

The Halifax Academy  
Health & Safety Policy



Name of Policy Writer/Amendments Date	Date Written/Amended	Next Review
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# Health & Safety Policy

## 1. INTRODUCTION

This policy describes the arrangements for ensuring good Health & Safety at The Halifax Academy. At The Halifax Academy we recognise the importance of Health & Safety in the workplace. Health & Safety is everybody's business and everyone within The Halifax Academy must ensure that they undertake their duties and responsibilities with due diligence.

The overall objective of The Health & Safety Policy is to minimise and eliminate, as far as is reasonably practicable, the risk of injury and hazards to health.

## 2. OUR APPROACH

It is the policy of The Halifax Academy to conduct its activities with foresight and responsibility in matters of Health & Safety.

We will conduct our activities in accordance with relevant statutory obligations and appropriate schools' and education guidance and good practice.

The Halifax Academy will:

- Endeavour to develop a positive Health & Safety culture.
- Systematically identifying hazards and adequately assess and control risks to which staff, students and visitors may be exposed.
- Systematically report and record all accidents and near misses
- Pursue progressive improvements in Health & Safety performance and management systems.
- Apply and regularly review effective Health & Safety procedures in The Academy.
- Develop staff knowledge of Health & Safety through regular training.
- Make use of Health & Safety advisors including but not limited to Calderdale MBC's Health & Safety Liaison Officer.
- Maintain a safe and healthy place of work in compliant buildings.
- Maintain safe access to and egress from Academy buildings and have in place an Emergency Plan.
- Provide for a safe environment when pupils are educated off site under the direction of Academy staff.

## 3. RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH HEALTH & SAFETY

The ultimate responsibility for Health & Safety within The Halifax Academy rests with the Governing Body, with the Headteachers having overall responsibility for the application of this policy. The policy and the way it is implemented will be annually reviewed and updated by the Governing body, to meet new legislative, school and curriculum requirements and to identify deficiencies. Day to day issues will be delegated by the Headteachers to the Premises & Facilities Manager under the direction of the Finance Director. He/she will:

- a) Be the focal point for day to day references on safety and give advice or indicate sources of advice.
- b) Help co-ordinate the implementation of the approved safety procedures in The Halifax Academy buildings.
- c) Maintain contact with outside agencies able to offer expert advice.
- d) Report all known hazards immediately to the Headteachers or PFI Provider and stop practices or the use of plant, equipment, machinery etc that they consider being unsafe, until satisfied as to their safety.
- e) Make recommendations to the Headteachers or PFI Provider for the additions or improvements to plant, tools, equipment, machinery etc which re dangerous or potentially so.
- f) Carry out/be part of investigations of premises, places of work and working practices on a regular basis and ensure that they are kept informed of accidents and hazardous situations.

#### 4. DUTIES AND OBLIGATIONS OF ALL EMPLOYEES

*The Health & Safety at Work Act 1974 states:  
"It shall be the duty of every employee while at work:*

- a) To take reasonable care for the health & safety of themselves and of any other who may be affected by his/her acts or omissions at work, and
- b) As regards any duty or requirement imposed on his/her employer or any other person by or under the relevant statutory provisions, to co-operate with him/her in so far as it is necessary to enable that duty or requirement to be performed or complied with".

*The act also states:*

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

In order that the Act be observed and responsibilities to students and other visitors are carried out, **ALL** employees are expected:

- a) To be aware of the Health & Safety Policy and the location of supporting documents.

- b) To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- c) To observe standards of dress consistent with safety and/or hygiene. (Refer to dress code in the staff handbook).
- d) To exercise good standards of housekeeping and cleanliness.
- e) To know and apply emergency procedures in respect of fire and first aid.
- f) To use and not wilfully misuse, neglect or interfere with things provided for your own safety and/or the safety of others.
- g) To co-operate with other employees in promoting improved safety measures in their building.
- h) To co-operate with the appointed safety representative and the enforcement officer of the Health & Safety Executive or The Public Health Authority.

All employees have statutory duties in connection with their own Health & Safety and that of other employees, students, parents and members of the public. These duties extend to co-operation with their employer where the employer has made specific arrangements for their Health & Safety at work. These duties are fully stated in sections 7 and 8 of the Health & Safety at Work Act 1974 as outlined on pages 2 & 3 of this policy.

Employees holding management/supervisory posts will have Health & Safety responsibilities for those accountable to them commensurate with their management function, together with any specific responsibility which might be delegated e.g. in relation to COSHH or performance monitoring.

In carrying out their duties all employees are expected to use the knowledge gained from specific Health & Safety training and that which is inherent in their professional training which includes the information within this document.

The Government's Health & Safety Executive regularly updates its advice and guidance and this places upon employers a duty to respond positively by reviewing and updating their policies and practices as and when such advice is available. All departments and staff with supervisory responsibilities should ensure the safe keeping of their "library" of Health & Safety information.

It is the duty of all employees to comply with this policy.

*"Any member of staff within the organisation failing to accept this Health & Safety Policy or act upon reasonable standards set to achieve the Health & Safety of themselves and others and to protect the health of the working environment; will be liable to disciplinary action".*

It is the duty of all employees to report Health & Safety concerns in writing or verbally, to their line manager or person with a defined responsibility (see below) commensurate with the urgency the concern requires.

## 5. DEFINED HEALTH & SAFETY RESPONSIBILITIES

The Governing Body - To determine policy, set objectives, and monitor performance.

The Head Teachers (Secondary & Primary) - Overall responsibility for H&S at the Academy.

Premises & Facilities Manager via Finance Director - Delegated responsibility.

Line managers - Delegated departmental responsibility.

All staff - Responsibility for self and others.

## 6. RESPONSIBILITIES OF VISITORS, PARENTS, CONTRACTORS & VOLUNTEERS

All personnel on the site of the Academy, for whatever purpose, must observe and comply with all reasonable directions given to them by staff in relation to the Health & Safety of themselves and others. This will include but not be limited to:

- 1) Taking reasonable care for the Health & Safety of themselves and any other who may be affected by their actions.
- 2) Co-operating fully with staff to ensure a safe environment.
- 3) Reacting immediately to a fire alarm and evacuating the building.

## 7. RELATED POLICIES

- Safeguarding
- Medical Conditions
- Care and Control
- Behaviour
- E-Safety
- Staff Code of Conduct
- Whistleblowing