

NHEA HEALTH AND SAFETY POLICY

Policy of	North Hampshire Education Alliance
Policy applicable to	North Hampshire Education Alliance <ul style="list-style-type: none"> • Queen Mary's College, Basingstoke • QM Leisure Ltd.
Policy owned by	Mark Henderson – Chief Executive Officer, NHEA also Principal Queen Mary's College
Point of contact (if different to above)	Caroline Watson - Assistant Principal, Organisational Support

Approved	Reviewed: SLT October 2024 Approved: NHEA Board of Trustees 16th Oct 2024
Cycle of review	Annual approval or with legal changes
Source documents	Health and Safety Executive: Managing Health and Safety (HSG65) 2013 DfE Health and Safety: Advice for Schools (updated April 2022)
Related documents	NHEA health and safety procedures and plans
This Policy is available in different formats upon request	

NHEA HEALTH AND SAFETY POLICY

COMMITMENT AND GOAL:

The North Hampshire Education Alliance (NHEA – the Trust), comprising of Queen Mary’s College (QMC) and QM Leisure Ltd. (QML), recognises and commits to taking all reasonable steps to provide a safe and healthy place in which to work and study and to achieve zero accidents, incidents or near misses.

This policy covers the trust’s responsibilities relating to Health and Safety as set out in the Health and Safety at Work Act 1974 as well as subsequent legislation and statutory guidance; along with the regulation provided by the Health and Safety Executive (HSE).

The Trust measures health and safety performance by recording, monitoring and addressing accident data and by implementing health and safety training and guidance, using a third-party platform known as Safesmart Smartlog.

RESPONSIBILITIES

The Duties of North Hampshire Education Alliance Trust Board

To carry out the following, in keeping with their responsibilities, and in accordance with the Academies Act 2010 and Companies Act 2006:

1. To ensure that this policy is implemented and kept under review.
2. To ensure that the statutory requirements are observed, and that relevant records and reports are in order.
3. To receive reports from the CEO relating to the effectiveness of Trust Health and Safety Policies and Procedures to ensure that a safe and healthy environment is maintained for staff, students and the public.

The Duties of the CEO

1. To have overall responsibility for the Health and Safety Policy and its implementation.
2. To ensure responsibilities for Health and Safety Policy are properly assigned and accepted at all levels.
3. To ensure that health and safety procedures and plans are in place and reviewed appropriately.

The Duties of the Assistant Principal, Organisational Support

1. To ensure that employees are aware of their responsibilities under the policy and comply with the safety procedures of the Trust.
2. To ensure periodic safety inspections are carried out.
3. To ensure that defects in premises, plant and equipment are reported promptly through the normal systems operating in the Trust.
4. To ensure that all accidents are recorded and reported, as necessary, to the appropriate authorities.
5. To ensure that all accidents are investigated, and appropriate steps taken to prevent recurrence.
6. To seek co-operation from all employees to create a safe environment and the elimination or reduction of potential risks.
7. To arrange Health and Safety audits of curriculum areas with Directors of Learning and Support Team Leaders.
8. To arrange Health and Safety audits of QM Leisure Ltd. with the Commercial Operations Manager
9. To organise and check the effectiveness of evacuation procedures.
10. To promote Health and Safety issues, by holding periodic Health and Safety meetings and engaging with employee representatives.
11. To monitor, evaluate and follow up accident reports with appropriate action to prevent recurrence.

12. To ensure that staff involved in the production or maintenance of Health and Safety records keep such records up to date and available for inspection by an authorised person.

The Duties of Senior Leadership Team

1. To ensure that staff under their control implement safe working practices.
2. To ensure as part of their induction process, that new staff, especially part-time staff, are competent in their respective vocational areas and are familiar with Trust procedures.
3. To ensure the adequate provision of protective clothing and equipment, where necessary, for staff, students and visitors to areas under their control.
4. To establish procedures for identifying hazards and assessing risks within areas under their control, and as far as is reasonably practicable, reduce or eliminate those risks.
5. To ensure that all learning environments outside of QMC are assessed for Health and Safety suitability prior to students being placed in that environment and are monitored at appropriate intervals thereafter.
6. When industry practices or qualification guidelines change, or when equipment is updated or replaced, they must ensure Risk Assessments are reviewed and updated accordingly.

The Duties of all Department Leads

1. To ensure that statutory requirements regarding Health and Safety are identified and advised to the Assistant Principal Organisational Support.
2. To liaise with the HR team regarding training requirements for staff in respect of Health and Safety.
3. Using the 'Plan, Do, Check, Act' framework, identify to the Assistant Principal Organisational Support the key actions needed in each part of that cycle and review suitability and implementation periodically.

The Duties of all Employees

1. To comply with the Health and Safety Policy of the Trust.
2. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their actions or omissions.
3. To observe the laid down systems of safe working and to take any precautions necessary.
4. To use the correct tools and equipment for the job and to ensure that they are kept in good condition and not adapted for inappropriate use.
5. To make use of safety aids, appliances, equipment and protective clothing where necessary.
6. Not to interfere with or misuse anything provided in the interests of health, safety and welfare.
7. To report immediately to their line manager any unsafe conditions or defects in equipment or health and safety arrangements.
8. To report immediately any accident that occurs. Where a piece of plant or equipment is involved, it must not be interfered with, and action must be taken for its removal from use and secure retention pending investigation of the accident.
9. To understand the emergency procedures.
10. To undertake Health and Safety training as instructed using either the SAFESMART/SMARTLOG systems or other platforms as determined and advised.
11. To co-operate with the management and Board to enable them to carry out their duties under the Health and Safety at Work Act 1974 and associated legislation.
12. To seek advice, if uncertain, from their line manager or trust safety adviser.

16th Oct 2024

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Julie McLatch, Chair of the NHEA Board of Trustees

Mark Henderson, CEO NHEA,
Director QM Leisure Ltd. and Principal of QMC