



# HEALTH & SAFETY POLICY

**May 2017**

# HEALTH AND SAFETY POLICY

1. Sirius Academy North recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Executive Principal Dr. C. Taylor and Chair of Governors recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. Sirius Academy North, so far as is reasonably practicable, proposes to pay particular attention to:
  - a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
  - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
  - c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment
  - d) Making regular assessments of risks to employees
  - e) Taking appropriate preventative/protective measures as identified by risk assessment.
  - f) Appointing Stallard Kane Associates Ltd to secure compliance with statutory duties.
3. In order that the Academy can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Academy or anyone else concerned, to ensure that their obligations are performed or complied with.
4. Sirius Academy North will ensure adequate resources both time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the Academy and all legislation quoted is up to date, where necessary the policy will be developed and expanded.
5. Sirius Academy North is also committed to the continuous development and improvement of the Academy's health and safety management system. The Academy will ensure that the health, safety & welfare of any employee or subcontractor is not compromised for financial or commercial gain.
6. All employees of the Academy agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the Academy so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.

This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Dr. C. Taylor  
Executive Principal Responsible for Health and Safety  
May 2017

Chair of Governors  
May 2017



## RESPONSIBILITIES

### The Governing Body

The Governing Body are responsible for ensuring that the Policy enables the Academy to fulfil its legal duties. They will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

The Governing Body will

- Keep themselves apprised of changes in health & safety legislation.
- Ensure that systems are in place to review and up-date this Policy annually, when major staffing changes occur, or when new equipment is introduced
- Ensure sufficient arrangements, facilities and finances are available for fully implementing this Policy
- Take all measures to ensure that the premises are safe for everyone using the Academy.
- Ensure they consider and address any potential health and safety implications of all their decisions before they are taken.
- Lead by example in all matters relating to health & safety.
- Ensure suitable people are appointed to implement this Policy on a day to day basis and that all employees with specific responsibilities for health & safety are competent to carry out the role and will be given sufficient time and resources.
- Receive and consider the Academy's annual report on health and safety performance against set objectives.
- Undertake an appropriate level of health and safety training relevant to their position.

## **Executive Principal Responsible for Health & Safety**

### **Dr. Cathy Taylor**

The Executive Principal who has responsibility for health and safety is responsible for ensuring that the Policy enables the Academy to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. She will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

In particular the Executive Principal is responsible for:

- Setting a personal example at all times with respect to good health and safety practice.
- Having overall responsibility for the health and safety of employees working in the Academy and of other persons who may be affected by the Academy's activities.
- The development and continual improvement of the Academy's health and safety performance by ensuring that an effective health and safety management system is implemented and maintained.
- Approving and signing the Academy's health and safety policy.
- Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- Assigning responsibilities for the effective planning, organisation, control, measuring, monitoring, reviewing and auditing of the health and safety management system and its associated policies and procedures.
- Nominating a Deputy to undertake the role of health and safety champion within the Academy.
- Ensuring health and safety is recognised as a core function and fully integrated into the activities of the Academy with health and safety objectives being an integral component of Academy objectives.
- Producing an annual report detailing the Academy's health and safety performance against set objectives and to set objectives for forthcoming periods.
- Being kept informed of any significant health and safety failures, and of the outcome of the investigation into their causes.

## Sirius Academy North Health and Safety Policy

- Authorising new and revised health and safety policy, procedure and guidance.
- Undertaking an annual health and safety tour.
- Ensuring that each Governor and employee has the appropriate level of competency in health and safety to enable them to effectively undertake their role.

The Executive Principal is responsible for ensuring that health and safety standards are maintained. In particular she will ensure the following matters are attended to:

- All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged.
- All work carried out, and all equipment complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998.
- All equipment is maintained in good working order, and any registered equipment carries valid certification.
- Information on safety, health and welfare matters is effectively communicated to all those concerned.
- All staff are conversant with the Academy and Health and Safety Executive accident reporting procedure (RIDDOR).
- Adequate first aid facilities are available in accordance with current regulations, and suitable persons are trained in first aid to the required standard.
- Periodic statutory tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained.
- Fire precautions and appliances are in place and are tested, maintained, and kept up to date with the latest legislative requirements.
- All staff are acquainted with the emergency evacuation procedures and emergency plan.
- All new employees undergo induction training by a competent person and receive a written copy of Academy and health and safety rules and guidance.
- Staff are competent to carry out their work safely, and have received adequate information, instruction and training which is recorded for each individual.
- A personal example is set by following Academy rules and procedures.

## Sirius Academy North Health and Safety Policy

- Trained and competent supervision is provided for employees (particularly trainees).
- The activities of all contractors working on the Academy's premises are monitored and recorded on a regular basis.
- All potential hazards, or reported hazards, are examined and evaluated and then eliminated or adequately controlled.
- Liaison is maintained directly with the Academy's professional health and safety advisers (Stallard Kane Associates Ltd) in respect of providing support in all areas of health and safety arrangements.
- The following statutory notices are displayed:
  - A signed copy of the Health and Safety Policy Statement of Intent
  - Employers liability insurance certificate
  - Health and Safety Law poster
  - First aid (notifying the names and locations of the first- aiders)
  - Fire procedure (with the assembly point)
- Simple records and information are kept on the health and safety performance.
- Health and safety improvement suggestions received from staff are given due consideration.

## Senior Leaders

In their areas of responsibility Senior Leaders are responsible for health and safety individually and also, as members of the Departmental Team, collectively.

Senior Leaders are supported in these roles by Governors, the Head of School, Teachers, and other stakeholders. In their areas of responsibility, and in addition to responsibilities specified in other associated Academy policies and procedures, Senior Leaders are responsible for:

- Setting a personal example at all times with respect to good health and safety practice.
- The effective monitoring, review, development and continual improvement of health and safety performance.
- Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- Ensuring they consider and address any potential health and safety implications of all their decisions before they are taken.
- Ensuring that the health and safety policy and associated procedures are brought to the attention of all employees and others as appropriate.
- Keeping up to date with changes to health and safety legislation, standards and good practice relevant to their service area's activities.
- Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to employees and others as appropriate.
- Ensuring that there are effective arrangements to receive, collate, and disseminate health and safety information.
- Ensuring that all accidents and incidents are reported, documented, appropriately investigated and preventative measures put in place to avoid reoccurrences.
- Ensuring that health and safety is appropriately considered at the planning stages (for example during the development or introduction of new methods of work, equipment, buildings etc).