



## **HEALTH & SAFETY POLICY**

Date approved by Directors  
9<sup>th</sup> July 2019

# TENTERDEN SCHOOLS TRUST

## Health & Safety Policy

This policy will be reviewed annually

**DATE OF POLICY: JULY 2019**

**DATE OF REVIEW: JULY 2020**

**Member of staff responsible for Policy:**

**Chief Executive Officer & The Facilities Manger**

Signed



**Chief Executive Officer**

Signed



**Chair of the Trust Board**

## HEALTH AND SAFETY POLICY STATEMENT

Tenterden schools Trust aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our pupils, employees while they are at work and of others, who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974. To ensure the principles of health and safety are clearly understood throughout the Trust, we will be committed to:

- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Trust subscribes;
- setting and monitoring of health and safety objectives for the Trust;
- effective communication of and consultation on health and safety matters throughout the Trust;
- assessing the risks to the safety and health of our pupils, employees and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work;
- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for pupils and employees;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the Trust;
- an annual review and when necessary the revision of this health and safety policy;
- Ensuring that this policy is available to relevant interested external parties, as appropriate.

Signature:



Date 10<sup>th</sup> July 2019

Name: SALLY LEES

Position: Chief Executive Officer

## **ORGANISATION AND RESPONSIBILITIES**

### **GENERAL RESPONSIBILITIES**

The following individual post(s) have been allocated overall health and safety responsibilities within the terms of our policy:

- The CEO has overall responsibility for ensuring the policy is put into practice and in consultation with employees it is delegated to:
- The Executive Headteacher/Headteacher at the Primary schools.
- The Finance Director at all schools.
- The Facilities Manager is the responsible Person at the secondary school and the Executive Headteacher/Headteacher at the Primary schools.

It is important that health and safety standards are maintained and improved. Where necessary specific roles within the Trust have been allocated additional responsibility for health and safety. Where this responsibility is specific to a subject area, the details of the responsible person are communicated to employees in writing or verbally as required.

## **Structure**

### **The Board of Directors**

Directors are responsible for strategic health and safety planning and for periodic review of health and safety performance through the regular board meetings. The Finance Director will specifically include Health and Safety areas in the regular reports to the Board of Directors.

### **The CEO, Executive Headteacher, Headteacher, Finance Director and Facilities Manager**

Will implement the Trust's Health and Safety Policy by:

- Ensuring adequate resources, both personnel and financial, are allocated to secure implementation of the policy
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions;
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the Trust's Health and Safety Policy;
- Ensuring that their responsible managers and employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare;
- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded;
- Ensuring that all employees are familiar with, and comply with, the requirements of the Trust's Health and Safety Policy and that all new employees are inducted

into the requirements of the Health and Safety Policy and the Trust and departmental guidelines and instructions;

- Ensuring that contractors and sub-contractors have effective arrangements for health, safety and welfare;
- Establishing systems for monitoring all arrangements to ensure that they are working effectively;
- Reviewing information from monitoring controls to ensure continued and effective compliance with performance standards.

### **Executive Headteacher/Headteacher/Facilities Manager (Homewood School & Sixth Form Centre)**

These staff are responsible for ensuring that the requirements of this policy and legal requirements specific to their school are implemented and monitored. They will ensure that:

- Any health and safety matters that they cannot deal with directly are brought to the attention of the Executive Management Team and/or Health and Safety Advisers.
- Significant hazards within their school are identified and suitable risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented.
- Employees and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- Will implement a system to manage health and safety within their school, which may include a schedule of inspection; service and maintenance arrangements for equipment and services; accident investigation arrangements.
- Equipment and substances are suitable for the purpose they are used.

### **Vice-Principals/Heads of Departments/Deputy Heads/Assistant Heads etc.**

Senior staff in charge of areas/departments are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored. This is the case for all schools in the trust. They will ensure that:

- Any health and safety matters that they cannot deal with directly are brought to the attention of the Management Team and Senior Management Team.
- Significant hazards within their department are identified and suitable risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented.
- Employees and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- Will implement a system to manage health and safety within their department, which may include a schedule of inspection; service and maintenance arrangements for equipment and services; accident investigation arrangements.
- Equipment and substances are suitable for the purpose they are used.

**Health and Safety Adviser:**

Health and safety advice can be sought through Mark Seymour, Vincent Riedy and through Neil Vincer on the Board of Directors.

**Employees Shall:**

- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Co-operate with management to meet the employer's legal duties and work in accordance with the Trust's procedures;
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others;
- Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents;
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so;
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for.

**Pupils Shall:**

- Comply with the Trust's rules and procedures.
- Take reasonable care of themselves and others.
- Co-operate with their teachers and other staff.
- Use equipment and substances in the manner in which they are instructed.
- Not misuse anything provided for the purposes of health and safety.
- Report anything they believe to be hazardous or dangerous to their Teacher/ Form Tutor/ Management Team.

This policy was adopted on 10/07/2019. The policy is to be reviewed June 2020.