

# Health and Safety Policy

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Lead professional: CEO



**Polaris**  
Multi-Academy Trust

# Health and Safety Policy Index

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## Part One: Health and Safety Policy Statement

The Polaris Trust Board of Directors regards the promotion of health and safety at work to be of the utmost importance for all students, staff and visitors.

It is Trust and our school's policy to ensure that every reasonable step be taken to prevent injury and ill health by protecting individuals from hazards at work. This includes pupils and visitors to the school. This is approached by:

- assessing and controlling risk as part of the day-to-day management of school activity
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that people are able to perform their tasks safely and efficiently.
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities.
- periodic review of the safety policy as school activities and the associated activities change.

Everybody employed within the Trust and our school's has a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interest of health and safety.

All employees have an obligation to co-operate and comply with this policy so far as reasonably practical by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions.
- reporting any incident to the safety adviser (Services / Site Manager) which has led, or could have led to damage or injury.
- assisting in any investigation with regards to accidents, dangerous occurrences or near misses.
- only use machinery / equipment for which they are authorised and have been instructed and trained
- take care for their own Health and Safety and those affected by their actions or inactions

In line with the safety organisation arrangements set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed in the school.

## Part Two: Safety Organisation

### 2.1 The Objectives of the Polaris Multi Academy Trust Health and Safety Policy are:

- to promote high standards of safety, health and welfare in compliance with the Health and Safety at Work etc Act 1974, other statutory instruments and approved codes of practice.
- to ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others which are adopted from time to time as appropriate to changing circumstances.
- to protect all people in the Trust and our school's for any reason from any foreseeable hazards.
- to ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonably practicable.
- to ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- to ensure that awareness with regards to all aspects of safety is fostered by everybody.
- to ensure everybody at the school is aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety.
- to ensure that full and effective consultation on all matters is encouraged.

### 2.2 The Responsibilities of individuals within the Trust and our schools are as follows:

- **The Board.** The ultimate responsibility for all aspects of health and safety at work within Polaris Multi Academy Trust rests with the Board through the safety organisation.
- **The Head of School** is responsible for the effective implementation of the safety policy and encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **The Safety Adviser** is the Site / Facilities Manager. They will advise the Head of School on health, safety and welfare within the school. They will also advise all personnel in meeting their individual responsibilities with regard to health and safety at work. The School Safety Adviser is supported by Calderdale Local Authority Health and Safety Team who provide the Competent Advice as required by the Management of Health and Safety at Work Regulations 1999.
- **Line Manager.** All Heads of School (in our primary schools), heads of faculty and departments are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into their area of responsibility they are to liaise with the safety adviser so that associated risks are assessed and any precaution deemed necessary are implemented.
- **Teachers and Supervisors.** The responsibility of applying safety procedures on a day-to day basis rests with all teachers and supervisors. All accidents will be investigated by them in accordance with current procedures in order that the cause of the accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and students under their control are instructed to their own individual responsibility with regard to Health and Safety at Work Act 1974 and that they frequently make inspections of their areas of responsibility, taking prompt remedial action where necessary.

- **Employees and students** have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the safety adviser, and adhere to safety guidance given, in helping to maintain standards of health and safety within the school.
- **Safety representatives** have the responsibility to make such proposals as they see fit with regards to methods of achieving improvements in health and safety aspects in their area of responsibility. In our secondary schools heads of faculty and departments are to nominate safety representatives to represent their area of responsibility.
- **The Safety committee (Local Governing Body in our primary schools)** are to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.
- **Contractors** and their employees will be responsible for reading and complying with the school's health and safety policy.

### **2.3 The Safety Committee** in our secondary schools is to comprise of:

- the safety adviser and/or Services Manager
- faculty/area representatives
- union representatives (if applicable)
- a chair chosen from the above

The Local Governing Bodies (LGBs) in the Trust will receive a report on Health and Safety from the individual school's Site Managers. This body will also be supported by guidance issued by the Trust Board, through the Audit, Risk and Finance (ARF) Committee.

The LGBs and ARF committees will meet once a term, or more often if deemed necessary.

### **2.4 The terms of reference of the safety committee.**

Under Section 2 (7) of the Health and Safety at Work Act 1974, the safety committee have the function, in consultation with the staff and pupils they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and students. Specific functions will include:

- the study of accident and notifiable disease statistics and trends, so that reports can be made to the governing body on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- examination of safety audit reports on a similar basis.
- consideration of reports and factual information provided by inspectors of the enforcing authority.
- consideration of reports which safety representatives may wish to submit.
- assistance in risk assessment and the development of school safety procedures and safe systems of work.
- monitoring the effectiveness of safety procedures and safe systems of work.
- monitoring the effectiveness of the safety content of employee training.
- monitoring the adequacy of safety and health communication and publicity in the school.

To support the terms of reference highlighted in 2.4 our Local Governing Bodies will receive:  
An annual Health and safety report complied by the Calderdale Health and Safety team  
An annual report on training received by key employees

A termly report highlighting the following:

- assistance in risk assessment and the development of school safety procedures and safe systems of work.
- monitoring the effectiveness of safety procedures and safe systems of work.
- monitoring the effectiveness of the safety content of employee training.
- monitoring the adequacy of safety and health communication and publicity in the school.

These reports will be reviewed by the Audit, Risk and Finance Committee in their termly meeting. If any issues areas of development occur this committee will delegate the actions to the Trust CEO to implement.

## Part Three: Safety Arrangements

### Introduction

**3.1 The safety arrangements set out below are for the information, guidance and compliance of all personnel at the Polaris Multi Academy Trust and our schools.**

**3.2 Health and safety are integral parts of management** and are key considerations which should under-pin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

**3.3 In carrying out their normal functions, it is the duty of all Heads of School, heads of faculty/area to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:**

- providing and maintaining safe equipment and safe systems of work.
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles.
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety.
- providing safe places of work with safe access to and egress from them.
- providing a safe and healthy working environment.
- providing a system for rapidly identifying and remedying hazards.
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.

More specific arrangements are set out below and which will be supplemented from time to time as necessary to address new risks in the form of appendices.

**3.4 All personnel have a statutory duty to co-operate in fulfilling the objectives of the governing body and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or others.**

**3.5 Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their Head of School or (in the case of our secondary schools) head of faculty/area.**

**3.6 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.**

**3.7 Any accident or injury is to be reported** to the safety adviser by the person or persons involved in the accident, or by the Head of School, head of faculty/area and entered in the accident report book. The pupil accident book is to be found in the Student Reception, and the staff accident book is kept in the Services / Site Manager Office or in the case of our primary schools in the school admin office. The safety adviser is to ensure the local governing body and the Trust (through a report to the CEO) is informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of RIDDOR legislation.

**3.8 Accident Investigation.**

- All significant accidents or incidents that are considered to be dangerous “near misses” are to be reported to the Head of School, head of faculty/area, who will report them to the safety adviser.
- The safety adviser is to carry out an immediate investigation into the accident in order that the cause of the accident can be identified and measures taken to prevent a recurrence.
- These investigations are essential to minimise damage to property and equipment.
- The chair of the safety committee is responsible for the co-ordination of such investigations.
- All contractors must ensure that accidents involving their personnel are reported to the safety adviser of the school as well as their own reporting chain.

**3.9 Reporting procedures.** Any practice or condition that is likely to have an adverse effect on health and safety of people in the school, or damage to equipment or property, is to be reported to heads of faculty/area, who must record them.

**3.10 When organising out of school activities and visits** the separate procedures must be followed. Packs for these activities can be obtained from the designated person responsible.

**3.11 Safe working procedures** must be developed by heads of faculty/area through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe working procedures must be maintained to protect all people working within their areas of responsibility from dangers to their health and safety. They are also to familiarise themselves with procedures and ensure that people under their control are fully conversant with these procedures. The Site / Services Manager is responsible for undertaking, reviewing and implementing findings for the whole school, and Head of School and curriculum leaders (in the case of our secondary schools) for those procedures within their curriculum areas.

**3.12 Defective tools and equipment** must be reported immediately to the Head of School (in the case of our primary schools), head of faculty/area, who will inform the safety adviser if necessary. The defective equipment is to be withdrawn from service, clearly marked and isolated where it cannot be re-issued until repaired or replaced.

**3.13 When access equipment** such as ladders or crawling boards is required, the correct equipment must be used. Stepladders should always be supported by an assistant. Always use correct access routes. Staff and students must not stand on chairs, worktops, tables or similar. The caretaking team are available to open or close high windows etc. Also see 3.28 'Working at Heights'.

**3.14 Machinery.** All secondary school heads of faculty/area, teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation.

- The factories Act 1961: Safety (General Provisions).
- Lifting Operations and Lifting Equipment Regulations 1998
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994
- Provision and Use of Work Equipment Regulations (Purver) 1998

For further information on Curriculum workshop machinery see BS4163 Workshops in Educational Premises.

**3.15 Good housekeeping.** Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by:

- keeping corridors and passageways unobstructed.
- ensuring shelves in storerooms are stacked neatly, not overloaded, and below head height.
- keeping floors clean.
- not obstructing emergency exits.

### **3.16 Electrical equipment.**

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13 amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electric cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
- Electrical equipment which is known to be, or suspected of being faulty, must not be used.
- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repaired. Report faulty equipment to curriculum team leader or direct to the caretaker or services manager.
- Staff must not bring own electrical equipment into school without authorisation and confirmation of its safety (PAT testing).

### **3.17 Harmful substances.**

- When using harmful substances, everybody must ensure that adequate precautions are taken to prevent injury to health
- No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment

has been carried out and clearance for use given by the safety adviser. The user department is to be in possession of a Safety Data Sheet.

- Work involving lead or asbestos is not to be carried out under any circumstances without reference to the safety adviser.

### **3.18 Skin infections and hand care**

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- When working with harmful chemicals, oils and dirt use a barrier cream.
- Always change clothing that has been contaminated with chemicals, flammable liquids or oils.
- Do not put oily or chemically soaked rags in pockets.

**3.19 Smoking is not permitted** anywhere on the school premises/grounds.

**3.20 Food is only to be eaten** in recognised rest rooms, social or dining areas.

### **3.21 Emergency services**

- Fire, police or ambulance can be called by dialling 999. If the nearest phone is not connected to an external line, call reception on ext 0 and ask them to call.
- If a first aider is needed go to the school or pupil reception or call reception on ext 0.
- Alternatively (in the case of our secondary schools, use the two way radio found in all senior leaders offices and in the schools admin area).

**3.22 If noise cannot** be controlled at source, ear protection must be worn. These areas are to be designated with approved warning signs.

### **3.23 Fire Prevention**

- Fire orders are available in all faculties/areas
- Each building has instructions for actions to be taken in case of fire. Each classroom has a printed notice showing the fire exit and evacuation route to use.
- The assembly area for the whole school is Astro
- Everybody is responsible for knowing the location of fire exits and assembly area, instructions are posted in each room.
- Everybody must be aware of the potentially flammable properties of materials and substances they use.
- Fire evacuation procedures, fire prevention training and fire alarm testing will be carried out in accordance with current legislation.
- The school operates an 'open-door' policy during teaching time. Staff in charge of students must close these doors when they leave.

### **3.24 Visitors**

- It is the duty of everybody to ensure the health and safety of all visitors to the school.
- Visitors must not be allowed to enter work areas unaccompanied. They must use the same level of protection as those working in the area.

**3.25 Contractors working in the school** are required to comply with the working rules issued by the school. These rules are:

- Contractors must sign in before working anywhere in the school or grounds.
- Authorisation to begin work must be sought before work commences. This authorisation will not be given until all relevant people in the school have been informed and that school operations will not interfere with the work, and vice-versa.
- Hot works permit must be obtained before work commences if relevant.
- Contractors using equipment and students should never be in the same area at the same time. If areas are cordoned off to allow work in exceptional circumstances the Services Manager must approve the arrangements before work commences.
- Similarly, if contractors are working out of school hours, the same rules apply if members of the public are on school premises or grounds.
- Work must cease immediately if people appear in the work area. If they remain in the work area the school office must be informed. This also applies to contractors working in the grounds and playing fields.
- If equipment is left unattended by the operator, it must not cause an obstruction, and if a vehicle or power driven machine must be isolated or locked. If a machine is hazardous in any way, e.g. hot or sharp blades it must not be left unattended
- If staff take students to an area where contractors have been or may be working a brief visual inspection of the area must be made to ensure the area is clear of contractors, machinery and there are no hazards such as broken glass or stones.
- Students must be supervised at all times.

Any breach of these rules must be reported to the head of faculty/area and the safety adviser immediately.

**3.26 Use of vehicles.** Before using a vehicle on school business, it must be insured for business use. Only members of staff who have passed the relevant minibus test can drive the minibus.

**3.27 Legionellosis.** The primary objective is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. The school subscribes to the H20 (Batley) monitoring system.

Control measures are:

- All showers to be turned on and left running for five minutes weekly.
- All showers to be cleaned monthly, or after one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- The water temperature is not to be below 20C or above 55C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.

**3.28 Manual handling of loads.** People are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Basic Training information for all staff can be accessed from HSE INDG143 "Getting to grips with Man Handling".

There are specific induction and training arrangements in place for staff working with Physically Impaired (PI) students.

**3.29 Working at Heights.** Appropriate access equipment will be used as identified by risk assessment if work cannot be undertaken from ground level.

Stand steps are available from the Reprographics room so staff do not need to stand on chairs or other unsuitable access equipment.

A visual inspection must be undertaken of all access equipment before use.

**3.30 Pregnancy.** A Pregnant Worker Risk Assessment will be carried out when staff notify school management of pregnancy. Further guidance can be accessed on the safety website. Particular attention will be paid to science staff following CLEAPSS guidance.

**3.31 First Aid.** There are no firm guidelines on the number of first aiders that schools should have but based on an assessment of need. First aid training will be given to both teaching and support staff to enable adequate coverage across the schools site at any time of the school day. This training will be First Aid at Work.

## Polaris Multi Academy Trust Governance Arrangements

### Trust Board

The Trust Board have the legal duty to review and implement this policy as directed in the Trust scheme of delegation.

The CEO has the delegated duty from the Trust Board to implement the policy in each of the Trust schools.

The CEO ensures that reporting to the Local Governing Body is inline with the 2.4 of this policy.

The Head of School is responsible for the effective implementation of the safety policy and encouraging staff, through regular monitoring, to implement health and safety arrangements.

The Safety Adviser is the Site / Facilities Manager. They will advise the Head of School on health, safety and welfare within the school. They will also advise all personnel in meeting their individual responsibilities with regard to health and safety at work. The School Safety Adviser is supported by Calderdale Local Authority Health and Safety Team who provide the Competent Advice as required by the Management of Health and Safety at Work Regulations 1999.

