



# Lydiate Learning Trust

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## 1.0 LYDIATE LEARNING TRUST STATEMENT OF INTENT

The Board of Lydiate Learning Trust, the employer of the staff who work at the Trust's other Academies, recognises and accepts its responsibility for providing a safe and healthy environment for all Trust staff, for the students attending the Academies and for visitors and contractors who come on to the premises.

Lydiate Learning Trust will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation. Lydiate Learning Trust will ensure that appropriate policies are in place and kept up-to-date.

The responsibility for the implementation of this Lydiate Learning Trust policy at Academy level rests with the Local Governing Body and the Head teacher.

Each and every member of staff of Lydiate Learning Trust and its Academies must recognise that, under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the Act and supporting legislation as well as under Lydiate Learning Trust's Health and Safety Policy.

The **Organisation** and **Arrangements** through which Lydiate Learning Trust, the Academy Local Governing Body, the Academy Head teacher and staff aim to fulfil the requirements are set out in the following policy.

Lydiate Learning Trust will ensure that sufficient resources are allocated by it and its Academies to ensure as far as is reasonably practicable that employees, students, visitors and contractors are kept healthy and safe.

Signed:

Chair of Lydiate Learning Trust Board

CEO/Executive Head teacher

Print:

Date:

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1.1 Local Board of Governors Statement of Intent

The following statement will be adopted by the Local Board of Governors. It sets out the health and safety objectives for the Academy with the aim of ensuring best practice in the management of health and safety.

The Local Board of Governors:

- will take all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities
- will take steps to ensure compliance with all relevant health and safety legislation
- will provide adequate resources to implement this policy including access to support from health and safety competent persons. External specialist advice and assistance may be obtained from the Local Authority or a health and safety consultant may be appointed by the Trust
- accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively
- expects all employees, students and visitors, including contractors, to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others
- is committed to providing the necessary information, instruction, supervision and training to all employees, students and visitors where applicable
- acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively
- is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation, incidents and other changing circumstances
- will set out full details of the organisation and arrangements for the management of health and safety in the Academy in writing and communicate these to all employees.

Signed: Chair of Academy Local Board of Governors

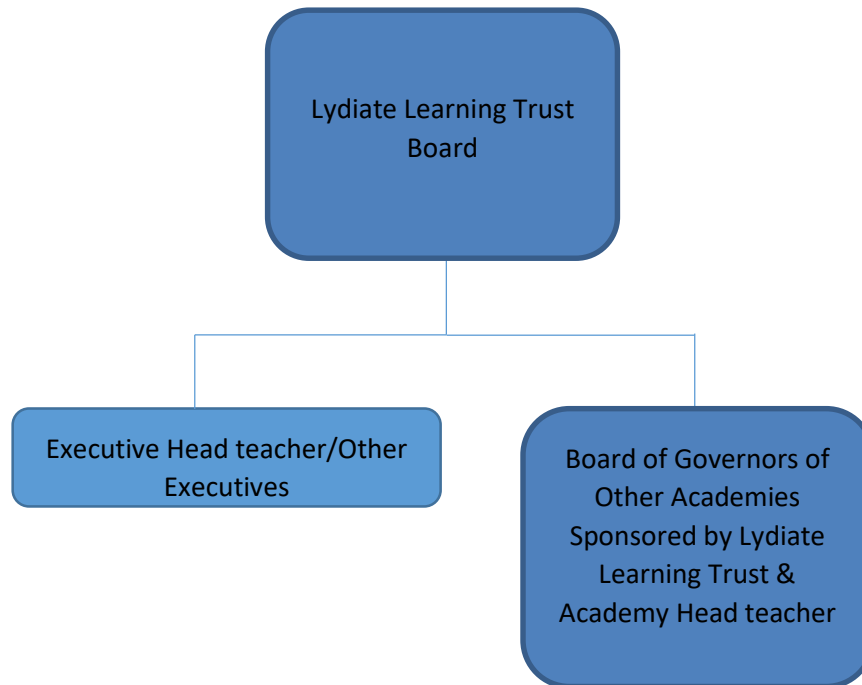
Head teacher

Print:

Date:

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## 2.0 ORGANISATION



- 2.1 Lydiate Learning Trust is responsible for the overall Health & Safety Policy
- 2.2 The Local Board of Governors and Academy Head teacher are responsible for the local implementation of the Lydiate Learning Trust policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and students, and the health, safety and security of contactors and visitors to the Academy.
- 2.3 The Executive Head teacher and other executives of the Lydiate Learning Trust act as advisors to the Trust Board on any Health and Safety matters
- 2.3 The Local Board of Governors will develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures, under:
- the overall supervision of the Head teacher and
  - within the overall Lydiate Learning Trust policy

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### 3.0 AIMS AND OBJECTIVES

3.1 The Academy aims to ensure that so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work
- safe systems and effective procedures are in place to protect the health, safety, security and welfare of students, and the health, safety and security of visitors to the Academy, including parents, contractors' employees and members of the public affected by the work of the Academy
- arrangements are in place at the Academy to ensure that no work is carried out by the Academy or by contractors that is liable to expose employees, pupils, visitors or members of the public to health and safety hazards unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place
- procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place, and arrangements for securing proper
- health and safety of employees and anyone on the Academy site affected by their work
- Senior Leadership Team (SLT) managers in the Academy are suitably trained
- sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the Academy site or outside the Academy, if engaged in Academy business
- sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

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3.2 The Academy's objectives will be to:

- have regards to the Lydiate Learning Trust Statement of Intent and the provisions of this policy
- establish sensible conditions and systems of work for all employees which prevent, as far as is reasonably practicable, any danger to health and safety (This requires that risk assessments be carried out, as appropriate, to enable hazards and risks to be identified, which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced)
- ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making suitable and sufficient risk assessments) to ensure the health and safety of staff, pupils and visitors in their department
- provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students
- ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, students or visitors or the public and, where necessary, training will be given
- ensure the provision of means of access and egress which are safe and without risks to health
- ensure safe arrangements are made for the storage, handling and transport of articles and substances
- ensure that the Academy will have and maintain up to date fire safety procedures and documentation, and that all employees and students (and, as far as is practicable, visitors) are familiar with them
- develop safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels of staff and students
- ensure that the health, safety and welfare of all employees, students and members of the public are under continuous and reasonable review by managers at all levels
- appoint a competent person to oversee the implementation of the Academy's health and safety policy and procedures
- provide sufficient funds to enable safe systems to operate and for the training of relevant staff
- make reports as directed to Lydiate Learning Trust on the implementation of its health and safety policies and procedures

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#### 4.0 RESPONSIBILITIES

4.1 This policy is largely dependent upon the total co-operation of every person who works in the Academy. Lydiate Learning Trust expects all employees to co-operate in ensuring the health and safety of all staff, students and visitors.

4.2 The Lydiate Learning Trust Board of Governors will:

- take into account the Lydiate Learning Trust Statement of Intent
- make and review regularly the overall health, safety and welfare policies and their implementation in the Academies
- satisfy itself that each Academy has in place a policy and procedures that are fit for purpose, and that the Academy reviews this annually
- ensure that each Academy Local Governing Body knows and understands its responsibilities
- provide sufficient funds for the implementation of its policies
- provide training, advice and guidance, as necessary, for the Academies

4.3 The Local Board of Governors will:

- ensure that local health and safety procedures are in line with this Lydiate Learning Trust Health and Safety policy and the Statement of Intent
- ensure that there is a system across the Academy for appropriate risk assessments to be carried out, recorded and regularly reviewed in line with the Lydiate Learning Trust policy
- ensure that appropriate standards of welfare are established and maintained for staff, students and visitors
- ensure that staff are trained in health and safety, as appropriate
- provide adequate resources to enable the Health and Safety Policy to be carried out
- be responsible for ensuring that they fully consider all of the relevant health, safety and welfare implications of any report, paper or plans presented for their deliberation
- ensure that health and safety is put on the agenda of every Governor meeting
- promote an interest in, and enthusiasm for, health and safety matters throughout the Academy

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4.4 The Academy Headteacher:

The Academy Headteacher (or, when absent, a nominated Deputy Headteacher) will be responsible for the overall implementation of the Health and Safety Policy.

The Academy Headteacher is responsible for:

- the health, safety and welfare of staff, students, visitors, contractors and any other person using the premises
- ensuring safe working conditions for all of the above (staff, students, visitors, contractors etc.)
- ensuring safe working practices and procedures throughout the Academy, including those relating to the provision and use of machinery and other apparatus
- ensuring that staff are consulted appropriately on issues that affect them
- implementing a Whole School Behaviour policy that will ensure, as far as is reasonably practicable, the health and safety of students on site and when engaged in Academy activities off-site
- directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the Academy
- ensuring that there is a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare
- carrying out periodic safety reviews and audits
- ensuring that the health and safety training needs of all staff and students are identified, and appropriate training provided
- encouraging staff, students and others to promote health and safety and to suggest ways of reducing risks
- ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out
- delegating to the relevant staff appropriate tasks for the day-to-day implementation of the policy
- ensuring that the health and safety management system is used effectively by relevant users
- ensuring that parents are kept informed on any health and safety issues and enlisting their support, as appropriate

4.5 Senior Leadership Team (SLT)

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SLT  
are

responsible for the effective planning, directing, monitoring and reviewing of the progress of all health, safety and welfare matters within their areas of responsibility and ensuring:

- The development and implementation of the Deyes High Health, Safety and Welfare Policy and the organisational arrangements through which the policy will be implemented
- The adoption of a planned, systematic approach to health, safety and welfare management in which hazards are identified, risks are suitably assessed and prioritised and objectives are met for risk elimination or reduction
- That suitable resources are allocated to allow the effective implementation of this policy
- That there is an adequate system for communicating health, safety and welfare information throughout the organisation. In particular, that there are arrangements for consulting with employees on health, safety and welfare issues and for promoting collaborative working with employee representatives.
- That adequate regard is paid to health, safety and welfare considerations in all contracts entered into by the Academy
- That arrangements are in place to measure, monitor and review health, safety and welfare performance
- Each member of SLT is responsible for the health, safety and welfare of all employees within their span of control.

4.6 Trust Facilities Manager (Business Manager, if one is in post)

The Trust Facilities Manager (Business Manager, if one is in post) will be a suitably qualified and ‘competent person’. They will be responsible for:

- managing, co-ordinating and monitoring health and safety matters within the Academy
- ensuring that the Academy’s Health and Safety Policy and systems are implemented
- reporting regularly to the Academy Headteacher on health and safety issues
- liaising with the Local Board of Governors with regards to health and safety
- ensuring that a suitable system is in place for reporting accidents and near misses and that the system is properly implemented

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- ensuring that suitable and sufficient risk assessments are carried out and appropriate controls are implemented
- liaising with any contractors visiting, or due to visit, school and ensuring that suitable and sufficient risk assessments are provided prior to the contractor providing the service, and that adequate risk controls are put in place
- engaging external health and safety or other specialist consultants (e.g. asbestos), as appropriate, receiving their reports and taking any necessary action
- meeting with staff Health and Safety Representatives
- advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the Academy)
- ensuring that the Health and Safety Policy and any ancillary policies are available to all staff
- ensuring that contractors and persons hiring any part of the premises are aware of the Health and Safety Policy
- ensuring that all necessary safety signs and notices are displayed
- ensuring that notices relating to specific hazardous areas are displayed
- ensuring that fire risk assessments are carried out, appropriate fire protection and firefighting equipment is in place and properly maintained, that regular fire drills are carried out, recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the Academy's Fire Safety Policy
- putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety Policy, as appropriate
- overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks
- leading the Academy Health & Safety Working Group, ensuring that meetings take place termly, direction is given to the Group and actions are followed up by the relevant member of staff
- maintaining an appropriate cleaning schedule and ensure compliance with COSHH (Control of Substances Hazardous to Health) Regulations 2002 with regards to substances used for cleaning and by site staff
- ensuring that all site and cleaning staff work in accordance with safe working practices issued by the Academy

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- ensuring that site staff are competent to carry out their responsibilities
- arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe
- taking appropriate action, where necessary, to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers
- ensuring that other site and cleaning staff are adequately supervised
- ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment

4.7 Health and Safety Working Group

4.7.1 The Group will consist of the Trust Facilities Manager (Business Manager, if one is in post), the Head of PE, a nominated Science Technician, a nominated IT Technician and a nominated IT Technician

4.7.2 The Group will meet at least three times per year

4.7.3 The Group may invite other members of staff and students to attend a committee meeting for specific agenda items

4.8 Function of the Health & Safety Working Group

The Group will:

- take into account both the Lydiate Learning Trust Statement of Intent, the Academy Statement of Intent and policies
- review and continually develop risk assessment and the management of risks, not limited to the Group members' own departments
- consider any other items raised by management or the staff representatives
- make recommendations regarding health and safety-related developments, action plans and areas for development
- consider any changes in the workplace affecting the health, safety and welfare of employees, students, visitors and members of the public

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4.9 Staff with Departmental Responsibilities

**Heads of Departments / Areas of the Academy** will be appropriately trained and are responsible to the Academy Headteacher through the Trust Facilities Manager (Business Manager, if one is in post) for the implementation and operation of the Health and Safety policy, as it affects their areas of responsibility. They will:

- familiarise themselves with the Academy’s Health and Safety policy and all regulations and codes of practice relevant to the work in their areas of responsibility
- set up and implement safe methods of work
- ensure that the Academy’s Whole School Behaviour policy is implemented within the department, as appropriate
- apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice
- instruct all staff, students and others under their jurisdiction in safe working practices
- carry out regular safety inspections of their areas and keep records of those inspections
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use
- ensure that all departmental staff and students in their areas know the emergency procedures
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- provide appropriate health and safety information to relevant persons
- report any health and safety concerns to the Trust Facilities Manager (Business Manager, if one is in post)
- participate in the work of the Health and Safety Group, if required to do so

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4.10 Catering Manager

Where the Academy manages its own catering facilities, the Catering Manager, in addition to the above, will also be responsible for:

- implementing the relevant Lydiate Learning Trust and Academy policies
- applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen areas
- ensuring hygiene standards meet legislative requirements
- supervising and training staff appropriately
- training and instructing all catering staff in the emergency procedures
- carrying out regular reviews of the procedures and informing the Trust Facilities Manager (Business Manager, if one is in post) of any issues of concern
- recording results of the monitoring and review of procedures
- ensuring that all catering staff have opportunities for raising concerns about health and safety issues

4.10.1 Where the Academy contracts out the catering arrangements, the Trust Facilities Manager (Business Manager, if one is in post) will ensure that the above responsibilities are fulfilled as part of the contract

4.11 All members of staff have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, students under their supervision, and any other persons who may be affected by their actions
- understand and use the Academy reporting systems
- familiarise themselves with this Health, Safety and Welfare Policy
- observe all health and safety rules and procedures set out by Lydiate Learning Trust and the Academy and use all equipment provided in the interests of health and safety
- participate in assessing risks and the management of identified risks
- follow all relevant codes of safe working practice

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- alert the Trust Facilities Manager (Business Manager, if one is in post) or Heads of Areas / Departments, as appropriate, to any potential hazard or unsafe working practices noticed
- report (through the Academy’s reporting system) all accidents, incidents or near-misses that have led or may lead to illness, harm or damage
- ensure that students’ behaviour is regulated in accordance with the Whole School Behaviour Policy
- report any concerns they may have about the health, safety and welfare of any student in their charge in line with the Academy’s Safeguarding procedures
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training for using the machine, or are being supervised by someone with a thorough working knowledge of the machine
- ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision
- ensure that they are familiar with fire drills, means of escape and evacuation procedures
- use the health and safety management system, where relevant
- participate in any relevant training

4.11.1 All staff have a right to raise health and safety issues of concern at any time but in particular at formal meetings in their departments

4.11.2 All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the Academy Headteacher, as appropriate

4.11.3 Lydiate Learning Trust recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make reasonable, common-sense decisions about risk assessment and control measures

4.12 Confirmation that the policy has been read and understood:

Under arrangements made by the Trust Facilities Manager (Business Manager, if one is in post), all employees with health and safety management responsibilities will sign to indicate that they have read and understood the policy and their responsibilities Under arrangements made by the Trust Facilities Manager (Business Manager, if one is in post), other staff without health and safety management responsibilities will sign to indicate that they have read and understood the policy and their personal responsibilities

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## 5.0 CONSULTATION

### 5.1 Staff

Health and safety will be a regular item on the agenda at all departmental, pastoral and formal management meetings in the Academy. Any points raised will be minuted and reported promptly to the relevant Head of Department / Area or the Trust Facilities Manager (Business Manager, if one is in post)

### 5.2 Students and Parents

Students also play a part in overall health and safety and welfare at the Academy and will be encouraged to discuss health and safety issues at Student Council meetings, and raise any concerns, which will be reported to the Trust Facilities Manager (Business Manager, if one is in post)

Local Boards of Governors or Academy Headteachers may decide to involve students further in the management of health, safety, welfare and security

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding of students; road safety). Each Academy may determine the amount and manner of the consultation

## 6.0 RISK ASSESSMENT

6.1 All members of staff in charge of departmental 'Safety Areas' (Science, Technology, PE, Plant Rooms etc.) are responsible for ensuring that risks are identified, appropriate assessments are made and control measures in place. Members of staff must be competent to carry out appropriate risk assessments. The Trust Facilities Manager (Business Manager, if one is in post) is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent

6.2 The Academy will determine its own risk assessment pro forma, which must be used by all staff. Completed assessments must be sent to the Trust Facilities Manager (Business Manager, if one is in post), retained on the shared network, and made accessible to all relevant staff

6.3 Risk Assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective

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## 7.0 SECURITY

- 7.1 The Academy will, in consultation with Lydiate Learning Trust, produce a Site Security policy tailored to the individual Academy's situation and operations
- 7.2 The Academy's security arrangements for the relevant areas are contained in the Site Security Policy. The security arrangements will cover:
- the site
  - the buildings
  - notices
  - control of visitors to the Academy
  - locks and keys
  - 'out of bounds' areas
  - dealing with trespassers
  - security of staff and student property
  - vehicles and cycles
  - movement around the site and buildings
  - transport and pedestrians arriving at Academy in the morning and leaving in the afternoon
  - responsibilities for security

## 8.0 TRAINING

- 8.1 The Academy will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment
- 8.2 All employees, whether permanent or temporary, will undergo **an induction**. This will include the following health & safety matters:
- Emergency Arrangements
  - Fire Drills
  - Codes of Safe Practice and Guidance
  - Health & Safety Policy

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- 8.3 Staff who feel that they have a need for health & safety training of any kind should notify the Assistant Headteacher responsible for CPD (Continuing Professional Development) in writing
- 8.4 The Assistant Headteacher responsible for CPD will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking and machining, swimming etc.), the Assistant Headteacher responsible for CPD is responsible for:
- checking the validity of certificates
  - arranging refresher training when necessary
  - keeping the relevant staff member and Head of Department / Area informed

## 9.0 MEASURING PERFORMANCE

- 9.1 The Trust Facilities Manager (Business Manager, if one is in post) will ensure that the following are carried out, as appropriate, using the Academy's management system for logging purposes:
- Regular documented audits
  - Site inspections
  - Review of risk assessments and the subsequent control measures
  - Attendance at health and safety meetings
  - Information resultant from department meetings, and how it is dealt with
  - Results of any external reviews / investigations
  - Regular review of accidents / incidents / near-misses and use of the information and experience gained from the review
  - A system of reviewing and developing improvement plans, as identified
  - Sharing experiences, findings and good practice within Lydiate Learning Trust

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## 10.0 EQUAL OPPORTUNITIES

- 10.1 In making, reviewing and implementing this policy the Academy's equal opportunities policies must be taken into account
- 10.2 In particular, the Academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, pupils and visitors to use the Academy's facilities and curriculum as far as is reasonably practicable. The Academy Accessibility Plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students and visitors.

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