

**Wellspring Academy Trust
Corporate Health and Safety Policy
May 2015**

Date Approved by Board: 20 May 2015	Who this policy applies to:
Date of Review: May 2018	<ul style="list-style-type: none">• Governing Body• Principal• Academy Health and Safety Lead Officer• Staff
Responsible Department: Wellspring Head Office	

Introduction by the Chair of Board of Directors, Wellspring Academy Trust

The Wellspring Academy Trust is required, under the provision of the Health and Safety at Work etc. Act 1974, to write a statement of policy with respect to the health and safety of everyone who uses its premises. The Trust recognises the importance of its employees, learners and other customers each appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety policy and procedures are observed.

This document is intended to bring the Trust's statement of policy to the attention of all its employees and learners, providing details of the organisation and arrangements for carrying out that policy, as indicated by the Act. The policy is supplemented by individual Health and Safety Codes of Practice and Health and Safety Instruction Sheets which are available electronically on the Trust's website or in hard copy held with the Central office, the Senior Leadership Team, the Clerk to the Trust Board and in all the Academies. Everyone must ensure they are aware of the safety precautions appropriate to the department in which they work and study.

The Trust embraces the 'safe learner' concept, by actively encouraging the teaching of health and safety as an integral part of the learning process.

Safety is achieved through knowledge, care and forethought but, whereas care can and must be practised by all, knowledge comes with experience and training.

The maintenance of standards also includes exercising a duty of care as an organisation, individually and to each other, irrespective of status. It is, therefore, in the interest of all individuals to read and fully understand the Trust's Health and Safety Policy.

Hearl Lenton
Chair of Board

1. Introduction

- 1.1. The Trust is required, under the provision of the Health and Safety at Work etc. Act 1974, to write a statement of policy with respect to the health and safety of everyone who uses its premises. The Trust recognises the importance of its employees, learners and others each appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety policy and procedures are observed.
- 1.2. This document is intended to bring the Trust's statement of policy to the attention of all employees and learners, providing details of the organisation and arrangements for carrying out that policy. The policy is supplemented by individual Health and Safety policies, Codes of Practice and Health and Safety Instruction Sheets in each Academy. Everyone must ensure they are aware of the safety precautions appropriate to the setting in which they work and study.
- 1.3. The Trust embraces the 'safe learner' concept, by actively encouraging the teaching of health and safety as an integral part of the learning process.
- 1.4. Safety is achieved through knowledge, care and forethought but, whereas care can and must be practised by all, knowledge comes with experience and training.
- 1.5. The maintenance of standards also includes exercising a duty of care as an organisation, individually and to each other, irrespective of status. It is, therefore, in the interest of all individuals to read and fully understand the Trust's Health and Safety Policy.
- 1.6. This policy outlines the basic roles and responsibilities of everyone within the Trust (staff and learners) with respect to Health and Safety.
- 1.7. Each Academy is required to maintain its' own Health and Safety policy that takes account of and adheres to the details laid out in this policy.
- 1.8. A Model Health and Safety Policy for Academies has been produced by Wellspring.

2. Health, Safety and Welfare Policy Statement

- 2.1. Wellspring Academy Trust is committed to continual improvement of health and safety throughout its operations. The Trust accepts its responsibilities under health and safety legislation, guidance and standards and acknowledges the requirement to ensure the health, safety and wellbeing of staff, learners, contractors and visitors working or visiting the premises or to those who may be affected by our activities. The Trust also accepts that legislation is regarded as the minimum standard required and that it should strive to exceed this.
- 2.2. The Trust accepts its duty as both an employer and that of a leading provider of education and training to set exemplary standards for health, safety and wellbeing, and for ensuring that those standards are observed, monitored and reviewed.
- 2.3. The Trust requires all staff, learners, contractors, visitors and others working at or visiting our premises to fulfil their health and safety responsibilities at all times, reporting any shortfalls immediately.
- 2.4. The Trust shall fulfil its responsibilities by continual development of the safety management system to provide:
 - Safe premises for visitors, safe place of work for learners, staff and contractors which includes safe access and egress.
 - Safe working arrangements to ensure welfare and wellbeing for all.
 - Systems of work that are safe and that do not introduce uncontrolled risk to health and safety.
 - Information and instruction, supervision and training for all to enable them to fulfil their responsibilities at all times in a safe manner.
 - Appropriate systems for inspection, monitoring and review are maintained to assist continuous improvement.
 - Safeguarding.
- 2.5. Despite best policy and practice, incidents will occur. Such situations will be investigated to identify cause and ensure lessons are learnt, and shall become integrated into future policy and practice.
- 2.6. In order for the Trust to continue to manage health and safety effectively it is recognised that staff, learners and others must be responsible for their own health and safety.

Statement of Responsibilities

3. Board of Directors

- 3.1. The Board of Directors, under the requirements of the Health and Safety at Work etc. Act 1974, is responsible for issuing a written statement covering the general policy with respect to health, safety and welfare at work of employees, along with its other statutory responsibilities.

4. CEO

- 4.1. The CEO is responsible for achieving the objectives of the Trust's Health and Safety Policy, namely to:
- 4.2. **Advise** the Board of Directors of the resources required to comply with statutory requirements and make adequate arrangements.
- 4.3. **Ensure** that Principals and Academy Governing Bodies know and understand their individual responsibilities regarding health and safety, and that health and safety legislation is met.
- 4.4. **Ensure** adequate consultation between management, any specialist advisers, employees and employees' representatives prior to the introduction of any change which may affect health and safety.
- 4.5. **Ensure** that safety representatives who are appointed under statutory regulations can effectively carry out the duties required of them:
 - Eliminate accident potential as far as is reasonably practicable across the Trust.
 - Conform with statutory duties and Trust's Codes of Practice
- 4.6. **Ensure** that adequate communication links are maintained to promote health, safety and welfare information.

5. Academy Principals

Academy Principals are responsible for achieving the objectives of the Health and Safety Policy. As an integral part of their management responsibilities they will:

- 5.1. **Ensure** that they, and all employees for whom they are responsible, know and undertake their responsibilities regarding health and safety and that all employees are adequately trained to discharge their responsibilities.
- 5.2. **Promote** the implementation of the organisation's Health and Safety Policy by establishing a suitable and adequate programme to:
 - **Seek** to eliminate potential accident situations.
 - **Ensure** that assessments of risks to health and safety are carried out and adequate control measures are in place and maintained.
 - **Conform** to statutory duties and the Trust's Codes of Practice and to introduce suitable procedures to report accidents, communicate information, identify and eliminate hazards.
- 5.3. **Ensure** that health and safety arrangements are fully discussed, seeking specialist advice where necessary, with regard to:
 - Current working.
 - Planning new operations or methods of work.
 - Acquiring new buildings, plant and equipment.
- 5.4. **Arrange** consultations with employees and their representatives in the workplace to ensure progressive and positive methods are adopted to promote health and safety and to provide arrangements for the participation of employees or employees' representatives in the development of such measures.
- 5.5. **Provide** such information, instruction, training and supervision as may be necessary to ensure the health, safety and welfare of those under their control.

- 5.6. **Ensure** that regular fire evacuation drills are conducted, firefighting equipment is made available, fire alarms tested with appropriate frequency and that all employees are aware of the emergency procedures.
- 5.7. **Keep under constant review the effectiveness** of the Trust's policy and advise the CEO of any changes they consider necessary on any matters in breach of statutory requirements which cannot be effectively dealt with by them.

6. Academy Health and Safety Lead Officer

This person is responsible for the adoption of the Trust's Health and Safety Policy within their area of control. To achieve this they will ensure that:

- 6.1. They actively promote the 'safe learner' concept by encouraging the teaching of health and safety as an integral part of the learning process.
- 6.2. They nominate and consult staff with specific Health and Safety responsibilities.
- 6.3. Any matter brought to their attention by any person is given prompt and appropriate attention.
- 6.4. They, and all persons reporting to them, know and undertake their responsibilities under the Trust's Health and Safety Policy and are adequately trained to enable successful implementation of the Health and Safety Policy.
- 6.5. All statutory law, regulations and approved codes of practice are strictly adhered to.
- 6.6. All statutory registers are kept and maintained.
- 6.7. Safe working practices are maintained at all times to ensure the health and safety of employees, learners, contractors and members of the public.
- 6.8. Assessments of the risks to health and safety are conducted and the findings recorded, and that adequate control measures are introduced and maintained.
- 6.9. Adequate supervision is made available.
- 6.10. The Trust's Health and Safety Policy, any Codes of Practice and Health and Safety Instruction Sheets are co-ordinated and organised within their area to ensure their effectiveness.
- 6.11. All persons reporting to them are carrying out their responsibilities as defined by regularly auditing the workplace.
- 6.12. As appropriate, correct protective clothing will be requested/made available to all persons under their control.
- 6.13. Adequate plant and equipment is made available to ensure safe working practices and that such plant and equipment is effectively maintained to a safe standard.
- 6.14. Specialist advice is sought on any health and safety at work matter for which clarification or assistance is required.
- 6.15. Draw the Principal's attention to any breach of statutory requirements which cannot be effectively dealt with by them.
- 6.16. Advise the Principal of the resources required to make adequate arrangements.
- 6.17. Learners are inducted in health and safety awareness requirements and their responsibilities before undertaking work experience.
- 6.18. Ensure that all contractors engaged by any department conduct their work in accordance with:
 - The terms of the contract including the Contractor's Checklist.
 - The Health and Safety at Work etc. Act 1974.
 - Statutory regulations and College's Codes of Practice.
 - Eliminating or reducing to an acceptable level any danger to the Trust's employees, learners or members of the public.

7. Responsibilities of Academy Governing Body

Establish oversight of and maintain a safe and healthy working environment at each of its locations by doing the following:

- 7.1. **Ensure** the provision and maintenance of premises, plant and equipment is to a safe standard and in accordance with statutory requirements.

- 7.2. **Produce Academy procedures** and other publications, including the Policy Statement, informing employees and contractors of their responsibilities to ensure the health, safety and welfare of all Academy users.
- 7.3. **Provide** necessary information, instruction, training and supervision to ensure the health and safety of employees at work
- 7.4. **Ensure** immediate and accurate reporting and investigation of accidents and incidents to determine trends and the need for amendments to practices/procedures.
- 7.5. **Ensure** that suitable and sufficient regular risk assessments are carried out and recorded for all operations and undertakings in the workplace to ensure continued identification of risks and hazards, protecting the health, safety and wellbeing of all persons accessing the Academy's facilities.
- 7.6. **Ensure** the provision of an appropriate number of specialist staff with responsibilities for safety, health and welfare and also ensuring appropriate contingency arrangements are in place during the absence of such staff to meet the relevant statutory requirements.
- 7.7. **Promote** an attitude of safety and safe working by adopting standards of best practice.
- 7.8. **Encourage** discussion between staff, management and contractors and other appropriate agencies, to discuss safety, health and welfare matters and to promote awareness of and responsibility for health and safety issues.
- 7.9. **Make** specific arrangements to ensure that contractors are carrying out their responsibilities for health, safety and welfare in order to comply with statutory requirements.
- 7.10. **Undertake** regular audits of safety systems and environments and provide and maintain an environment that is safe, without risks to health, and with adequate facilities for the welfare of all.
- 7.11. **Receive** regular Health and Safety reports and annually reviewing health and safety in the Academy.

8. Contractors

- 8.1. The Trust, individual Academies and the contractor have responsibilities under health and safety law.
- 8.2. If the contract involves the maintenance of equipment or machinery, refurbishment of a building or any other such work then method statements and suitable and sufficient risk assessments must be approved by the Principal before any work commences.

9. Health and Safety Committee

- 9.1. Each Academy should establish a Health and Safety Committee. They will:
 - Be involved in the reviewing process of reported, unsafe practices and conditions and make suggestions on methods of improving health and safety performance.
 - Take part in formulating health and safety policies, procedures and rules, carry out safety audits and inspections, investigate accidents and analyse accident reports and statistics.
- 9.2. Wellspring Academy Trust will establish a Health and Safety Committee with the same remit for Health and Safety Trust-Wide.

10. All Employees

The Health and Safety at Work etc. Act 1974 states that EVERYONE has a responsibility for safety. It is important that everyone appreciates the extent of their responsibilities, namely that they:

- 10.1. **Shall make themselves familiar** with the Health and Safety Policy and procedures of the Trust, the Academy and the area in which they are employed and shall be familiar with sections of the policy and procedures which directly affect their particular activities.
- 10.2. **Shall accept individual responsibilities** to take all reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions and to co-operate with the Trust so far as is necessary to enable it to comply with its statutory duties.

- 10.3. **Shall report** to supervisors/line managers any accidents or dangerous occurrences, whether or not an injury is sustained, and any unsafe working practices. Report systems of work or conditions which they consider may create risks to their own and others health and safety or damage equipment and premises.
- 10.4. **Shall not, intentionally or recklessly, interfere with or misuse** anything provided by the Trust in the interests of health, safety or welfare.
- 10.5. **Shall conform** to all instructions, written and oral, given to ensure their personal safety and the safety of others.
- 10.6. **Shall attend** training courses designed to further the needs of health, safety and welfare requirements.
- 10.7. **Shall, at all times, make full use of** appropriate protective clothing and appropriate safety equipment and devices provided.
- 10.8. **Shall maintain** tools and equipment in good condition and report any faults or defects to their supervisor/line manager.

11. Arrangements

- 11.1. All Academies will have access to a copy of the Wellspring Health and Safety policy and should provide staff with this and their own local policies on induction as part of their Health and Safety training programme.

12. Review and Update of Health and Safety Information

- 12.1. The Board of Directors are responsible for the annual review and updating of the Health and Safety Policy and Codes of Practice. Academy Principals are responsible for the review and updating of the Health and Safety Codes of Practice and Instruction Sheets related to their own school.

13. Monitoring

- 13.1. It will be the responsibility of the CEO to monitor the effectiveness of this policy by:
 - Assessing the nature and frequency of complaints or cases and identifying any patterns which need to be addressed.
 - Monitoring individual complaints or cases to ensure that they are effectively resolved and that no victimisation occurs.