

# SPRINGFIELD SCHOOL

## Wakefield Pupil Referral Units

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Sharing values, celebrating differences, embracing success.

### Vision

To enable all our learners to achieve personal success by becoming productive, resilient, responsible members of society.

# Health & Safety Policy

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## Table of Contents

<b>Section</b>	<b>Description</b>	<b>Page</b>
1.	Introduction	3
2.	Policies statement	3
3.	Scope of this policy	4
4.	Who this policy applies to	4
5.	Recommendations for independent contractors	4
6.	Definitions	4
7.	Roles and responsibilities	4
8.	The main body of the policy	10
9.	Consultation	10
10.	Monitoring	10
11.	Training	11
12.	Dissemination and communication	11
13.	Review	11
14.	References	11

## Appendices

<b>Appendix</b>	<b>Description</b>	<b>Page</b>
A.	General policy statement	12

## **1. Introduction**

- 1.1** The Health and Safety at Work Act 1974 (HASAW) makes it the legal duty of The Springfield Centre and all its employees to take reasonable care for the health, safety and welfare of themselves, other employees, pupils, and all other persons who may be affected by their acts or omissions.
- 1.2** The Springfield Centre also recognises the importance of safety, health and welfare in the successful operation of all its activities. It believes in the active participation of every person within the organisation in order to achieve and maintain the highest practicable standard of accident and ill health prevention and therefore relies on the initiative, teamwork and full co-operation at all levels of the workforce and management.
- 1.3** Leaders, managers and supervisors within The Springfield Centre have specific responsibilities as set out in this document; however, every employee has general responsibilities towards Health and Safety and is expected to make their own commitment to carrying out this policy. In the interests of the health, safety and welfare of all its employees, pupils and of any other persons who may be affected by its activities, The Springfield Centre commits itself to the implementation of the HASAW.

## **2. Policies statement (Health and Safety at Work Act 1974)**

- 2.1** *"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees".*

This duty extends, so far as is reasonably practicable to provide:

- Safe equipment and systems of work.
- Safe use, handling, storage and transport of articles and substances.
- The provision of any necessary information, instruction, training and supervision.
- Safe place of work with safe means of access and egress.
- Safe working environment with adequate welfare facilities.

- 2.2** *"It shall be the duty of every employee whilst at work to:"*

- Take reasonable care for their own health and safety.
- Take reasonable care for the health and safety of anyone who may be affected by their acts or omissions.
- Co-operate with their employer or any other person to enable legal obligations to be met.

- 2.3** Any employer or employee who endangers the health and safety of any other person is liable to prosecution, irrespective of whether their conduct is in breach of any specific rule or not.

### **3. Scope of this policy**

- 3.1** The purpose of high standards of Health and Safety are to eliminate or reduce the potential for accidents and occupational ill health, to The Springfield Centre's employees, pupils and other persons who may be affected by The Springfield Centre's activities.
- 3.2** Health and Safety by its very nature involves and affects every member of The Springfield Centre's staff and pupils as well as visitors to the establishment.
- 3.3** The Springfield Centre also wishes to develop a positive Health and Safety culture with full participation of its staff, pupils, visitors, etc. as well as with those external agencies with which it works.

### **4. Who this policy applies to**

- 4.1** All staff, pupils and subsidiary companies (when and if these are established), sub-contractors, contractors, members and IMB members and any other parties engaged by or on behalf of The Springfield Centre.

### **5. Recommendations for independent contractors**

- 5.1** This policy applies to professionals who are not directly employed by The Springfield Centre. All recommendations with specific relevance or reference to staff of The Springfield Centre are also applicable to contractors engaged with by The Springfield Centre for whatever purpose.

### **6. Definitions used in this policy**

- 6.1** The Health and Safety at Work Act 1974 (HASAW) makes it the legal duty of The Springfield Centre (including subsidiary companies) and all its employees to take reasonable care for the health, safety and welfare of themselves, other employees, pupils and of all other persons who may be affected by their acts or omissions.

### **7. Roles and responsibilities (individuals)**

- 7.1** The Headteacher of The Springfield Centre is responsible for: -
- The Springfield Centre's compliance with its legal requirements under health and safety legislation by ensuring that the Health and Safety organisation and arrangements are carried out effectively.
  - Approving minor revisions to the Health and Safety Policy as necessary.
  - Advising the IMB of any concerns relating to health, safety and welfare that cannot be dealt with satisfactorily at a lower level.

- Consulting with The Springfield Centre's staff on health, safety or welfare matters that cannot be dealt with satisfactorily at a lower level in conjunction with the Health and Safety committee.
- Ensuring that health and safety has a high profile within The Springfield Centre and that all staff recognise the importance of maintaining high standards of health and safety.
- Ensuring that The Springfield Centre complies with its legal duties under the Regulatory Reform (Fire Safety) Order. The Headteacher is the named 'Responsible Person' for fire safety as required under this Order.

## 7.2 The School Business Manager at The Springfield Centre is responsible for:

- Ensuring that key personnel in The Springfield Centre's safety structure know and accept their individual responsibilities relating to health, safety and welfare and have received the necessary information, instruction and training to carry out their duties.
- Providing leadership on all aspects of Health and safety across The Springfield Centre and ensuring that Every compliance system is operating as appropriate.
- Advising the Headteacher of any concerns relating to health, safety and welfare that cannot be dealt with satisfactorily at a lower level.
- Providing Health and Safety and compliance reports to the IMB every term and highlighting any concerns.
- Overseeing The Springfield Centre's risk register and highlighting any emerging or escalating risks to the IMB in a timely manner.
- Ensuring that adequate financial resources are allocated for the needs of health, safety and welfare within The Springfield Centre.
- Ensuring consultation with the Site Manager and SBM at the concept/design stage of any proposed construction, or major refurbishment project of The Springfield Centre's premises to identify and address any health and safety issues.
- Ensuring that any construction, building maintenance or refurbishment of The Springfield Centre's premises is carried out in a manner that does not compromise the health, safety and welfare of staff, pupils or visitors and that, where necessary, it complies with the appropriate health and safety legislation.
- Ensuring that the Site Manager and their team fulfil their responsibilities identified in this policy.

## 7.3 The Head Teacher of The Springfield Centre is responsible for: -

- Ensuring arrangements for the implementation of the Health and Safety Policy, and subsequently reviewing its effective application, throughout their area are met.

- Ensuring that the personnel in their area know and accept their individual responsibilities relating to health, safety and welfare and have received the necessary information, instruction and training to carry out their duties.
- Ensuring that all relevant health and safety information is available to all personnel in their area.
- Ensuring, as far as is reasonably practicable, that any goods or services procured by their area do not compromise the health, safety and welfare of staff, pupils or visitors.
- Ensuring that adequate financial resources are allocated for the needs of health, safety and welfare throughout their areas of responsibility.
- Ensuring that health and safety has a high profile throughout their area and that all staff recognise the importance of maintaining high standards of health and safety.

**7.4** The School Business Manager of The Springfield Centre is responsible for: -

- Ensuring that new members of staff are made aware of the Health and Safety Policy, including the main health and safety procedures, at induction.
- Ensuring that, so far as is reasonably practicable, the health and safety training requirements of new staff members are identified at induction and appropriate training organised.
- Ensuring that, so far as is reasonably practicable and where staff are exposed to new or altered workplace circumstances (due to changes in responsibilities, equipment, processes or statutory requirements), any additional health and safety training requirements are identified and appropriate training organised.
- Ensuring that job descriptions include the health and safety responsibilities of the post.
- Consulting with both trade union and employee representatives, as appropriate, on health, safety and welfare issues.
- Establishing, in collaboration with trade union representatives and/or employee representatives, a system for routine health and safety inspections of The Springfield Centre's premises and systems.
- Organising any employee health surveillance measures that are identified as being required.

**7.5** The **School Business Managers/Office Managers** of The Springfield Centre are responsible for: -

- Ensuring that The Springfield Centre's Health and Safety Policies and Procedures are effectively communicated, promoted, and implemented across their areas.
- Working with the Site Manager, ensure that Every compliance activities are reflective of all compliance activities at the site, including fire evacuations and that all activities are completed satisfactorily. Checking with the site manager on a regular basis that tasks are booked in as needed.
- Undertaking relevant H&S training (IOSH), including asbestos awareness, fire safety, legionella awareness, Emergency Planning, manual handling etc. and advise site/central staff of any issues.
- Ensuring that the Emergency Plan is up to date, shared and tested with relevant staff.
- Ensuring that all H&S procedures are updated regularly in The Springfield Centre format and shared on Google Drive.
- Overseeing all school risk assessments and ensuring that they are appropriate to manage risks. Ensure that these are shared with staff/parents/students and visitors as appropriate.
- Maintaining the school risk register, updating monthly and sharing with SLT, ensuring that all health and safety risks are captured and documented with mitigations put in place.
- Overseeing the school emergency Plan/BCP, ensuring that it is up to date and tested on a regular basis.
- Being a member of The Springfield Centre H&S group and disseminate information to staff.
- Ensuring that school staff training is H&S compliant, maintaining a record of all training on the training register and ensuring reminders are sent and followed up.
- Ensuring that sufficient first aiders and fire wardens are in place and circulate training note as required.
- Advising the Headteacher of any concerns relating to health, safety and welfare that cannot be dealt with satisfactorily at a lower level.
- Liaising with the Site Manager when commissioning any works that fall under CDM 15 Regulations.

**7.6** The **Site Manager** of The Springfield Centre is responsible for: -

- Ensuring that all equipment used by cleaning staff is validated and in a safe working condition.
- Ensuring that all staff within the postholder's area of responsibility adhere to relevant safe working practices and recognised Health and Safety procedures.
- To be responsible to the SBM for monitoring and maintaining The Springfield Centre's Health and Safety Policy/Procedures as they relate to the building, facilities and grounds.
- Reporting to the SBM regarding the co-ordination of all fire/safety evacuation procedures and tests.
- Ensuring the up to date and accurate maintenance of all relevant Health and Safety, maintenance and security records (e.g., fire equipment logs, defects register, COSHH and Risk Assessments etc) via Every.
- Ensuring that employees of contractor's comply with HASAW/COSHH regulations.
- Monitoring and addressing as appropriate all relevant Health and Safety Standards aspects within the building as may apply under Health and Safety Legislation, including updating risk assessments and sharing on Google Drive.
- Identifying during the course of normal duties departures from Trust standards and reporting where necessary.
- Taking reasonable care of the health and safety of self, other persons and resources whilst at work including updating risk assessments and sharing on Google Drive.
- Co-operating with management as far as is necessary to enable the responsibilities placed upon The Springfield Centre under the Health and Safety at Work Act to be performed, e.g., operate safe working practices.
- Ensuring that the buildings fixed fire appliances are fitted, accessible and have not been damaged and that safety measures/fittings are not being misused: liaising with the Authority's fire officers to rectify any deficiencies.
- Testing fire alarms in accordance with the log.
- Complying with the building emergency procedures with respect to evacuation fire, bombs, etc.

**7.7 The members of the IMB** of The Springfield Centre are responsible for: -

- Advising the Headteacher on current health and safety legislation and its requirements, to ensure The Springfield Centre complies with its statutory duties.



- Liaising with The Springfield Centre's staff as appropriate, to offer advice, information and support on health and safety.
- Consulting with external bodies (e.g. HSE) on health and safety matters.
- The regular review, and revision where necessary, of the Health and Safety Policy with regards to the organisation and responsibilities for ensuring good levels of health and safety management throughout The Springfield Centre in conjunction with the IMB.
- Taking appropriate action to deal with any circumstances that they deem to be of immediate danger or risk to anyone's health and safety.
- Encouraging joint consultation and participation of The Springfield Centre's staff and pupils in developing positive and progressive methods for promoting health and safety throughout The Springfield Centre.
- Carrying out Health and Safety Audits of each Curriculum or Business area to ensure the premises are free from hazards and that all health and safety systems and procedures are operating effectively.
- Accompanying Employee Safety Representatives, when requested, in carrying out Health and Safety Inspections to ensure all health and safety standards are in place.
- Investigating accidents and other dangerous occurrences to establish the causes prior to recommending remedial action to prevent recurrence.
- Keeping Accident Records/Statistics up to date and responsible for reporting to the HSE all relevant accidents, diseases and dangerous occurrences that fall under the scope of RIDDOR.
- Providing advice, following a request from any member of staff for information, on any health, safety or welfare matter.
- Ensuring WorkPlace Learning Health and Safety Checks have been carried out.

**7.8 ALL STAFF AND STUDENTS** of The Springfield Centre are responsible for: -

- Taking reasonable care for the health, safety and welfare of themselves and others who may be affected by their acts or omissions.
- Supporting and co-operating with The Springfield Centre's Management in their efforts to fulfil their statutory duties under health and safety legislation.
- Working in accordance with the information and training provided.
- Reporting all accidents, dangerous occurrences, near misses or unsafe acts immediately using The Springfield Centre's accident reporting system.
- Reporting any defect(s) that could compromise health, safety and welfare through their tutors, line management or to the Health and Safety Manager.
- Not interfering with anything provided in the interests of health, safety and welfare.
- Promoting and sharing, where appropriate, good health and safety standards and practices with fellow colleagues and pupils.

**7.9 The TRADE UNION / EMPLOYEE SAFETY REPRESENTATIVES** of The Springfield Centre are responsible for: -

- Investigating, where appropriate, the cause of accidents, hazards, dangerous occurrences and notifiable diseases in The Springfield Centre.
- Investigating health, safety and welfare complaints from The Springfield Centre staff they represent.
- Making representation, to the Health and Safety Manager in the first instance, about any concerns arising from health and safety investigations carried out or on general matters affecting health, safety and welfare within The Springfield Centre.
- Inspecting copies of any relevant health and safety documents that The Springfield Centre has a statutory requirement to keep e.g., RIDDOR report forms.

- Carrying out, when appropriate, Safety Inspections of The Springfield Centre as a member of The Springfield Centre's Safety Inspection Team.
- Attending meetings of The Springfield Centre Health and Safety Committee in their capacity as a Safety Representative.

Trade Unions, recognised by The Springfield Centre, will elect Safety Representatives to carry out Health and Safety duties under the Safety Representatives and Safety Committee Regulations 1977.

Employees not represented by a Trade Union (as above) can consult management on Health and Safety matters, either directly or by electing Employee Safety Representatives, under the Health and Safety (Consultation with Employees) Regulations 1996.

## **8 Responsibilities (Groups)**

**8.1** The IMB is responsible, in general terms, for advising the Headteacher and SBM on all arrangements and procedures necessary for the implementing and monitoring of an effective Health and Safety Policy, in compliance with the Health and Safety at Work Act and all other relevant legislation by: -

- The promotion of co-operative activity for the prevention of accidents.
- Considering and advising on emerging matters of health and safety within The Springfield Centre.
- The dissemination of good health and safety practices to all Centre staff and pupils.
- Referral, to the Health and Safety Management Committee, of any concerns relating to health, safety and welfare that cannot be dealt with adequately by this committee.
- The Springfield Centre's Health and Safety Committee will meet regularly, at least once a term, to monitor and review Health and Safety practice.

**8.2** The **Finance, Audit and Risk Committee** is responsible for: -

- examining internal and external health and safety reports and audits, and discuss / oversee / monitor areas of improvement;

- reviewing health and safety arrangements, policy and procedure on a continuous basis and oversee implementation of revisions where necessary;
- confirming compliance with statutory policies and procedures;
- monitoring and reviewing health and safety training and communication;
- reviewing risk assessment procedures and documentation
- dealing with any health and safety problems brought to them by the Headteacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances;
- ensuring that The Springfield Centre Health and Safety Policy is brought to the attention of all staff and is implemented in academies.
- ensuring that a “site-specific” health and safety policy is in place;
- ensuring that all members of staff receive appropriate training;
- ensuring that adequate insurance provision is in place;
- ensuring that The Springfield Centre is ‘GDPR’ compliant;
- be informed of any existing or potential litigation and make decisions accordingly;
- ensuring adequate consultation takes place between managers and employees to allow everyone to contribute to appropriate and adequate safe working;

**8.3** The IMB of The Springfield Centre is responsible for: -

- health, safety and welfare at all of the Centre’s operation.
- ensuring the health and wellbeing of employees is respected and promoted. ensuring that management identifies the principal risks of The Springfield Centre’s business and implements appropriate systems to manage those risks.
- having ultimate oversight of the risk register and monitoring and evaluating risk as a Board a minimum of once per year.
- delegating strategic responsibility for Health and Safety to the Headteacher.

## **9. The main body of the policy**

**9.1** Leaders and managers within The Springfield Centre have specific responsibilities as set out in this document; however, every employee has general responsibilities towards Health and Safety and is expected to make their own commitment to carrying out this policy.

## **10. Consultation**

**10.1** Consultation will secure the support and experience from all relevant individuals. It is vital to the success of the implementation of any policy that the expertise and experience of all relevant parties has been considered, particularly those who will be expected to implement the requirements. All Centre staff are therefore encouraged to provide feedback to this policy so that it can be improved upon.

## **11. Monitoring**

- 11.1 There is a requirement as part of staff induction to ensure that employees are made aware of the importance of policies and procedures and their adherence to them.
- 11.2 The Headteacher has overall responsibility for ensuring that The Springfield Centre has appropriate policies in place and that these are disseminated to staff.
- 11.3 Individual leaders will take responsibility for overseeing the implementation of policies within their areas.
- 11.4 The Springfield Centre managers are expected, as part of their management role, to refer regularly to policies and related procedures through their local induction processes, communication lines, staff meetings and appraisal processes and to ensure that their staff are familiar with The Springfield Centre's policies and abide by details that are stipulated within.
- 11.5 Key Performance Indicators will be used to monitor the effectiveness of this policy. These will include complaints, claims and incidents to identify where there is an area for improvement or where there has been a failure to comply with the policy.

## **12. Training**

- 12.1 All The Springfield Centre staff are expected to complete mandatory training whilst employed by The Springfield Centre, this may include legislated and may be amended from time to time to reflect changes in working practice.
- 12.2 Some contractors may be expected to undertake Centre specific training prior to any works commencing throughout the centres of operation.

## **13. Dissemination and implementation**

- 13.1 This policy will be made available to all staff on The Springfield Centre's policy website within the policies section.

## **14. Review**

- 14.1 All The Springfield Centre policies are subject to specific minimum review periods and this is stated on the document control header.

## **15. References**

- 15.1 No references are provided for this policy.



## **Appendix A**

### **HEALTH & SAFETY AT WORK etc. ACT 1974**

#### **GENERAL POLICY STATEMENT**

In accordance with the requirements under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, it is the policy of The Springfield Centre, under the direction of the Headteacher, as far as is reasonably practicable, to:

- Provide and maintain a safe and healthy environment for all The Springfield Centre's staff, pupils, visitors and outside contractors whilst on the schools premises;
- State in writing to all Centre staff and pupils their appropriate responsibilities to ensure the health, safety and welfare of persons and to prevent property damage;
- Provide a safe system of work and learning by ensuring that adequate information, instruction, training and supervision is given to staff and pupils as appropriate;
- Encourage joint consultation and participation in improving health, safety and welfare standards between the Headteacher and Centre staff and pupils through The Springfield Centre's Health & Safety Committee and other such bodies as may be appropriate;
- Comply with the requirements of safety legislation papers, reports and approved Codes of Practice;
- Ensure that reasonable steps are taken to prevent accidents and work-related ill health;
- Arrange for the safe use, handling, storage, disposal and transport of all substances and equipment;
- Monitor the effectiveness of The Springfield Centre's Health and Safety Policy, revise as necessary and bring to the attention of The Springfield Centre's staff any such revisions;

- Appoint competent persons;
- Have adequate arrangements in place for ensuring the safety of staff, pupils and visitors should an emergency situation arise e.g., fire.
- If the aims of the policy are to be achieved in practice it requires the support and co-operation of all Centre staff to fulfil the contents and spirit of the policy, to the best of their ability.
- Under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999, it is the responsibility of all Trust's staff to assist and co-operate in ensuring that the highest standards of Health, Safety and Welfare are not only set, but are fully maintained throughout The Springfield Centre.

Signed:

Colin Douro  
Headteacher  
Date