

# Health & Safety Policy

The Rushmere Academy



September 2025

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TO BE REVIEWED:	<i>SEPTEMBER 2026</i>

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# **INTRODUCTION**

This document is The Rushmere Academy Health and Safety Policy. It provides details of management arrangements and expectations.

This Policy is to ensure the health, safety and welfare of our employees, pupils, visitors and any members of the public who may visit our sites.

All persons on and offsite are required to adhere to the Health and Safety Policy. Rushmere endeavours to achieve the highest standards of Health, Safety and Welfare under the Health and Safety at Work etc. Act 1974, and all associated Regulations, Approved Codes of Practice and Guidance documents.

At Rushmere, we believe that health and safety is part of our everyday activities and not a topic that is added on as an afterthought. We endeavour to be compliant and follow good practice, and are passionate about empowering staff and learners to take health and safety seriously. To that end, failure to comply with the Health and Safety Policy may result in disciplinary action.

It is the responsibility of all individuals at Rushmere to familiarise themselves with this policy and comply with its provisions. Our policy is to provide and maintain safe and healthy working conditions for all our employees, contractors, pupils and agency/supply staff working on our behalf. In addition, we will seek to ensure the work that we carry out does not affect the health and safety of others, e.g. our pupils, visitors and members of the public.

## **WE WILL ACHIEVE THIS POLICY IN PART BY:**

- Appointing competent Persons who are responsible for health and safety
- Ensuring that adequate resources are in place to control health and safety risks arising from our work activities
- Consulting with all our employees on matters affecting their health and safety and providing information, instruction, training and supervision, as appropriate
- Seeking advice and assistance from external organisations to supplement our own in-house health and safety initiatives
- Monitoring and reviewing the health, safety and welfare arrangements we have put in place at least every twelve months to determine their continued effectiveness
- Promoting a positive health and safety culture within our organisation, e.g. with Managers leading by example

## **REQUIREMENTS:**

Rushmere are required to hold the following information:

- Signed Health and Safety Policy Statement;
- Copy of the Health and Safety Policy;
- Risk assessments which have been adopted to be site specific;

## **ACCOUNTABILITY AND RESPONSIBILITY:**

***Accountability - “The legal responsibility and thus the accountability for health and safety lies with the employer” – Taken from HSE services, education, frequently asked questions***

Rushmere is the employer, and therefore has the legal responsibility and accountability for health and safety. Whilst overall accountability lies with the Directors, other staff and colleagues have specific responsibilities for the health and safety of staff, pupils and visitors. All Rushmere employees are responsible by law, as they have a duty to take care of their own health, safety, and that of others who may be affected by their actions at work.

## **LEGAL AND REGULATORY FRAMEWORK:**

Under the Management of Health and Safety at Work Regulations 1999, and the Employment Rights Act 1996, every employee has the right to refuse to carry out work that they believe to be unsafe. Where an employee feels that the work they are asked to do is unsafe, they must report it immediately to their Supervisor or Manager. If it is their Supervisor or Manager who has asked them to carry out the work, they may report to a safety representative or directly to a Senior Manager. Work will not be recommenced until the safety concerns have been reviewed and if necessary, addressed. All refusals to work on safety grounds must be recorded, along with the findings of the assessment and actions taken to address the concerns. No employee raising justifiable safety concerns will be subject to any related disciplinary action, discharge, suspension, laying-off, demotion or any financial or other penalty

## **RECORD KEEPING:**

Rushmere will retain records evidencing compliance with this policy.

## **RESPONSIBILITIES OF ALL EMPLOYEES:**

- Co-operate in the implementation of this Health and Safety Procedure and supporting procedures and guidance documents.
- Take reasonable care for the health and safety of themselves and other persons who maybe affected by their acts/omissions. (including contractors, co-workers and visitors)
- Ensure they are undertaking their work in accordance with Safe Working Practices, which have been developed through the preparation of Risk Assessments. These must be prepared prior to undertaking the relevant activities.
- Co-operate fully with their line manager and other responsible persons on all matters pertaining to their health and safety at work.
- Not recklessly or intentionally interfere with, or misuse, any equipment and safety devices
- Adhere to the information, instruction and training that they have received
- Are aware of what to do in the event of an emergency e.g. fire
- Lead by example to pupils and other colleagues by following the required Rushmere safety requirements

- Do not operate any vehicle, machinery or equipment that they are not competent or authorised to use
- Report all defects and any other obvious health and safety hazards, accidents, injuries and dangerous occurrences to their line manager
- Risk Assessments are prepared for the tasks that they undertake, and resultant Safe Systems of work are adopted
- Appropriate action is taken to rectify unsafe systems or actions
- Wear all protective clothing or equipment which has been provided for their and others safety whilst at work
- Good housekeeping at all times to prevent incidents and accidents where possible, e.g., cleaning up a spillage immediately after it has occurred
- All contractors that they employ are; appointed and managed in accordance with the procedure for Approved Contractor Management Procedure

## **POLICY STATUS:**

This policy does not form part of any employee's contract of employment.

## **REPORTING AND CONSEQUENCE OF NON-COMPLIANCE:**

Subject to disciplinary procedures.