THE HOWARD PARTNERSHIP TRUST

HEALTH AND SAFETY POLICY

Date created: July 2014
Responsible Body: The Howard Partnership Trust Board

Review period: Annually
Executive Contact: CEO

Last reviewed: July 2018
THPT Committee: Business & Finance

Date for next review: July 2019
School Contact: Headteacher/Head of School

Purpose:

- To provide a safe and healthy working and learning environment for everyone (staff, students, visitors and others) using the Partnership premises or involved in activities.
- To create a culture in which risk assessment and control are routine and which accepts that the quality of management can affect the number of accidents and incidents of ill health and stress.
- To create an ethos that staff and students have the required safety skills and access to detailed Health and Safety information.
- To ensure compliance with the Health and Safety at Work Act 1974.

The Health and Safety Policy has been formally approved by The Howard Partnership Trust Board via delegated responsibility to the Business & Finance committee.

The CEO has overall responsibility for Health and Safety matters within The Howard Partnership Trust.

Under the direction of the CEO, the Heads of THPT schools are responsible for Health and Safety matters in school.

The CEO and Heads are responsible for the following:

**Health and Safety at Work**

- To ensure that all staff are aware of their collective responsibility for Health and Safety throughout the school.
- To ensure, as far as is reasonably practicable, the health, safety and welfare of employees and students at their place of work and learning.
- To require all staff including supply staff, contractors and students working on the Trust premises to conduct themselves in a manner in which they pose no risk to their own or any other person’s Health and Safety (other persons includes staff, students and visitors).
- To provide appropriate resources to support Health and Safety matters.
Management of Health and Safety at Work

- To assess the risks to staff and make arrangements for their Health and Safety by effective planning, organisation, control and monitoring and review, including, where appropriate, the need to protect staff from exposure to reasonably foreseeable violence.

Reporting of Injuries, Diseases and Dangerous Occurrences

- To notify the enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for three or more days. This includes an act of non-consensual physical violence done to a person at work.

Consultation with Employees

- To inform and consult with staff in good time on matters relating to their Health and Safety. Employee representatives may make representations to the employer on Health and Safety matters relating to those they represent.

Monitoring of Health and Safety at Work

- To regularly monitor and review the school’s provision for, and record on, Health and Safety and thereby improve performance. Such monitoring and review is carried out by the school Health and Safety Committees.

Health and Safety Committee

The role of the school Health and Safety Committees is to monitor and review the school’s provision for Health and Safety and report on a termly basis to the Local Governing Body. The members of the Health and Safety Committee shall include staff representing all disciplines across the school as appropriate. The THPT Business & Finance committee shall receive reports from all member schools by exception on matters of Health and Safety and report accordingly to the THPT Board.

References

- Health and Safety at Work Act 1974
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Management of Health and Safety at Work (Amendment) Regulations 2006
- The Safety Representatives and Safety Committees Regulations 1977 (a) and The Health and Safety (Consultation with Employees) Regulations 1996 (b) (second edition with amendments published 2014)
- Construction Design and Management Regulations 2015