WISE ACADEMIES

## General Statement of Health and Safety Policy

The WISE Academies Board are committed to achieving a positive and effective health and safety culture throughout the Academy. This document sets out the policy for protecting the health and safety of its employees, students and others i.e. members of the public, visitors and contractors etc who may be affected by the work and curricular activities of WISE Academies. The breadth of the activities undertaken by the Academies present many varied health and safety risks. It is essential, therefore, that the WISE Academy Board have effective health and safety management strategies throughout its services.

The WISE Academies Board aim to achieve a level of excellence in managing health and safety above and beyond compliance with legal standards. It is our aim to eliminate all work related accidents, injuries and illnesses to any person or damage to property that may result from our activities. Unsafe events, whether they result in property damage or injuries, may represent failures in control systems. All such instances will be investigated in order to improve controls and measure performance.

The WISE Academies Board will provide:-

- a) A safe place of work and learning with safe access and egress from it
- b) A healthy working environment.
- c) Safe arrangements for the use, handling storage and transportation of articles and substances
- d) Sufficient information, instruction, training and supervision to enable ALL personnel to avoid hazards and to contribute positively to their own safety and health whilst on the premises.
- e) Adequate welfare facilities.
- f) Ensure through a systematic risk assessment programme, that risks associated with the WISE Academy's activities are identified and then eliminated, reduced or adequately controlled.

All employees are encouraged to develop a culture which promotes a healthy and safe working environment by implementing the Health & Safety Policy, and introducing a comprehensive system of communication (formal and informal) which

together ensure an adequate flow of information, throughout the Academy, thus encouraging a pro-active approach to all health and safety issues.

Without detracting from the responsibilities for ensuring safe conditions WISE Academies will ensure the provision of technical advice on health and safety matters from an appropriate source.

We recognise that for this policy to be effective, the management of health and safety must be fully integrated into the decision making process, and given status at least equal to other areas of the Academy's activities and undertakings

This policy will be reviewed at least annually to establish its effectiveness and amended where appropriate.

Signed:..........Chair of the Academy Trust

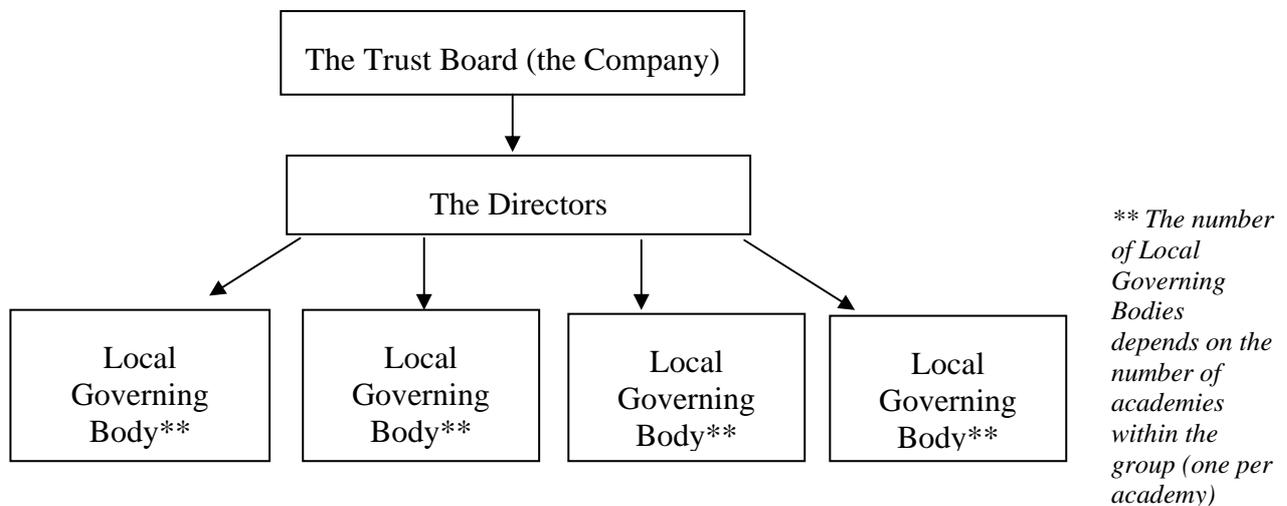
Signed:..........Chief Executive Officer

Date:.....17/12/2013.....

# WISE Academies

## Governance Structure

This part of the policy statement explains the role of those responsible for governance at each level and how the Trust develop the organisation and implement arrangements for health and safety. It describes the way we manage the effective planning, organisation, control, monitoring, review, and auditing of preventative and protective measures and forms part of the overall risk management arrangements for the Academy Trust.



## WISE Academies Organisational & Management Arrangements

### Board of Directors

The Directors of WISE Academies have overall responsibility for health and safety. In order to discharge this responsibility they will demonstrate a genuine commitment to pursuing high standards of health and safety by integrating the principles of risk management into the general business activities.

Specifically with responsibility for:-

- Provision of a written Health and Safety Policy
- Ensure that the risks to employees, pupils, customer or others that could be affected by WISE Academies work activities are assessed
- Arrange for the effective planning, organisation, control, monitoring and review of preventive and protective measures

- Ensure WISE Academies has access to competent health and Safety advice.
- Consult employees about the risks and protective measures
- Ensure allocation of adequate resources and ensuring the provision of necessary finance to improve and maintain health and safety standards when proposing the Academies annual budget;
- Ensure that Health and Safety performance is monitored and reviewed on a termly basis

### **The Local Governing Body**

- The Local Governing Body must comply in full with the health and safety and other policies of the Company;
- The maintenance of the buildings and facilities used in respect of the Academy is the responsibility of the Local Governing Body, who must have regard at all times to the safety of the users of the buildings and the facilities, and the legal responsibilities of the Directors as owners of such buildings and facilities
- In compliance with the health and safety, buildings and other policies must work with Directors to develop an estate management strategy which will identify the suitability of building and facilities and ensure the buildings and facilities are maintained to a good standard.

### **Chief Executive Officer**

The Chief Executive Officer is responsible for ensuring that the Health and Safety standards across WISE Academies are exemplary.

Specifically with responsibility for:-

- Compliance with the requirements of relevant health and safety legislation and the Academies Health and Safety Policy;
- Production of an annual plan detailing health and safety objectives with key tasks and target dates;
- Consultation with Health and Safety Advisers in the Corporate Health and Safety Team to ensure compliance with legislation. Sunderland city Councils Corporate Health and Safety Team have been appointed as the Academy's competent source of health and safety advice and guidance.
- Implementation of a systematic programme of risk assessment, ensuring that assessments are undertaken and reviewed for all Academies activities, as necessary and not less than annually;

- Ensuring that there are systems in place to ensure that all employees of WISE Academies are competent to fulfil their designated duties, and procure any necessary training and supervision to support the development of competence;
- Consultation with employees to ensure a joint approach to health and safety in the workplace and cooperate with recognised trade union health and safety representatives to enable them to fulfil their function;
- Bringing this policy to the attention of all WISE Academies employees and undertaking a review and update of the policy at least annually.
- Informing the Corporate Health and Safety Team and Board Directors immediately of any non-routine correspondence and/or visit by the Health and Safety Executive or Employers Medical Advisory Service, and any intended or served Improvement Notice, Prohibition Notice or prosecution made by a HSE Enforcement officer;
- Implementation of a system for the periodic audit and review of the WISE Academies health and safety performance and present this to the Board of Directors.

## **Headteacher**

The Headteacher is responsible for ensuring that the health and safety standards within their Academy are exemplary. Specifically the Headteacher must: -

- Comply with the standards identified in the WISE Academies health and safety policy and associated codes of practices and propose improvements and amendments as appropriate;
- Contribute to the development of an Academy specific health and safety policy which corresponds with the WISE Academies health and safety policy, and to cascade this policy to relevant staff and the Local Governing Body;
- Ensure risk assessments are undertaken and reviewed as appropriate;
- Ensure employees, including non-permanent employees and agency workers, are competent and have sufficient resources allocated to discharge their health and safety duties;
- Ensure that a system is in place to undertake health and safety training needs analysis for all employees and to ensure all employees receive induction, job specific, and refresher training where appropriate;
- Ensure all accidents, assaults, dangerous occurrences and “near misses” are reported and investigated in line with agreed procedures;

- Incorporate key health and safety responsibilities into individual job descriptions and objectives, indicating individual levels of responsibility;
- Ensure health and safety systems and procedures are periodically monitored;
- Inform the Chief Executive Officer and the Corporate Health and Safety Team of any non-routine correspondence and/or visit by the Health and Safety Executive or Employers Medical Advisory Service, and any intended or served Improvement Notice, Prohibition Notice or prosecution made by a HSE Enforcement officer;

### **Business Relationship and Governance Manager**

Business Relationship and Governance Manager is responsible for ensuring the implementation of this policy within their areas of responsibility. Specifically, this requires them to: -

- Report relevant issues to the CEO and Directors of WISE Academies as appropriate and to maintain dialogue with the Corporate Health and Safety Team.
- Ensure as far as possible compliance with the Academy's health and safety policies as determined at governance level;
- Liaison with the Corporate Health & Safety Team around policy development and review and to present information to those responsible for governance of the Trust

### **Employees**

All employees of WISE Academies, including non-permanent employees and agency workers, have a responsibility to: -

- Adhere to the requirements of risk assessments and also comply with all safe working practices.
- Make full use of appropriate equipment, personal protective equipment and all safety devices.
- Report any unsafe practices or systems of work, unsafe working conditions, damage to plant, machinery or equipment, accidents or violent incidents.
- Take reasonable care for the health and safety of themselves and of any other person who may be affected by the way they undertake their work.

- Co-operate with the Academy's policies and procedures so as to enable the proprietors to carry out their responsibilities for the management of health and safety.
- Not intentionally or recklessly interfere with or misuse equipment and materials provided in the interests of health, safety and welfare.
- Co-operate in all consultations regarding health and safety.

## **Safety Representatives**

WISE Academies adheres to the national and local conditions of service currently in place for its existing employees and new staff. This includes good practice with regard to matters of employment and health and safety.

WISE Academies recognises the trade unions' right to represent and protect the interests of their members employed in WISE Academies both individually and collectively. For the purposes of this agreement, the term "safety representatives" includes any workplace union representatives who undertake the role of health and safety representatives

Representatives will be encouraged to actively participate in improving the performance of the Academies and will be fully consulted in accordance with the Trade Union Recognition Agreement.

Consultation will be conducted as an open and honest exercise with the aim of ensuring the fullest input from all interested parties. It will take place at the earliest opportunity to be fully effective.

The functions of representatives are: -

- To make representation to Headteachers about the health and safety of their colleagues and others.
- To draw the Headteacher's attention to health and safety deficiencies.
- To participate in inspections of the workplace, where requested.
- Through the trade union recognition agreement and machinery for consultation to be involved in the planning and implementing of health and safety, particularly in the introduction of any changes to the workplace, working practices or new technology that may affect health and safety.

## **Corporate Health and Safety Team**

The Corporate Health and Safety Team is responsible for providing competent health and safety advice as required by the Management of Health and Safety at Work Regulations. Specifically the Corporate Health and Safety Team will: -

- Advise the WISE Academies Trust on the implementation of current health and safety legislation, best practice and corporate policy.
- Assist in the identification of appropriate competency standards and health and safety training strategies to support development.
- Investigate accidents and other incidents as appropriate.
- Prepare a quarterly incident report, which identifies trends and appropriate remedial action.
- Undertake an annual review of Health & Safety activity within WISE Academies and report to the Academy Board.

## **PROCEDURAL ARRANGEMENTS**

The following codes of practice have been developed by WISE Academies with appropriate professional advice and may accessed at <http://staffinfo.wiseacademies.co.uk>.

These documents will be updated from time to time.

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- 1 The Management of Health & Safety
- 2 Risk Assessments
- 3 Workplace Requirements
- 4 Control & Management of Contractors & Reporting Repairs
- 5 Management of Asbestos (Where relevant)
- 6 Violence & Aggression: Reporting Procedures
- 7 Accident Reporting
- 8 First Aid Arrangements
- 9 Provision & Use of Work Equipment
- 10 Display Screen Equipment
- 11 Personal Protective Equipment
- 12 Manual Handling of Inanimate Objects
- 13 Moving & Assisting People (where relevant)

- 14 Fire: Precautions & Emergency Procedures
- 15 Control of Substances Hazardous to Health
- 16 Electricity at Work
- 17 Prevention & Control of Legionellosis
- 18 Boiler & Electrical Room Safety & Maintenance of Heating Plant
- 19 Playground Safety
- 20 Vehicle Movement on School Premises
- 21 Visits to Farms
- 22 School Transport/Trips
- 23 Arrangements for New Staff