



FINHAM PARK  
MULTI ACADEMY TRUST

FINHAM PARK MULTI ACADEMY TRUST

# HEALTH AND SAFETY POLICY

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## HEALTH AND SAFETY POLICY

### Contents:

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STATEMENT OF INTENT .....	<b>Error! Bookmark not defined.</b>
1. INTRODUCTION .....	4
1.1. Policy objectives.....	4
1.2. Policy principles .....	5
2. ORGANISATION .....	5
2.1. Allocation of Responsibilities .....	5
3. ARRANGEMENTS .....	10
3.1. Health and Safety Policy .....	10
3.2. Organisation.....	10
4. PLANNING AND IMPLEMENTING.....	11
5. MEASURING PERFORMANCE .....	12
6. REVIEWING PERFORMANCE .....	12
7. AUDITING .....	12





Health and safety is the concern of everyone within Finham Park Multi Academy Trust. The Health and safety Policy is intended to provide a practical framework for the implementation of the Health and Safety at Work etc. Act 1974 and all relevant UK and EU health and safety legislation and codes of practice, which will be the minimum standard acceptable. It demonstrates Finham Park Multi Academy Trust commitment to health, safety, welfare and wellbeing and recognises that health and safety is equally as important as our other objectives.

The Health and Safety Policy demonstrates Finham Park Multi Academy Trust's duty of care to employees and non-employees (visitors, customers, contractors, pupils) by ensuring that Finham Park Multi Academy Trust activities and services are provided in such a way as to not put them at risk.

The main aim of this Health and Safety Policy is to prevent accidents, incidents and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment, a safe and healthy workforce. This enables Finham Park Multi Academy Trust to achieve a positive safety culture by meeting the following policy objectives:

- Compliance with all relevant Health and Safety Legislation
- Implement adequate measures to prevent, reduce, or protect against the Health and Safety risks arising from our work activities;
- Promoting the principles of sensible Risk Management.
- Provide information, instruction and training for employees maintaining effective communication and consultation on all health and safety matters;
- Securing co-operation and consultation between individuals, safety representatives, employee representatives and working groups;
- Provide safe plant and equipment and maintain safe and healthy working conditions, providing health surveillance where necessary
- Provide professional Health and Safety advice, guidance and support
- Ensure resources are available to ensure the successful management and implementation of health, safety and wellbeing.

The Board of Directors of Finham Park Multi Academy Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the academy's organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the academy's organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the academy's obligations under the law.





This policy will be brought to the attention of all members of staff at induction; a copy is available to view on line.

## 1. INTRODUCTION

The Health and safety Policy is a declaration of Finham Park Multi Academy Trust commitment to provide, so far as is reasonably practicable, safe and healthy conditions for employees and persons other than employees who use or visit Finham Park Multi Academy Trust premises, or who may be affected by our activities. Isn't this repetition from above?

Finham Park Multi Academy Trust will establish and adopt procedures to ensure that health and safety objectives and priorities are monitored and delivered to a high standard and that a pro-active health and safety culture is promoted, developed and maintained throughout.

The Policy has been produced as required by Section 2(3) of the Health and Safety at Work etc. Act 1974 to clearly identify the responsibilities of the Governing Body, Head Teacher, Managers and Employees.

The Head Teacher may delegate many of the responsibilities to other responsible staff E.g. Heads of Subject or equivalent. However, the Head Teacher retains the overall accountability and responsibility (this cannot be transferred).

All employees must play their part in achieving the highest possible standards of health and safety and rigorously comply with all aspects of this Policy as it highlights the Finham Park Multi Academy Trust vision for health and safety and everyone's role in achieving this.

Finham Park Multi Academy Trust will ensure that adequate resources are available to implement the principles of this health and safety policy and conform to all relevant UK and EU health and safety statutory regulations, approved code of practices, EU/British standards, HSE and industry guides where necessary.

### 1.1. Policy objectives

- To conduct all our activities safely and in compliance with legislation and best practice;
- To provide safe working conditions and equipment;
- To promote a positive safety culture;
- To ensure our procurement promotes best practice in health and safety;
- To establish targets and action plans for continuous improvement of health and safety performance;
- To report our health and safety performance both internally and externally.





## 1.2. Policy principles

- **Control** - those with management roles are responsible for the clear allocation of health and safety responsibilities and for monitoring that those responsibilities are implemented.
- **Co-operation** - we all have a responsibility to co-operate as individuals and as groups to make health and safety a collaborative effort.
- **Communication** - communication of health and safety information is essential and care must be taken to continually review and improve this.
- **Competence** - developing the health and safety competence of Board Members, managers, employees, and contractors is at the heart of successful health and safety management.

## 2. ORGANISATION

The Health and Safety at Work etc. Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This Section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

### 2.1. Allocation of Responsibilities

#### 2.1.1. General

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

#### 2.1.2. Responsibilities of the Executive Headteacher and Headteachers

The Executive Head teacher will assume overall responsibility for the Finham Park Multi Academy Trust's health and safety performance and in particular is required to ensure that:

- A Health & Safety Appraisal framework is used to evaluate the performance of Local Governing bodies and Headteachers against health and safety targets and objectives;
- A Trust Health and Safety audit programme is implemented and progress of remedial actions is monitored.

The Headteacher will assume overall responsibility for an individual school's health and safety performance and in particular is required to ensure that:







- Decision-making is in line with MAT policy and procedures for health and safety and any statutory provisions set out in legislation;
- Adequate resources are made available for health and safety;
- Health and safety performance is continually reviewed;
- Suitable action plans for improving health and safety are developed and implemented;

### **2.1.3. Responsibilities of the Finham Park Multi Academy Trust Board of Directors**

The Education Reform Act has given school governors important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors.

Finham Park Multi Academy Trust governing body have the direct responsibility as the employer to ensure compliance with health and safety legislation and the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities. Is this not repetition again?

To this end the governing body will;

- a. Produce a Health and Safety Policy and devise appropriate procedures for managing health and safety related issues
- b. Ensure that health and safety considerations are taken into account in all resourcing decisions, and as part of the decision making, the governing body will take into account the costs of implementing health and safety policies, seeking and setting aside reasonable funding for the implementation.
- c. Delegate to the Finham Park Multi Academy Trust Headteachers a buildings budget, within which there will be provision for contingencies in respect of health and safety.
- d. Ensure that specific responsibilities relating to health and safety are included in job descriptions of staff.
- e. Together with the Finham Park Multi Academy Trust Headteachers or designated persons ensure that suitable health and safety provision is made for students with SEND, where appropriate.
- f. Receive regular reports on health and safety from the Finham Park Multi Academy Trust Headteachers, including information on accidents and defects.





- g. Together with the Finham Park Multi Academy Trust Headteachers ensure conformity to safety standards for goods and equipment purchased.
- h. Together with the Finham Park Multi Academy Trust Headteachers ensure that procedures exist for checking that items offered for sale by the school are safe.
- i. Together with the Finham Park Multi Academy Trust Headteachers ensure that approved school journeys are arranged and supervised in accordance with the school's policy.

#### **2.1.4. Responsibilities of Finham Park Multi Academy Trust Head Teachers**

All Head Teachers of Finham Park Multi Academy Trust take overall responsibility for the management of health and safety within their school. In particular Head teachers are required to:

- Ensure adequate resources are available to successfully manage health and safety within their school;
- Ensure implementation of Multi Academy Trust health and safety policy and procedures;
- Ensure the development and implementation of an Academy health and safety action plan for continuous improvement in health and safety;
- Ensure development, implementation and review of an Academy specific health and Safety policy, organisation and arrangements in line with the Multi Academy Trust.
- Uphold the guiding principles for health and safety and require the same from Assistant Head teachers, supervisors and employees;
- Ensure development, implementation and review of structures and systems within the Academy Trust to promote management control, co.-operation, communication and competence on health and safety matters;
- Use the appraisal framework to measure the performance of senior managers against health and safety targets and objectives;
- Ensure effective proactive and reactive monitoring of health and safety at all management levels;
- Measure and review Academy performance against key performance indicators, targets and Academy health and safety action plans;
- Ensure implementation of an Academy health and safety audit programme and monitor progress of remedial actions.

#### **2.1.5 Leadership Team and those with Management responsibilities**

- Finham Park Multi Academy Trust delegates health & safety responsibilities to additional tiers of management at individual schools, via health and safety policies, arrangements and procedures.
- Management & staff have the responsibility to make themselves familiar with the





requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.

- In addition to the general duties that all members of staff have, they will be directly responsible for the implementation and operation of the Multi Academy Trust's Health & Safety Policy within their relevant departments and areas of responsibility.
- Management will take a direct interest in the Health and Safety Policy and in ensuring that staff, students and others comply with its requirements.

### **2.1.6 Trade Union Safety Representatives**

Trade Union Safety Representatives are fully consulted on matters affecting the health and safety of employees they represent, in compliance with the Safety Representatives and Safety Committees Regulations 1977. Formal consultation with Trades Unions on health and safety takes place through the health and safety committee.

### **2.1.7 Finham Park Multi Academy Trust Employees**

The Health and Safety at Work Act 1974 states:

*"It shall be the duty of every employee while at work: to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work....."* Employees must also co-operate with the employer and not misuse anything provided in the interests of health and safety.

All employees of Finham Park Multi Academy Trust have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to Finham Park Multi Academy Trust disciplinary procedures. In particular, all employees are required to:

- Take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work;
- Co-operate with all managers, team leaders and supervisors on health and safety matters;
- Familiarise themselves with, and to act in accordance with, any health and safety procedures which have been issued to them or otherwise brought to their attention;
- Act in accordance with any safety training which has been provided to them, or any verbal safety instructions issued to them;
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received;
- Report any loss of, or obvious defect in, such PPE to their team leader or manager; not take part in any horseplay or to interfere with or misuse anything provided in the interest of health, safety or welfare;
- Report any accident/incident, no matter how minor the injury, by informing their supervisor or manager (to be done on the day of accident/incident or as soon as







possible thereafter). This includes reporting any accident/incident involving a non-employee whilst on Multi Academy Trust premises or sites or affected by seal Multi Academy Trust activities, which comes to their attention;

- Report to their supervisor or manager any work situation which they consider to represent a serious and immediate danger to health and safety, or any matter which they consider to represent a shortcoming in current arrangements for health and safety;
- Follow any laid down emergency procedures in the event of serious imminent dangers, such as emergency evacuations.

### **2.1.8 Responsibilities of Students**

- Pupils/students, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, to observe standards of behaviour and dress consistent with the safety and/or hygiene and to observe all the health and safety rules of the MAT and in particular, the instructions of staff given in an emergency.
- Pupils/students should use and not wilfully misuse, neglect or interfere with facilities or equipment provided for theirs and others health and safety.
- Students will be held accountable for any damage caused as a result of inappropriate behaviour; equally the school does not accept responsibility for any loss arising from such incidents.

### **2.1.9 Responsibilities of Visitors, Volunteers, Hirers or Contractors**

Visitors are required to observe the safety rules of the school and will be informed of relevant regulations as and when necessary by an appropriate member of staff.

Consult the Multi Academy Trust Terms and Conditions for the Hiring of School Premises and Grounds. The Hiring of School Premises and Grounds Procedure covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations hiring the site must agree to:

- Co-operate and co-ordinate with the Multi Academy Trust on health and safety matters.
- Agree to the Multi Academy Trust Terms and Conditions for the Hiring of School Premises and Grounds in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the Multi Academy Trust that may arise from their activities





The Multi Academy Trust will ensure that:

- The premises are in a safe condition for the purpose of use
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.
- Adequate arrangements for emergency evacuation are in place and communicated.

### 3. ARRANGEMENTS

The arrangements for the health and safety are systematically applied in all activities and services throughout the Finham Park Multi Academy Trust.

#### 3.1. Health and Safety Policy

The document clearly sets out the Finham Park Multi Academy Trust framework for health and safety management.

All Academies are required to establish Academy specific health and safety policy statements and organisational arrangements to implement the Finham Park Multi Academy Trust Policy incorporating Academy needs and responsibilities.

#### 3.2. Organisation

- **Responsibilities:**  
Management is responsible for health and safety performance and the implementation of Trust and Academy health and safety policy, arrangements and procedures.

Specific health and safety roles and responsibilities have been assigned to various posts and these are included in the Organisation section of the relevant policies and procedures.

- **Consultation:**  
Consultation is achieved by standard health and safety agenda items on all team meetings, through appropriate membership of committees and groups and meetings including recognised Trade Union representation.
- **Professional Development:**  
Health and safety competencies are core skills essential to the effective conduct of employee duties. These competencies are developed through induction at both





Trust and Academy levels. Specific (e.g. manual handling first aid, fire safety etc.) and managerial training is arranged to suit individual and organisational needs.

- **Job Descriptions/Employee Contracts:**  
Suitable clauses to highlight health and safety responsibilities are included in all employee contracts and job descriptions appropriate to individual roles. Performance Management is used to set and measure performance against health and safety targets and objectives (where these are appropriate for the job description of the employee concerned). Performance Management is also used to identify health and safety learning and development needs of individuals and monitor competency development.
- **Communication:**  
Health and safety information is communicated through fine management with health and safety as an agenda item at all levels of team meetings Trust health and safety documentation is developed and made available in electronic and hard copy format. The Internet, newsletters notice boards and signage are all methods for health and safety communication.

#### 4. PLANNING AND IMPLEMENTING

- **Health and Safety Action Plans:**  
Head Teachers are required to develop, maintain and report on health and safety action plans to ensure continuous improvement in health and safety performance.
- **Risk Assessments:**  
Managers conduct and record risk assessments for all our activities using the corporate system and guidelines and ensure findings are brought to the attention of employees Risk assessments are reviewed periodically and, following any significant changes, to ensure they remain suitable and sufficient

- **Procedures:**

Finham Academy Trust and Academy health and safety procedures are the standards, systems and guidelines for the implementation of control measures for specific health and safety risks

All procedures are developed and implemented in accordance with the risk profile of Finham Park Multi Academy Trust and individual Academies procedures apply to the specific establishments. All health and safety procedures are regularly reviewed, updated when appropriate.





## 5. MEASURING PERFORMANCE

Proactive health and safety monitoring is a line management function. Health and safety performance is formally measured during manager and supervisor inspection in accordance with the Finham Park Multi Academy Trust health and safety policy.

Reactive measurement is by managers and supervisors implementing the health and safety procedures for accident/incident reporting and investigation.

In addition Finham Park Multi Academy Trust measures performance by audit, inspection and through accident/incident reporting and investigation.

## 6. REVIEWING PERFORMANCE

Performance is reviewed and reported at Governing Body meetings, the Head Teachers Finham Park Multi Academy Trust, Board of Trustees on a formal and regular basis. Performance is measured against health and safety performance indicators and targets, and in terms of the achievement of Head Teachers health and safety action plans. Opportunities are sought for credible and suitable benchmarking.

## 7. AUDITING

A programme of health and safety audits is delivered across all Academies in accordance with the Trust health and safety audit system. The Executive Head Teacher ensures that suitable audit programmes are in place and audit action plans are fully implemented.





FINHAM PARK  
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## Health & Safety Policy

Written by: Rui Martins Tech IOSH  
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Written:  
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Review by:

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Adapted for Finham Park Multi Academy Trust:  
Approved by Finham Park Directors:

Signed:

MARK BAILIE  
Executive Headteacher

Date: 21/06/2016

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Director

Signed:

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Chair of Board of Trustees

Date: 14/07/2016

