

# NHEA COMMON HEALTH AND SAFETY POLICY WITH QMC SPECIFIC ARRANGEMENTS

Policy of	<b>North Hampshire Education Alliance</b>
Policy applicable to	<b>Queen Mary's College</b>
Policy owned by	<b>Mark Henderson – Chief Executive Officer, NHEA</b>
Point of contact (if different to above)	<b>Caroline Watson, Assistant Principal, Organisational Support</b>

Approved	<b>Review/Approval: Oct 22 – SLT, NHEA Review/Approval: Mar 24 – SLT, NHEA</b>
Cycle of review	<b>Annual approval or with legal changes</b>
Source documents	<b>Health and Safety Executive: Managing Health and Safety (HSG65) 2013 DfE Health and Safety: Advice for Schools (updated April 2022)</b>

**This Policy is available in different formats upon request**

## Introduction

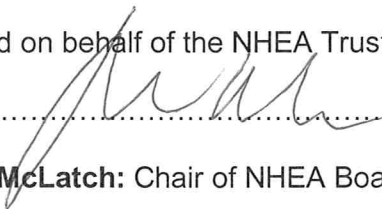
1. North Hampshire Education Alliance Ltd [hereinafter NHEA] recognises and accepts its responsibilities as an employer to take all reasonable steps to secure the health and safety of staff, students, visitors and others using its premises or participating in NHEA sponsored activities. It will also ensure, so far as is reasonably practicable, that NHEA business is conducted in such a way that persons who are not in its employment but who may be affected by it, are not exposed to risks to their health and safety.
2. This NHEA policy statement, any miscellaneous Health and Safety policies for any individual Academy or Business Unit, and the various *Manual of Health and Safety Arrangements* for each Academy or Business Unit, establish the basis for the prevention of accidents and provision of safe and healthy working conditions. The NHEA believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The NHEA, through the various Local Governing Bodies of Academies and in turn the Principal and Senior Leadership Team of each Academy, and through Senior Manager/Director of any Business Unit, will monitor that all reasonable steps are taken to identify and reduce hazards to a practical minimum, and will ensure that the residual risks are controlled by the implementation of safe working practices as detailed in the individual Academy or Business Unit's *Manual of Health and Safety Arrangements*. All staff and students must appreciate that their own safety and that of others depends on their individual conduct and vigilance whilst on NHEA premises or while taking part in activities that are NHEA sponsored. Health and Safety related practices will be reviewed at departmental and support team level and included in the annual self-assessment report of each function which in turn feeds into the annual self-assessment report for each Academy or Business Unit to NHEA board of Trustees.
3. Updated master copies of all relevant health and safety documentation for NHEA and individual Academy and Business Units are held on the NHEA intranet. Where there are separate intranets for individual Academies or Business Units, these too hold copies of the health and safety documentation relevant to them. All staff will be expected to be familiar with their Academy or Business Unit health and safety documents and the detailed arrangements and appropriate reference material referred therein which will be reviewed on an annual basis. All staff will be promptly notified of any changes made to their Academy or Business Unit *Manual of Health and Safety Arrangements*. Guidance for students on what to do in the case of an accident is contained in the *Student Guide* for each Academy.
4. **All** individual Academy or Business Unit's miscellaneous Health and Safety Policies and individual Academy or Business Unit versions of *Manual of Health and Safety Arrangements* will refer to, and operate in accordance with, this Common NHEA Health and Safety Policy.

## Policy Objectives

5. The aim of each Academy's Local Governing Board through the Principal and Senior Leadership Team, and each Business Unit through the Senior Manager/Director, is to provide and maintain, so far as is reasonably practicable, for staff, students, visitors and others using NHEA premises or participating in NHEA sponsored activities:-
  - A safe place of work, study, and use of amenities, including safe means of entry and exit

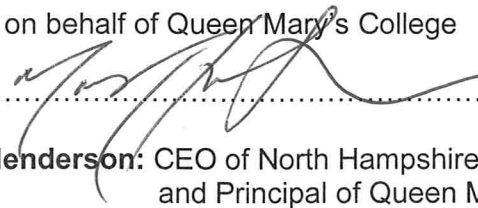
- A safe and healthy working and learning environment, taking into account all appropriate statutory requirements, codes of practice and guidance [whether statutory, regulatory or advisory]
  - Plant, equipment, systems of work and working procedures that are safe
  - Safe arrangements for the use, handling, storage and transport of articles, materials and substances
  - Sufficient information, instruction, training and supervision to enable all staff and students to avoid hazards and contribute positively to their own health and safety when on NHEA premises
  - Adequate welfare facilities
6. The principles set out in *Successful Health and Safety Management* [HSE – HSG65] will be the basis for this and any miscellaneous Academy or Business Unit individual Health and Safety Policies, its Health and Safety organisation, and for their *Manual of Health and Safety Arrangements*.
7. Individual arrangements and reviews of documents will follow statutory risk and assessment procedures.
8. Personnel arrangements to prepare, implement, review and audit each Academy's Health and Safety procedures and arrangements are delegated to the Academy Principal by the Academy's Local Governing Body.

Signed on behalf of the NHEA Trust

  
 .....14<sup>th</sup> March 2024 .....

**Julie McLatch:** Chair of NHEA Board of Trustees

Signed on behalf of Queen Mary's College

  
 .....14<sup>th</sup> March 2024 .....

**Mark Henderson:** CEO of North Hampshire Education Alliance  
 and Principal of Queen Mary's College