

## POLICY ON HEALTH AND SAFETY AT WORK REFERENCE HEALTH AND SAFETY AT WORK ACT 1974

### 1. Definition

Northern Education Trust is the employer.

### 2. Aims and Objectives

The Northern Education Trust is committed to establishing and implementing arrangements which will ensure that staff and pupils in each of the academies within the Trust, will be safeguarded when on academy premises or engaged in off-site activities; and that the premises for which they are responsible are safe for visitors, as well as for pupils and staff.

Arrangements will comply as necessary with Local Authority guidelines and Health & Safety Policy statements, in addition to guidelines and recommendations set out by the Health & Safety Executive.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as needed for this purpose. We also accept responsibility for the health and safety of other people who may be affected by our activities.

Northern Education Trust has therefore agreed to;

- (a) Maintain necessary and up-to-date knowledge and keep contact with outside bodies and comply with any developments on legislation, codes of practice and other technical or guidance material relating to Northern Education Trust's activities.
- (b) Circulate this information effectively within Northern Education Trust.
- (c) Ensure that all UK & EU legal requirements are met and that steps are taken to comply with changes in these requirements.
- (d) Train supervisory staff in accident prevention so that safe methods are used and training needs are systematically reviewed.
- (e) Ensure that all Health and Safety factors and construction, design and management regulations are taken fully into account when new methods or premises are being planned, or when changes in existing methods are considered.
- (f) All employees will receive the appropriate training relevant to their duties and/or assignment, which will include the availability and use of medical facilities and details of authorised first aid personnel.
- (g) All employees will receive the appropriate Health and Safety training, in accordance with current UK and EU legislation.

Monitoring to ensure that all employees comply with this policy will be undertaken by supervisors, line managers and also by regular audit procedures.

The responsibilities for Health and Safety matters and the particular arrangements that are made to implement the policy are set out below.

The policy will be reviewed annually or when legislation and/or regulations change to reflect the effect of the policy on Northern Education Trust business and developments.

Signed.......... (Les Walton).

Dated..........

Trust Position: **Chairman of the Board of Trustees**

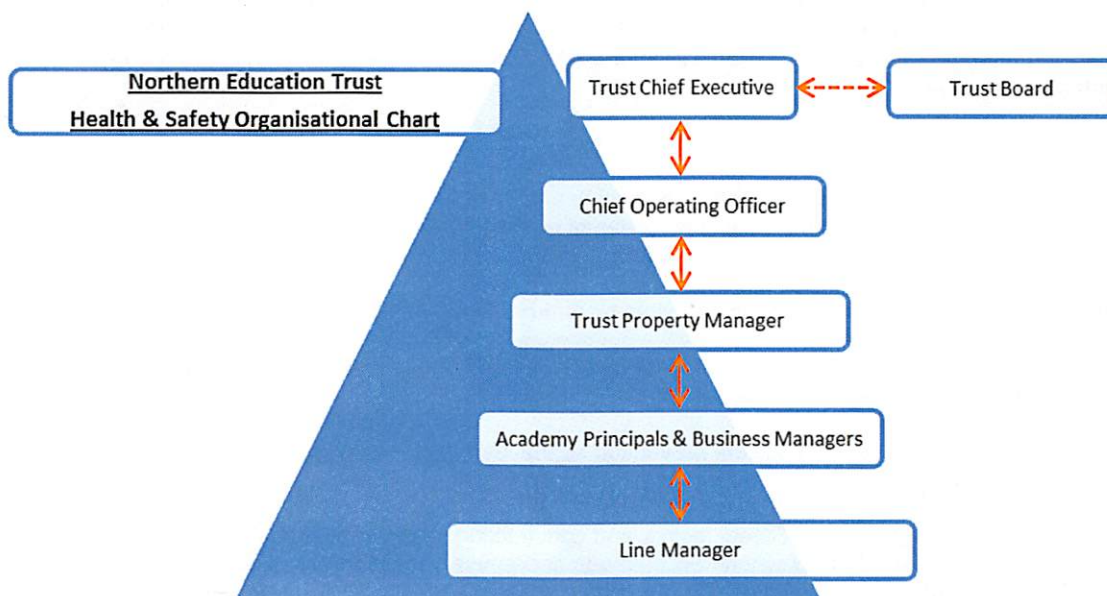
### 3. Responsibilities and table of organisation

Overall and ultimate responsibility for Health and Safety Policy and related matters rests with the Chairperson of the Board of Trustees. However, day-to-day responsibility for implementation of this policy is delegated to the Trust Property Manager.

The Health and Safety at Work Act (HASAW), places a duty on employees to take reasonable care for the Health and Safety of themselves and any other people who might be affected by their acts or omissions. They are also under a duty to co-operate with their employer and others to enable them to comply with statutory duties and requirements. In addition, employees must not intentionally or recklessly misuse anything provided by the employer or anyone else in the interests of Health and Safety or Welfare.

All employees will be made aware of Northern Education Trust Health and Safety Policy statement.

Whenever an employee becomes aware of a Health and Safety hazard or potential hazard that they are not able to put right, they should report this to their line manager.



### 4. General Arrangements

#### Review of Policy

The Northern Education Trust will review the General Policy of Health, Safety & Welfare whenever appropriate but this will not exceed 12 months.

#### Accidents and Illnesses

Each office will display details of the arrangements in place to deal with accidents occurring within the office. First Aid will be administered by a competent person who will enter details of the incident into the Accident Book; this competent person will also take responsibility for ensuring that adequate supplies are maintained in the first aid box. First Aid boxes will be held at various locations.

#### RIDDOR