

Local Roles and Responsibilities for Health and Safety

Board of Trustees and CEO

The Trustees are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare across the Trust.

The Board of Trustees have appointed Gaynor Boyden, Chief Finance Officer, to oversee the management of health and safety across the MAT.

Local Governors

The governors of each Academy in the MAT are responsible for ensuring that mechanisms and procedures are in place for health safety and welfare for their individual Academy. The MAT Board, governors and senior leadership team will receive regular updates to enable them, in collaboration with the Principal, to prioritise resources for health safety and welfare issues.

Senior Management and Faculty/Department Heads

The Principals and the Health and Safety Representatives have responsibilities for:-

- Day-to-day management of health safety and welfare in accordance with the Health and Safety Policy;
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk;
- Carrying out regular inspections and making reports to the Principal;
- Ensuring action is taken on health safety and welfare issues;
- Arranging for employee training, information and instruction;
- Passing on health safety and welfare information received to appropriate people;
- Acting on reports from employees, the Principal; the Governors and the Local Education Authority.

Our Health and Safety Representatives are:-

- Penwith APA – Steve Cavell
- Nine Maidens APA – Julian Roche
- Glynn House APA – Tom McGoay
- Restormel APA – Geoff Pope
- Caradon APA – Pete Nicholls
- North Cornwall APA – Nathan Hayes
- CHES APA – Linda Gulley

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular employees have a responsibility for:-

- Checking that classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used when needed;
- Participating in inspections and the Health and Safety Committee if appropriate;
- Bringing problems to the relevant manager's attention.

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

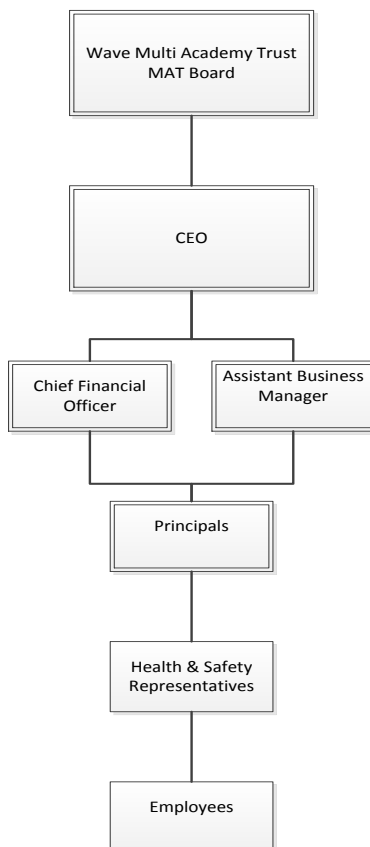
Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the Academy's policies and procedures for health safety and welfare, and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified employee.

Health and Safety Hierarchy

Our health and safety hierarchy is as follows:



Competency

All of our Health and Safety representatives are expected to be qualified to at least level 2.

Our Assistant Business Manager is expected to be qualified to NeBOSH level.

Our competent health and safety advisors are professionally qualified to NVQ5/NeBOSH Diploma level and are Chartered Members of the Institute of Occupational Safety and Health (IOSH).

Our staff are expected to undertake health and safety training (and refresher training) that is relevant to their role.