



## HEALTH & SAFETY POLICY (CENTRAL TRUST TEAM)

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**Approved by Board:**            **January 2014**

**Review Date:**                **January 2015**

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# Policy Statement

The Wellspring Academy Trust is committed to ensuring the health, safety, and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities. We will take steps to ensure compliance with the relevant statutory provisions.

Each employee will be given such information, instruction, and training as is necessary to enable the safe performance of work activities.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties including where appropriate, specialists from outside the organisation.

Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions (what they do or do not do). Every employee must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

### **Sign and Date**

**Name**

## Wellspring Academy Trust

The Wellspring Academy Trust is a multi-academy Trust and an approved DfE Academy sponsor which has been set up by Barnsley College, the Trust's principle sponsor.

The core functions of the Trust are to oversee the governance, finance, education, teaching and learning, school improvement and central standards of each of its academies within Barnsley and the surrounding areas. The Trust believes that access to the best education is right for all our children and young people. Our aim is to support schools and academies through collaboration and sharing.

The Trust's central head office is based at the Digital Media Centre. This policy relates to the central office team. Each Academy within the Trust has a separate Health and Safety Policy.

## Statement of Responsibilities

### Board of Directors

The Board of Directors, under the requirements of the Health and Safety at Work etc. Act 1974, is responsible for issuing a written statement covering the general policy with respect to health, safety and welfare at work of employees, along with its other statutory responsibilities.

### Chief Executive Officer (CEO)

The CEO is responsible for achieving the objectives of the Wellspring Academy Trust Health and Safety Policy, namely to:

- ensure that all staff know and understand their individual responsibilities regarding health and safety, and that health and safety legislation is met;
- advise the Board of Directors of the resources required to comply with statutory requirements and make adequate arrangements;
- ensure adequate consultation between management, any specialist advisers, employees and employees' representatives prior to the introduction of any change which may affect health and safety;
- ensure the necessary arrangements to ensure that safety representatives who are appointed under statutory regulations can effectively carry out the duties required of them:

### Company Secretary

This person is responsible for the adoption of the Wellspring Academy Trust's Health and Safety Policy within their area of control. To achieve this they will ensure that:

- they nominate and consult staff with specific Health and Safety responsibilities;
- any matter brought to their attention by Employees/Safety Representatives or any other person is given prompt and appropriate attention;
- they, and all persons reporting to them, know and undertake their responsibilities under the Wellspring Academy Trust's Health and Safety Policy and are adequately trained to enable successful implementation of the Health and Safety Policy;
- all statutory law, regulations and approved codes of practice are strictly adhered to;
- safe working practices are maintained at all times to ensure the health and safety of employees, learners, contractors and members of the public;
- assessments of the risks to health and safety are conducted and the findings recorded, and that adequate control measures are introduced and maintained;
- adequate supervision is made available
- as appropriate, correct protective clothing will be requested/made available to all persons under their control;
- adequate equipment is made available to ensure safe working practices and that such equipment is effectively maintained to a safe standard;
- specialist advice is sought on any health and safety at work matter for which clarification or assistance is required;
- the CEO's attention is drawn to any breach of statutory requirements which cannot be effectively dealt with by them;
- advice is given to the CEO of the resources required to make adequate arrangements;

All Staff are inducted in health and safety awareness requirements and their roles & responsibilities before and immediately starting their role within The Wellspring Academy Trust.

- so far as is reasonably practicable, all contractors engaged by any staff conduct their work in accordance with:

the terms of the contract including the Contractor's Checklist;

the Health and Safety at Work etc. Act 1974 statutory regulations and Wellspring Academy Trust's Codes of Practice;

eliminating or reducing to an acceptable level any danger to the Wellspring Academy Trust's employees or members of the public.

## Employees/Apprentice

The Health and Safety at Work etc. Act 1974 states that EVERYONE has a responsibility for safety. It is important that everyone appreciates the extent of their responsibilities, namely that they:

- shall make themselves familiar with the Health and Safety Policy and procedures of the Wellspring Academy Trust and the area in which they are employed and shall be familiar with sections of the policy and procedures which directly affect their particular activities;
- shall accept individual responsibilities to take all reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions and to co-operate with the Wellspring Academy Trust so far as is necessary to enable it to comply with its statutory duties;
- shall report to their line manager any accidents or dangerous occurrences, whether or not an injury is sustained, and any unsafe working practices. Report systems of work or conditions which they consider may create risks to their own and others health and safety or damage equipment and premises;
- shall not, intentionally or recklessly, interfere with or misuse anything provided by the Wellspring Academy Trust in the interests of health, safety or welfare;
- shall conform to all instructions, written and oral, given to ensure their personal safety and the safety of others;
- shall attend training courses designed to further the needs of health, safety and welfare requirements;
- shall, at all times, make full use of appropriate protective clothing and appropriate safety equipment and devices provided;
- shall maintain tools and equipment in good condition and report any faults or defects to their line manager.

## Visitors/Contractors

All visitors must be signed into the buildings. Any Contractors of The Wellspring Academy Trust must be signed in and all relevant paperwork must be in place and agreed before any work commences. An example of these could be: contract, safe system of work, risk assessment etc. this list is not exhaustive.

## Arrangements

All Wellspring Academy Trust employees will have access to a copy of the Wellspring Academy Trust Health and Safety Policy.

## Health and Safety Instructions, safe systems of work and Risk Assessments

All Health and Safety Instructions, safe systems of work and risk assessments must be in place before any task/work requiring this process. They must be adhered to and reviewed on a regular basis.

## Review and update of Health and Safety Information

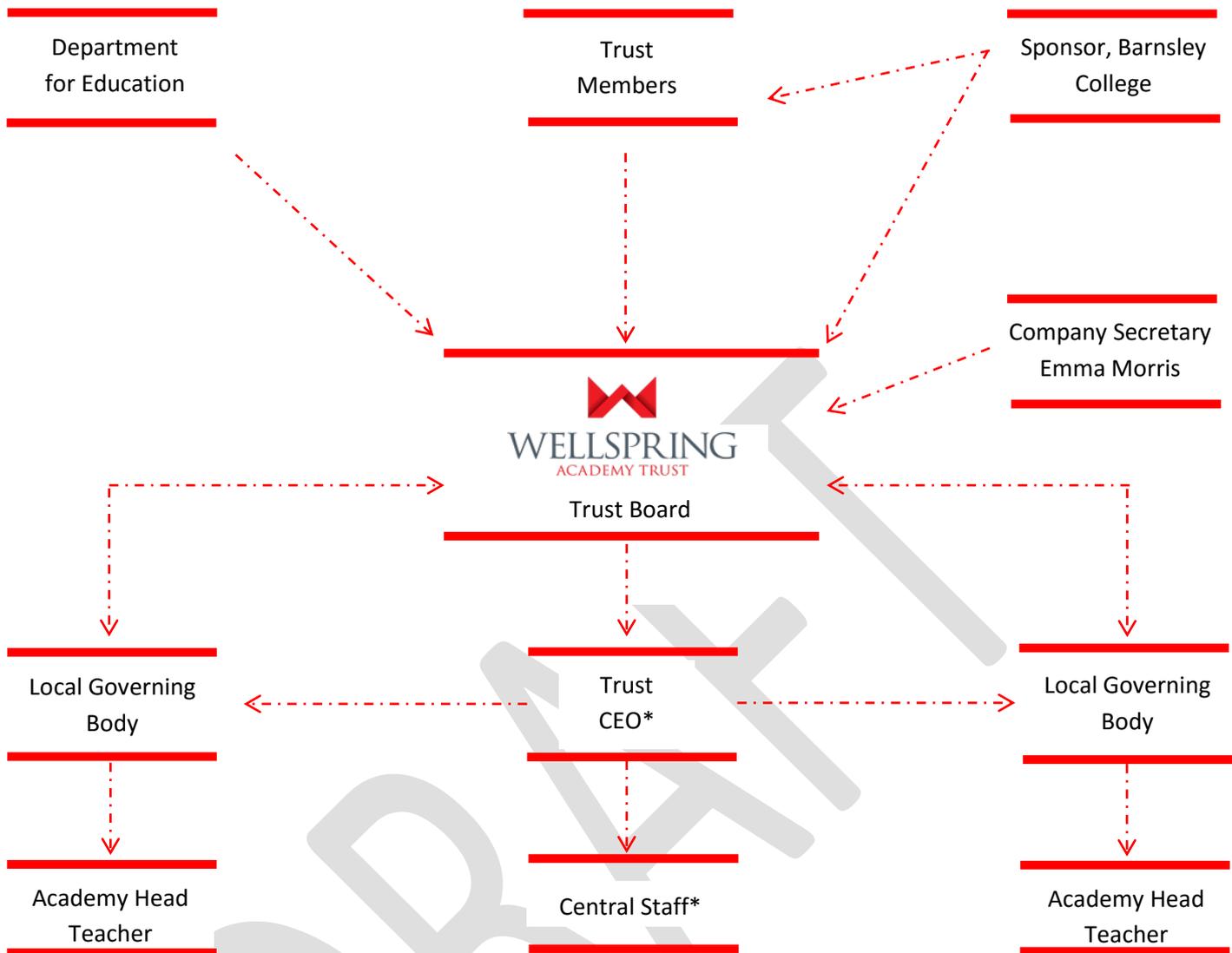
The person responsible for Health and Safety is responsible for the annual review and updating of the Health and Safety Policy. The Wellspring Academy Trust staff are responsible for the review and updating of Health and Safety risk assessments and any other document related to their work activities. The Wellspring Academy Trust staff must keep all records up to date.

## Monitoring

It will be the responsibility of the Company Secretary to monitor the effectiveness of this policy by:

- assessing the nature and frequency of complaints or cases and identifying any patterns which need to be addressed
- monitoring individual complaints or cases to ensure that they are effectively resolved and that no victimisation occurs

While this policy is to be followed by all employees of the Wellspring Academy Trust, it does not form part of an employee's contract of employment.



\*Policy for management and staff