

Health and Safety

Roles and Responsibilities

The Board of Directors

The Board of Directors has overall responsibility for ensuring that the company's operations are executed at all times in such a manner as to protect, so far as is reasonably practicable, the health, safety and welfare of all children, employees and others who may be affected by its operations.

In particular the Board will:

- 1 Ensure there is an effective company policy for health and safety and that all employees, pupils, contractors and temporary workers are made aware of their individual responsibility.
- 2 To understand and ensure, through the designation of competent persons, that the company's responsibilities as employers regarding Health and Safety are met.
- 3 To appoint a Director responsible for health and safety.
- 4 Arrange for funds and facilities to meet the requirements of company policy and legislation.
- 5 Make provision for adequate and appropriate training to be given to all employees.
- 6 To receive reports from the Director Responsible for Health and Safety at Board meetings.

Director Responsible for Health and Safety

The Director Responsible for Health and Safety is accountable to the Board for all matters relating to health, safety and welfare of employees and those affected by the company's operations.

In particular the Director Responsible for Health and Safety will:

- 1 Ensure that the implications and duties imposed by new Acts of Parliament, Statutory Instruments, and relevant H.S.E. Guidance Notes and Codes of Practice are brought to the attention of the Board of Directors.
- 2 To report health and safety matters arising from schools in the multi academy company to the Board.
- 3 To ensure the maintenance of good communications between the Board and employees
- 4 Liaise with the Responsible Person for Health and Safety at each of the schools regarding the implementation of policy.
- 5 Ensure that an adequate programme of training for health and safety is established and that the safety culture is encouraged amongst employees.

Responsible Person

A Responsible Person will be appointed at each of the schools in the MAC by each individual Governing Body. The primary role of the Responsible Person is to act as Safety Manager with responsibility for their school site.

In particular the Responsible Person will:

- 1 Understand the application of the Health and Safety at Work, etc. Act 1974 and other legislation relevant to the Company's business.
- 2 Keep up to date with changes in current legislation and to report back to the Director responsible for Health and Safety on the implementation of the policy.
- 3 Ensure that the Health and Safety Policy for their school site is implemented and followed.
- 4 Ensure that all assessments and checks as required by legislation are conducted and reviewed at relevant intervals and to maintain records of the same.
- 5 Immediately contact the Director responsible for health and safety if situations are found, that in the opinion of the Responsible Person, require immediate rectification or the stopping of any operation.
- 6 To carry out investigations into all accidents and near-miss incidents and to record the findings using the relevant procedures.
- 7 Advise the Director responsible for Health and Safety of all incidents reportable under R.I.D.D.O.R
- 8 Appreciate the responsibilities of personnel under their authority and ensure that each employee knows his/her responsibility and are equipped to play their part.
- 9 Conduct and review risk assessments on activities within their schools ensuring that the methods and systems of work are safe.
- 10 Ensure all employees and sub-contractors are suitably trained/competent to carry out the prescribed task and that the necessary licenses/certificates of competence are in force and appropriate.
- 11 Ensure the Statutory Notices, the Safety Policy, Insurance Certificate and the names of Appointed First Aiders are displayed and maintained in prominent locations.
- 12 Ensure that all new employees in the company are provided with a copy of the policy statement and receive such induction training as may be laid down in procedures.

Employees

The Management of Health and Safety at Work Regulations 1992 (M.H.S.W.R.) re-enacts the Health and Safety at Work etc. Act 1974, which places responsibilities on the employer and employees alike. In this connection, the Company reminds employees of their duties under Section 7 of the act: to take care for their own health and safety and that of others who may be affected by their acts or omissions. Additionally, employees must also co-operate with the company to enable it to discharge its own responsibilities under their school's policies and procedures successfully.

Furthermore, all employees are expected to:-

- 1 Carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with each school's policy, safety rules/procedures, regulations and codes of practice.
- 2 If aware of any unsafe practice or condition, or if in any doubt about the safety of any situation, inform their line manager.
- 3 To report any accident, near-miss, dangerous occurrence or dangerous condition to their line management.