

<b>Title</b>	Health and Safety
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>• Critical Incidents and Crisis Management (TPO/HS/01)</li> <li>• Safeguarding and Child Protection (TPO/HS/05)</li> </ul>

REVIEWED: JULY 2017

NEXT REVIEW: JULY 2020

**The Brooke Weston Trust's COVID-19 business continuity planning provides strategic advice and direction to BWT schools and takes precedence over the Health and Safety Policy whilst remaining true to the principles of the policy statement and overall responsibility position. A regularly updated 'school contingency checklist' supports the operational management of specific COVID-19 health and safety considerations in schools based on the mitigations set out in the school's covid-19 risk register response.**

## 1. Policy Statement

- 1.1 The Brooke Weston Trust (the Trust) recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its staff, students, and visitors to its premises, and others who could be affected by its actions.
- 1.2 The Trust will provide and maintain, so far as is reasonably practicable, working and where appropriate learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc Act 1974 and associated legislation.
- 1.3 Whilst appreciating that although ultimate responsibility rests with the Trust Board as employer all Directors, Governors, Central Team Staff, Principals, Managers and School-based Staff have to work together in the creation and promotion of a positive health and safety culture.
- 1.4 In recognising that staff have an important contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.
- 1.5 It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.
- 1.6 Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.
- 1.7 The Trust recognises that the effective management of health and safety plays an important role in its overall performance by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.
- 1.8 Health and safety performance will be subject to regular and routine monitoring in the form of audits, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.
- 1.9 The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.
- 1.10 The Trust requires each member of staff and visitor to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the Trust and its management.
- 1.11 Without affecting the generality of the above statement, the Trust will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;

- 1.12**
- 1.12.1 The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
  - 1.12.2 The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
  - 1.12.3 The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
  - 1.12.4 The provision and maintenance of workplaces, which are safe, and without risk to health.
  - 1.12.5 The provision and maintenance of safe working environments and adequate arrangements for welfare at work.

To review the individual academies' Health & Safety Policies, follow the below links:

Primary:

- [Beanfield Primary Academy](#)
- [Compass Primary Academy](#)
- [Gretton Primary Academy](#)
- [Oakley Vale Primary Academy](#)
- [Peckover Primary Academy](#)

Secondary:

- [Brooke Weston Academy](#)
- [Corby Business Academy](#)
- [Corby Technical School](#)
- [Kettering Science Academy](#)
- [Thomas Clarkson Academy](#)

## 2. Who does this policy apply to?

- 2.1 This applies to all staff, students and visitors of the Academy.

## 3. Who is responsible for carrying out this policy?

- 3.1 The following section details how the Trust is organised for the management of health and safety by the establishment of responsibilities and relationships which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, visitors and where appropriate pupils and students in its associated Academies. See [Appendix 1](#) for organisational chart.
- 3.2 This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

### 3.3 The Trust Board

- 3.3.1 The Board has a responsibility as an employer to ensure that:
  - The Trust produces a Safety Policy that is appropriate to its activities, and that this policy is reviewed annually;
  - An effective organisation is created for the management of health and safety;
  - The Trust devises appropriate arrangements for addressing health and safety within the Trust and within the Educational establishments it sponsors;
  - The Trust promotes the correct attitude towards health and safety in staff and where appropriate visitors to its premises;
  - The Trust's management, plan and implement the Safety Policy
  - The Trust establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;

- Targets for improving the Trusts health and safety performance are set annually;
- The Board will monitor and evaluate the Trust's health and safety performance through the activities of the Board.
- The Board will appoint a named board Member with responsibility for Health and Safety matters. Alex de Capell Brooke currently holds this responsibility.

## 3.2 Local Governing Bodies

3.2.1 While the Board has overall responsibilities as employer each Local Governing Body has a responsibility at each Academy to help the school to set and achieve high standards of the health, safety and welfare of staff and students by working with the Academy on planning, developing and reviewing policies for health and safety.

## 3.3 Chairman of the Board

3.3.1 The Chairman has overall strategic responsibility to the Board for ensuring the planning and implementation of the Trust Safety Policy and associated management system.

3.3.2 S/He will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Board.

3.3.3 In particular s/he is to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the Trust's general statement of intent;
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the Trust's activities;
- Ensuring that all relevant Directors, Governors, Principals and Senior Managers are capable and competent in their given roles and provided with suitable and sufficient training, information and instruction;
- Ensuring that all relevant Directors, Governors, Principals and Senior Managers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with those who advise the organisation in conjunction with the Chief Officer;
- Establish in conjunction with the Chief Officer organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist directors, governors, principals, managers and staff to carry out their duties and satisfy their responsibilities.

## 3.4 Chief Executive Officer

3.4.1 The Chief Officer is responsible for the implementation of the policy and all associated arrangements, and has routine responsibility for ensuring that the Trust Safety Policy and associated arrangements are implemented.

3.4.2 He will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all relevant Directors, Governors, Executive Principals, Principals and Senior Managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Directors, Governors, Principals and Senior Managers understand and accept their responsibilities for Health and Safety;
- Arranging Audits, Inspections, Investigations as necessary to enable a suitable and sufficient appraisal of the health and safety standards are being provided and maintained.

- Providing timely feedback to the Board on the performance of the plans, targets, standards, procedures, personnel and systems appropriate to the operation of the Trust;

### 3.5 Executive Principal

- 3.5.1 The Executive Principal has strategic responsibility for the standards in Trust schools as defined by the OfSTED framework and other relevant regulations. They are responsible to the Board and CEO. They shall work with the Chair of Governors in each Academy to ensure that the Governing Body for each Academy has a Governor assigned for Health & Safety. It will be the responsibility of the Chair of Governors and nominated Health and Safety Governor to plan and implement their Academy's Safety Policy and associated management system. Advice and resources for doing this can be sought from the Trust's Health and Safety Consultant who is retained for this purpose.
- 3.5.2 The Executive Principal will ensure that a suitable organisation within each Academy is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Board and where appropriate the Governing Body. This responsibility may be delegated to an Executive Principal where one is operating to support a school.
- 3.5.3 In particular S/He is to:
- In conjunction with the Principal, senior manager and Trust Consultant, develop the Academy's Health and Safety Policy by formulating the general statement of intent, the organisation and the arrangements;
  - Identify the means by which the policy will be planned, measured, audited and reviewed;
  - Establish strategies to implement the policy and integrate these into the Academy's activities;
  - In coordination with the Principal; ensure that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
  - In coordination with the Principal; ensure that all relevant Senior Managers understand and accept their responsibilities for health and safety;
  - Regularly liaise with the Principal for day to day management of health and safety and the Trust Advisers on matters of health and safety;
  - With close liaison with the Principal; establish organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

### 3.6 Principals

- 3.6.1 The Principals have strategic responsibility to the Executive Principal and their Governing Body for ensuring the planning and implementation of their Academy's Safety Policy and associated management system.
- 3.6.2 S/He will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Board and where appropriate the Governing Body.
- 3.6.3 In particular S/He is to:
- In conjunction with managers, and Trust advisers, develop the Academy's Health and Safety Policy by formulating the general statement of intent, the organisation and the arrangements;
  - Identify the means by which the policy will be planned, measured, audited and reviewed;
  - Establish strategies to implement the policy and integrate these into the Academy's activities;

- Ensure that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that all relevant Senior Managers understand and accept their responsibilities for health and safety;
- Regularly liaise with the Vice Principal responsible for day to day management of health and safety and the Trust Advisers on matters of health and safety;
- Establish in conjunction with the Senior Management and relevant Advisers organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

### 3.7 Senior Operations Manager

3.7.1 The Senior Operations Manager is responsible to the Chief Executive Officer for the implementation of the Trust Health and Safety Policy under their areas of control and has specific responsibility for:

- Effective and supportive line management of Trust service directors and leads (eg estates, IT, catering, procurement) ensuring effective communication and collaboration within and between them on all matters pertaining to Health and Safety.
- Ensuring regular review of the Trust's data protection, personnel, fire safety and health & safety policies, and ensure that all required procedures, including Equalities Act requirements are in place and observed.
- All 'business as usual' deliverables within the Trust.
- Ensuring, in conjunction with the schools Principals, that any non-educational use of the Trust schools is planned and operated so any facilities are suitable for use and provide a safe environment without risks to health.
- Ensuring, in conjunction with the schools Principals, all relevant statutory licenses, registrations, planning requirements etc are obtained and all conditions satisfied.
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work.
- Ensuring suitable and sufficient arrangements are established with regard to the operation of the School Uniform business and on site retail shops;
- Developing in conjunction with the Trust Board and the Trust's Consultant Adviser suitable and sufficient arrangements for ensuring letting and leasing school premises and facilities are planned and implemented safely and without risk to health;
- Assisting in the implementation of the arrangements contained in the Safety Policy by the provision of appropriate advice and guidance to the Trust and its Educational Establishments;
- Monitoring the implementation of license, lettings and lease conditions within the Trust and its schools by arranging an appropriate regime of Inspections and report findings to the Finance Director.
- Develop a clear disaster recovery plan for all elements of the Trust.
- Work to develop a culture of high performing teams and collaboration amongst service leads on all matters pertaining to Health and Safety.
- Ensure support structures for Health and Safety within the Trust reflect the best practice from business and from the emerging research into successful academy Trusts.

### 3.8 Director of Estates and Construction Projects

- 3.8.1 The Director of Estates and Construction Projects is responsible to the Trust Senior Operations Manager for the implementation of the Trust Health and Safety Policy under their areas of control.
- Ensuring that the Trust's building stock is properly designed, modified and maintained so that it is suitable for its use and provides a safe working and learning environment without risks to health;
  - Planning and coordinating the work of any contractors in accordance with the Construction Design and Management Regulations 2015 and Management of Health and Safety at Work Regulations 1999;
  - Ensuring all statutory inspections and registers are completed, for example, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
  - Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
  - Developing in conjunction with the Trust Board and the Trust's Consultant Adviser/H&S Adviser the Safety Management System;
  - Assisting in the implementation of the arrangements contained in the Safety Policy by the provision of appropriate advice and guidance to the Trust and its Educational Establishments;
  - Monitoring the Trust performance with regard to the implementation of the Safety Management System by arranging the annual Safety Audit and Inspection of the Trust and its Educational Establishments and report findings to the Chief Executive Officer;
  - In close liaison with Principals; the provision of the necessary means of supervision and control of premises management staff;
  - Ensuring that all managers and staff for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information, health and safety training and instruction;
  - Ensuring that all managers and staff for which they are responsible understand and accept their responsibilities for Health and Safety;
  - Arranging Audits, Inspections, Investigations as necessary to enable a suitable and sufficient appraisal of the premises management related health and safety standards are being provided and maintained.
  - Maintain the Trust Asset Register and monitor relevant risks.
  - Providing timely feedback to the Chief Executive Officer on the performance of the plans, targets, standards, procedures, personnel and systems appropriate to the operation of the premises management team;

### 3.9 Senior Finance/HR Manager

- 3.9.1 The Senior Finance/HR Manager is responsible to the Chief Executive Officer for the implementation of the Trust Health and Safety Policy under their areas of control and has specific responsibility for:
- Establishing effective strategies for the selection and recruitment of staff to the Trust and its Academies which are designed to ensure a suitable level of physical and mental competence and capability is maintained;
  - Ensuring that appropriate arrangements are planned and implemented for addressing the Occupational Health and Welfare needs of the Trust and its Educational Establishments staff and ensuring the effective management of sickness absence;
  - Establishing effective strategies for ensuring suitable levels of competence of employees are maintained by planning and maintaining suitable and sufficient training by the use of organisational wide risk assessments and training needs analysis;

- The provision of the necessary means of supervision and control of staff;
- Ensuring that all staff for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all administration, finance and HR personnel understand and accept their responsibilities for Health and Safety;
- Arranging Audits, Inspections, Investigations as necessary to enable a suitable and sufficient appraisal of the finance, administration and HR related health and safety standards are being provided and maintained.
- Providing timely feedback to the Chief Executive Officer on the performance of the plans, targets, standards, procedures, personnel and systems appropriate to the operation of finance, administration and HR personnel.

### 3.10 Director of Information Technology

3.10.1 The Director of Information Technology is responsible to the Trust Senior Operations Manager for the implementation of the Trust Health and Safety Policy under their areas of control and has specific responsibility for:

- Ensuring that appropriate arrangements are planned and implemented for addressing the provision and use of display screen equipment in accordance with the appropriate legislation and required standards;
- Establishing effective strategies for ensuring suitable levels of training of employees are provided and maintained sufficient to equip them with an understanding of the correct use of display screen equipment and their workstation.
- The provision of the necessary means of supervision and control of IT staff;
- Ensuring that all staff for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all IT staff understand and accept their responsibilities for Health and Safety;
- Arranging Audits, Inspections, Investigations as necessary to enable a suitable and sufficient appraisal of the IT related health and safety standards are being provided and maintained.
- Providing timely feedback to the Chief Executive Officer on the performance of the plans, targets, standards, procedures, personnel and systems appropriate to the operation of the IT team;

### 3.11 Trust Welfare Officer

3.11.1 The Trust Welfare Officer is responsible to the Chief Executive for the implementation of the Trust Health and Safety Policy under their areas of control and has specific responsibility for:

- Maintain good working relationships with all Principals within the Trust, providing advice, support and challenge on all attendance and welfare matters.
- Attend relevant training courses to keep abreast of policies and legislative changes regarding attendance and pupil welfare.
- Ensure maintenance of accurate and factual records.
- Deliver informal supervision to staff who work under the pastoral/welfare to ensure their wellbeing or signpost staff to an appropriate avenue.
- Responsible for ensuring the Designated Safeguarding Lead role is updated with relevant training and has active working knowledge of safeguarding and EHA processes.
- Be able to deliver Safeguarding training to a range of staff groups including Governors.
- Understand the legal implications and impact of PREVENT and Radicalization agenda; have updated training and knowledge.
- Responsible to train Governors on annual basis – to Level 1 CP level; understand the roles and responsibilities of Governors.

- Become a member of the safeguarding review group and attend meetings to provide feedback and challenge.
- Attend Governors meetings at CEO request.
- Maintain the Trust Safeguarding policies - update as and when necessary - Understanding the legal requirements/framework, links for Ofsted.
- Undertake the role of Whistleblowing Officer for the Trust – ensure policy is updated with contact details and inform all Principals through the CEO.

### 3.12 Staff

3.12.1 All staff are required to ensure they: -

- Are familiar with the Trust Health and Safety Policy and associated arrangements;
- Carry out their duties in accordance with the Safety Policy;
- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

## 4. Procedures

- 4.1** Planning is an essential part of the implementation of the Trust Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, students and others who may be affected by the operation of the Trust.
- 4.2** The purpose of the plan is to ensure that:
- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
  - The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the Trust.
- 4.3** To ensure that the generic organisational hazards affecting the Trust are properly managed, the Trust provides access to various risk assessments for implementation by the appropriate managers.
- 4.4** These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.
- 4.5** Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.
- 4.6** Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training etc. can be found in other the Trust policies and procedures.
- 4.7** Where appropriate, operational information on these and other associated areas is included in the series of Health and Safety Guidance Documentation. These can be accessed from the staff intranet, under the heading of 'Health and Safety'.



**5. Monitoring**

- 5.1 To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.
- 5.2
- The Chief Executive Officer will present an annual Health, Safety and Environment report to the Board detailing the levels of compliance achieved on the standards set by their Policies.
  - On behalf of the Principals of each Educational Establishments an annual Health, Safety and Environment report detailing the levels of compliance achieved on the standards set by their Policies and accompanying arrangements will be presented to the Board.
  - Annually the Trust premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
  - Annually the Trust premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
  - All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
  - All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
  - Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible or the Trust Health and Safety Manager will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
  - The Trust Project and Estates Director will analyse the accident/incident data and prepare statistical information to assist the annual review.
  - This Health and Safety Policy and the accompanying Academies policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the Board.

**6. Consultation Machinery**

- 6.1 Within the Trust Directors and Senior Managers will routinely liaise with and consult with staff directly on matters relevant to health and safety in accordance with the Consultation with Employees Regulations.
- 6.2 Within the Trust schools Committees will meet regularly in accordance with the Safety Representatives and Safety Committees Regulations 1977 and the Consultation with Employees Regulations 1996 to provide a forum for joint consultation on health and safety matters.
- 6.3 Membership will comprise of appropriate senior management and representatives of the staff.
- 6.4 Health and Safety Committees, as well as fulfilling the statutory requirements, will:
- Monitor and review the general working arrangements for Health and Safety including the Health and Safety Policy;
  - Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
  - Assist in the development of safety procedures and systems;
  - Monitor the effectiveness of Health and Safety training, communication and publicity;
  - Consider reports and information from the enforcement agencies;
  - Consider accident statistics and trends;
  - Consider the circumstances of individual accidents and causes of reportable diseases;
  - Examine Safety Audit reports and inspections.

**7. Emergency Plans**

7.1 The Principal will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the academy. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life
- Prevent injury
- Minimise loss.

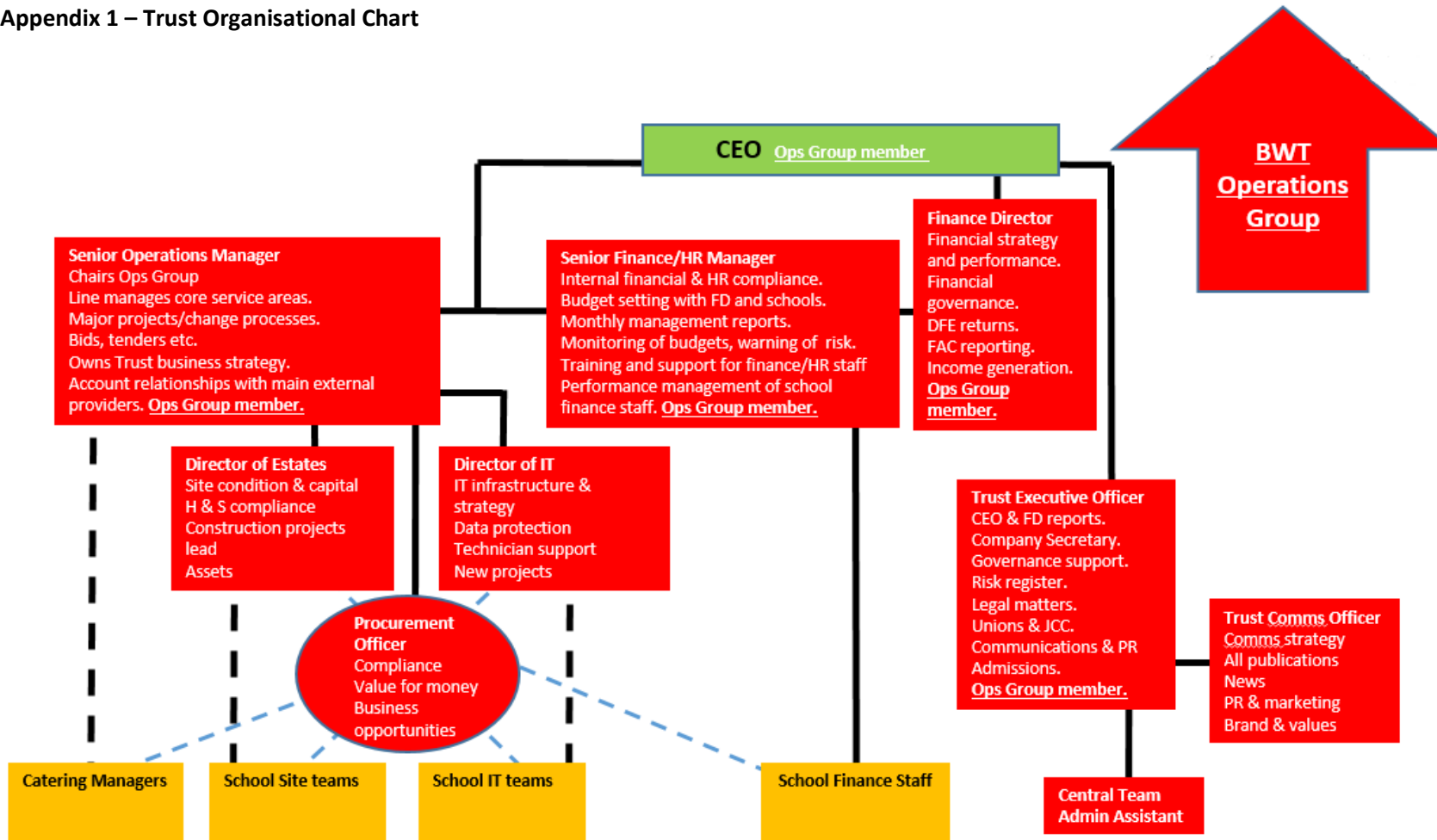
This sequence will determine the priorities of the emergency plan.

7.2 The plan will be agreed by the CEO.

## 8. Policy Review

8.1 This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of the Trust.

Appendix 1 – Trust Organisational Chart



Key:  
 Directly line managed = solid black line;  
 Operational relationship to central staff member = dotted black line;  
 Regular financial relationship from school to centre = dotted blue line

## Appendix 2 – Academy H&S Policies

### Beanfield Primary Academy

#### HEALTH AND SAFETY POLICY STATEMENT



Beanfield Primary School recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

The Policy applies to all its premises and all activities engaged in both on and off site.

The School will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc Act 1974 and associated legislation.

Whilst appreciating that although ultimate responsibility rests with the Trust; all employees and appointed persons of the Trust {Board Directors, CEO, Executive Principals, Principals, Governors Senior Staff, Managers and Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

*“1 Up – Accountable : 1 Down Responsible”*

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

The School recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring in the form of audits, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Trust and Governing Body requires each member of staff, student and visitor to the School to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the School and its management.

Without affecting the generality of the above statement, the School will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces, which are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of Beanfield Primary School.

## ORGANISATION

The following section details how the School is organised for the management of health and safety by the establishment of responsibilities and relationships, which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

### **The Trust has a responsibility as an employer to ensure that:**

- The School produces a Safety Policy that is appropriate to the activities of the School and that this policy is reviewed annually;
- An effective organisation is created for the management of health and safety;
- The School devises appropriate arrangements for addressing health and safety;
- The School promotes the correct attitude towards health and safety in both staff and students;
- The School's Management plan, and implement the Safety Policy;
- The School establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- Targets for improving the School's health and safety performance are set annually;
- The Trust will monitor and evaluate the School's health and safety performance direct and through reports received from the Safety Governor, the Principal, the Health and Safety Coordinator (Competent Person) and External Advisers who will advise and make recommendations.

### **Local Governing Body (LGB)**

**Governing Body, while the Trust has overall responsibilities as employer the Governors still have a local responsibility to:**

- Help the School to set high standards of health and safety by assisting in planning and setting targets for improvement;
- Be a critical friend to the School, offering support and advice;
- Help the School respond to the needs of parents and the local community;
- Make the School accountable to the public for what it does with regard to health and safety

- Work with the Trust and School on planning, developing policies and keeping the School under review, including for health and safety;

### **LGB Safety Governor - Stephen Prati**

The Safety Governor will monitor health and safety within the School on behalf of the Governing Body and advise the Body on such matters relating to School health and safety as the Body may remit to them. In particular, they are to:

- Oversee the annual review of the School's Health and Safety Policy and associated documentation;
- Receive and review management's regular Health and Safety reports;
- Receive and review the annual report from the School's Principal or where appropriate the Health and Safety Coordinator (Competent Person);
- Receive and review any other audit or inspection commissioned by the School or by the Trust or any other agency such as the HSE;
- Review the minutes of the School's Health and Safety committee meetings, and attend where appropriate.

### **Executive Principal – Leyton Smith**

The Executive Principal has strategic responsibility for the standards in Trust schools as defined by the OfSTED framework and other relevant regulations. They are responsible to the Board and CEO. They shall work with the Chair of Governors in each School to ensure that the Governing Body for each School has a Governor assigned for Health & Safety. It will be the responsibility of the Chair of Governors and nominated Health and Safety Governor to plan and implement their School's Safety Policy and associated management system. Advice and resources for doing this can be sought from the Trust's Health and Safety Consultant who is retained for this purpose.

The Executive Principal will ensure that a suitable organisation within each School is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Board and where appropriate the Governing Body.

In particular, he for each School, is to:

- In conjunction with the Principal, and advisers, approve the Health and Safety Policy and authorise the School's general statement of intent;
- In conjunction with the Principal, identify the means by which the policy will be planned, measured, audited and reviewed;
- Authorise and approve the strategies to implement the policy and ensure the integration of these into the School's activities;
- In conjunction with the Principal ensure that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that the Principal understands and accepts their responsibilities for Health and Safety;
- Regularly liaise with the Principal and Safety Coordinator on matters of health and safety;
- In conjunction with the Principal, ensure that the organisational management arrangements, risk control measures, workplace standards, together with associated performance standards are established, and thereby assist the Principal and their staff to carry out their duties and satisfy their responsibilities.

## Principal – Samantha Eathorne

The Principal has responsibility to the Trust, Executive Principal and Governing Body for their School; for ensuring the planning and implementation of the School's Safety Policy and associated management system.

He will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Trust, the Executive Principal and Governing Body.

In particular she is to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the School's general statement of intent;
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the School's activities;
- Ensuring that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with the Safety Coordinator/Competent Person and Advisers on matters of health and safety;
- Establish in conjunction with the Senior Management and the Safety Coordinator organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

## Vice Principal – Julia Dickinson /Gemma Cushing

Vice Principal is responsible for the implementation of the policy and all associated arrangements in the absence of the Principal. This role has routine responsibility for ensuring that the School's Safety Policy and associated arrangements are implemented under their respective areas of control.

She will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all relevant Senior Managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers and subject leaders understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- School Health and Safety committees are conducted according to the School's procedures.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

*NB. Other categories of senior management if in post such as Business Managers, AVPs, Heads of Year along with their specific responsibilities and reporting lines may need to be considered. Each Primary School may have a different organisational structure. It shall be the responsibility of the Principal to ensure that the roles and responsibilities within the published structure for their School include clearly identified posts with accountability and responsibility for H&S. – Accountable 1 up > Responsible 1 down*

## Curriculum Coordinators/Subject Leaders

The Curriculum Coordinators/Subject Leaders are responsible to the Principal for the implementation of the School's Health and Safety Policy in their areas of control.

The Curriculum Coordinators/Subject Leaders will ensure that within their area of responsibility:

- All teaching and support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision;
- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- All teaching and support staff understand and accept their responsibilities for Health and Safety;
- All pupils understand and accept their responsibilities for Health and Safety and are subject to proper supervision;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School's procedures, where appropriate the relevant information should feature in the lesson plans/ schemes of work;
- No new activity (curriculum or non-curriculum), operating system, plant or equipment will not be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the School's premises is properly assessed for Health and Safety;
- The School's accident and incident reporting procedures are followed.

## Finance Officer – Judith Rose

Business/Support or equivalent managers are responsible to the Principal for the implementation of the School's Health and Safety Policy in his/her areas of control.

The Business/Support manager will ensure that:

- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- All relevant arrangements regarding the management of health and safety in the Department, for which they have control, are planned and implemented;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School's procedures;
- No new activity, operating system, plant or equipment will not be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the School's premises is properly assessed for Health and Safety;
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Routinely and regularly undertake safety tours of the premises and activities in their respective control;
- Providing timely feedback on the performance of the plans, standards, procedures, and systems appropriate to their premises and activities in their respective control;
- All staff and pupils are familiar with, and practice the School's emergency evacuation procedures;
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with the School's procedures.

## The Facilities Manager – Frank Burton



The Facilities Manager will be responsible, for ensuring that the School Safety Policy and associated arrangements are implemented across the department.

This will be achieved by:

- All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with the School procedures;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School procedures;
- Establishing suitable and sufficient arrangements for the management, supervision and control of the School Buildings and Cleaning Staff;
- Ensuring all statutory inspections and registers are completed, for example, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Ensuring the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance;
- Monitoring the building related contractors with regard to Health and Safety;
- Responsibility for arranging PAT testing across the School provision.
- Responsibility for Legionellosis and Asbestos (where appropriate) control and risk assessments across the School.

### **The Catering Manager – Kevin Dainty**

The Catering Manager will be responsible, for ensuring that the School Safety Policy and associated arrangements are implemented across the catering facility.

This will be achieved by:

- All hazards presented by equipment to be identified and the risks created fully assessed and controlled in accordance with the School procedures;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School procedures;
- Ensuring all statutory equipment inspections and registers are completed.
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Ensuring suitable and sufficient arrangements are established with regard food hygiene procedures

### **Health & Safety Coordinator – Frank Burton**

The Health & Safety Coordinator is responsible to the Principal for the following Health & Safety matters:

- Coordinating the School's fire and emergency response procedures;
- Conducting generic risk assessments for all areas of the School not addressed by specific activity or area risk assessments;
- Assist in the annual Safety Audit and Inspection with the Consultant Adviser of the School and in reporting findings to the Governing Body, the Trust Board, the Executive Principal, the Principal and Trust Health & Safety Committee as appropriate (this is also shared with the BWT Joint Consultative Committee (JCC) on an annual basis);
- Conduct routine safety inspections to assess progress on the results of the annual Safety Audit and Inspection (report to be forwarded to appropriate Health and Safety meeting);
- Receive all RIDDOR reportable accident information, and take appropriate action (including liaison with the HSE);

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- Monitor and record Health & Safety issues, including collation and recording of accident statistics;
- Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner;
- Assist in the maintenance and update of all relevant Health & Safety documentation and policies;
- Liaise with the Facilities Manager to ensure contractors comply with (internal and external) Health & Safety requirements;
- Liaise with external and internal posts that have a Health & Safety responsibility;

### All Staff

All staff are required to ensure they: -

- Are familiar with the School Health and Safety Policy and associated arrangements;
- Carry out their duties in accordance with the Safety Policy;
- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

### Students

Students are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with School staff in order that any statutory or other health and safety matter, etc. may be fully carried out;
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the School in the interests of Health and Safety.

### Visitors

Visitors are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with School staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the School;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the School in the interests of Health and Safety.

## ARRANGEMENTS

Planning is an essential part of the implementation of the School Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, pupils and others who may be affected by the operation of the School.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the School.
- To ensure that the generic organisational hazards affecting the School are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training etc can be found in other cross School policies and procedures.

Where appropriate, operational information on these and other associated areas is included in the series of Health and Safety Guidance Documentation. These can be accessed from the staff intranet, under the heading of 'Health and Safety'

## Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- The Principal will present an annual Health, Safety and Environment report to the Trust Health and Safety Committee and their School Governing Body detailing the levels of compliance achieved on the standards set by their Policies.
- Annually School premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually School premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible or the Health and Safety Coordinator/Competent Person will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Health and Safety Coordinator/Competent Person will analyse the accident/incident data and prepare statistical information to assist the annual review.
- The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the School.

## Consultation Machinery

Staff Consultation Committees meet regularly within the School to provide a forum for joint consultation on health and safety matters.

Membership comprises appropriate senior management, the Health and Safety Coordinator and representatives of the staff.

Committees, as well as fulfilling the statutory requirements, will:

- Monitor and review the general working arrangements for Health and Safety including the School Health and Safety Policy;
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
- Assist in the development of safety procedures and systems;
- Monitor the effectiveness of Health and Safety training, communication and publicity;
- Consider reports and information from the enforcement agencies;
- Consider accident statistics and trends;
- Consider the circumstances of individual accidents and causes of reportable diseases;
- Examine Safety Audit reports and inspections.

## Compass Primary Academy

### HEALTH AND SAFETY POLICY STATEMENT



Compass Primary Academy recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

The Policy applies to all its premises and all activities engaged in both on and off site.

The School will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc Act 1974 and associated legislation.

Whilst appreciating that although ultimate responsibility rests with the Trust; all employees and appointed persons of the Trust {Board Directors, CEO, Executive Principal, Principals, Governors Senior Staff, Managers and Staff} have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

*“1 Up – Accountable : 1 Down Responsible”*

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

The School recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring in the form of audits, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Trust and Governing Body requires each member of staff, student and visitor to the School to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the School and its management.

Without affecting the generality of the above statement, the School will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces, which are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of Compass Primary.

## ORGANISATION

The following section details how the School is organised for the management of health and safety by the establishment of responsibilities and relationships, which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

### **The Trust has a responsibility as an employer to ensure that:**

- The School produces a Safety Policy that is appropriate to the activities of the School and that this policy is reviewed annually;
- An effective organisation is created for the management of health and safety;
- The School devises appropriate arrangements for addressing health and safety;
- The School promotes the correct attitude towards health and safety in both staff and students;
- The School's Management plan, and implement the Safety Policy;
- The School establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- Targets for improving the School's health and safety performance are set annually;
- The Trust will monitor and evaluate the School's health and safety performance direct and through reports received from the Safety Governor, the Principal, the Health and Safety Coordinator (Competent Person) and External Advisers who will advise and make recommendations.

### **Local Governing Body (LGB)**

**Governing Body, while the Trust has overall responsibilities as employer the Governors still have a local responsibility to:**

- Help the School to set high standards of health and safety by assisting in planning and setting targets for improvement;
- Be a critical friend to the School, offering support and advice;
- Help the School respond to the needs of parents and the local community;
- Make the School accountable to the public for what it does with regard to health and safety

- Work with the Trust and School on planning, developing policies and keeping the School under review, including for health and safety;

### **LGB Safety Governor – Mrs Tina Prati**

The Safety Governor will monitor health and safety within the School on behalf of the Governing Body and advise the Body on such matters relating to School health and safety as the Body may remit to them. In particular, they are to:

- Oversee the annual review of the School's Health and Safety Policy and associated documentation;
- Receive and review management's regular Health and Safety reports;
- Receive and review the annual report from the School's Principal or where appropriate the Health and Safety Coordinator (Competent Person);
- Receive and review any other audit or inspection commissioned by the School or by the Trust or any other agency such as the HSE;
- Review the minutes of the School's Health and Safety committee meetings, and attend where appropriate.

### **Executive Principal – Leyton Smith**

The Executive Principal has strategic responsibility for the standards in Trust schools as defined by the OfSTED framework and other relevant regulations. They are responsible to the Board and CEO. They shall work with the Chair of Governors in each School to ensure that the Governing Body for each School has a Governor assigned for Health & Safety. It will be the responsibility of the Chair of Governors and nominated Health and Safety Governor to plan and implement their School's Safety Policy and associated management system. Advice and resources for doing this can be sought from the Trust's Health and Safety Consultant who is retained for this purpose.

The Executive Principal will ensure that a suitable organisation within each School is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Board and where appropriate the Governing Body.

In particular, he for each School, is to:

- In conjunction with the Principal, and advisers, approve the Health and Safety Policy and authorise the School's general statement of intent;
- In conjunction with the Principal, identify the means by which the policy will be planned, measured, audited and reviewed;
- Authorise and approve the strategies to implement the policy and ensure the integration of these into the School's activities;
- In conjunction with the Principal ensure that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that the Principal understands and accepts their responsibilities for Health and Safety;
- Regularly liaise with the Principal and Safety Coordinator on matters of health and safety;
- In conjunction with the Principal, ensure that the organisational management arrangements, risk control measures, workplace standards, together with associated performance standards are established, and thereby assist the Principal and their staff to carry out their duties and satisfy their responsibilities.

## Principal – Jo Fallowell

The Principal has responsibility to the Trust, Executive Principal and Governing Body for their School; for ensuring the planning and implementation of the School's Safety Policy and associated management system.

She will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Trust, the Executive Principal and Governing Body.

In particular She is to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the School's general statement of intent;
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the School's activities;
- Ensuring that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with the Safety Coordinator and Advisers on matters of health and safety;
- Establish in conjunction with the Senior Management and the Safety Coordinator organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

## Assistant Principal – Declan Byrne

Vice Principal is responsible for the implementation of the policy and all associated arrangements in the absence of the Principal. This role has routine responsibility for ensuring that the School's Safety Policy and associated arrangements are implemented under their respective areas of control.

She will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all relevant Senior Managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers and subject leaders understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- School Health and Safety committees are conducted according to the School's procedures.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

## Curriculum Coordinators/Subject Leaders

The Curriculum Coordinators/Subject Leaders are responsible to the Principal for the implementation of the School's Health and Safety Policy in their areas of control.

The Curriculum Coordinators/Subject Leaders will ensure that within their area of responsibility:

- All teaching and support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision;
- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- All teaching and support staff understand and accept their responsibilities for Health and Safety;



- All pupils understand and accept their responsibilities for Health and Safety and are subject to proper supervision;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School's procedures, where appropriate the relevant information should feature in the lesson plans/ schemes of work;
- No new activity (curriculum or non-curriculum), operating system, plant or equipment will not be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the School's premises is properly assessed for Health and Safety;
- The School's accident and incident reporting procedures are followed.

### Office Manager – Bec Smith

Business/Support or equivalent managers are responsible to the Principal for the implementation of the School's Health and Safety Policy in his/her areas of control.

The Business/Support manager will ensure that:

- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- All relevant arrangements regarding the management of health and safety in the Department, for which they have control, are planned and implemented;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School's procedures;
- No new activity, operating system, plant or equipment will not be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the School's premises is properly assessed for Health and Safety;
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Routinely and regularly undertake safety tours of the premises and activities in their respective control;
- Providing timely feedback on the performance of the plans, standards, procedures, and systems appropriate to their premises and activities in their respective control;
- All staff and pupils are familiar with, and practice the School's emergency evacuation procedures;
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with the School's procedures.

### The Facilities Manager – James Green

The Facilities Manager will be responsible, for ensuring that the School Safety Policy and associated arrangements are implemented across the department.

This will be achieved by:

- All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with the School procedures;

- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School procedures;
- Establishing suitable and sufficient arrangements for the management, supervision and control of the School Buildings and Cleaning Staff;
- Ensuring all statutory inspections and registers are completed, for example, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Ensuring the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance;
- Monitoring the building related contractors with regard to Health and Safety;
- Responsibility for arranging PAT testing across the School provision.
- Responsibility for Legionellosis and Asbestos (where appropriate) control and risk assessments across the School.

### **The Catering Manager – Chris Lapsley**

The Catering Manager will be responsible, for ensuring that the School Safety Policy and associated arrangements are implemented across the catering facility.

This will be achieved by:

- All hazards presented by equipment to be identified and the risks created fully assessed and controlled in accordance with the School procedures;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School procedures;
- Ensuring all statutory equipment inspections and registers are completed.
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Ensuring suitable and sufficient arrangements are established with regard food hygiene procedures

### **Health & Safety Coordinator – James Green**

The Health & Safety Coordinator is responsible to the Principal for the following Health & Safety matters:

- Coordinating the School's fire and emergency response procedures;
- Conducting generic risk assessments for all areas of the School not addressed by specific activity or area risk assessments;
- Assist in the annual Safety Audit and Inspection with the Consultant Adviser of the School and in reporting findings to the Governing Body, the Trust Board, the Executive Principal, the Principal and Trust Health & Safety Committee as appropriate (this is also shared with the BWT Joint Consultative Committee (JCC) on an annual basis);
- Conduct routine safety inspections to assess progress on the results of the annual Safety Audit and Inspection (report to be forwarded to appropriate Health and Safety meeting);
- Receive all RIDDOR reportable accident information, and take appropriate action (including liaison with the HSE);
- Monitor and record Health & Safety issues, including collation and recording of accident statistics;
- Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner;
- Assist in the maintenance and update of all relevant Health & Safety documentation and policies;
- Liaise with the Facilities Manager to ensure contractors comply with (internal and external) Health & Safety requirements;
- Liaise with external and internal posts that have a Health & Safety responsibility;

## All Staff

All staff are required to ensure they: -

- Are familiar with the School Health and Safety Policy and associated arrangements;
- Carry out their duties in accordance with the Safety Policy;
- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

## Students

Students are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with School staff in order that any statutory or other health and safety matter, etc. may be fully carried out;
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the School in the interests of Health and Safety.

## Visitors

Visitors are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with School staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the School;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the School in the interests of Health and Safety.

## ARRANGEMENTS

Planning is an essential part of the implementation of the School Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, pupils and others who may be affected by the operation of the School.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the School.

- To ensure that the generic organisational hazards affecting the School/School are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training etc can be found in other cross School policies and procedures.

### Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- The Principal will present an annual Health, Safety and Environment report to the Trust Health and Safety Committee and their School Governing Body detailing the levels of compliance achieved on the standards set by their Policies.
- Annually School premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually School premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible or the Health and Safety Coordinator/Competent Person will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Health and Safety Coordinator/Competent Person will analyse the accident/incident data and prepare statistical information to assist the annual review.
- The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the School.

### Consultation Machinery

Staff Consultation Committees meet regularly within the School to provide a forum for joint consultation on health and safety matters.

Membership comprises appropriate senior management, the Health and Safety Coordinator and representatives of the staff.

Committees, as well as fulfilling the statutory requirements, will:

- Monitor and review the general working arrangements for Health and Safety including the School Health and Safety Policy;
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;

- Assist in the development of safety procedures and systems;
- Monitor the effectiveness of Health and Safety training, communication and publicity;
- Consider reports and information from the enforcement agencies;
- Consider accident statistics and trends;
- Consider the circumstances of individual accidents and causes of reportable diseases;
- Examine Safety Audit reports and inspections.

## Gretton Primary Academy

### HEALTH AND SAFETY POLICY STATEMENT



Gretton Primary Academy recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

The Policy applies to all its premises and all activities engaged in both on and off site.

The School will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc Act 1974 and associated legislation.

Whilst appreciating that although ultimate responsibility rests with the Trust; all employees and appointed persons of the Trust {Board Directors, CEO, Executive Principals, Principals, Governors Senior Staff, Managers and Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

*“1 Up – Accountable : 1 Down Responsible”*

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

The School recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring in the form of audits, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Trust and Governing Body requires each member of staff, student and visitor to the School to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the School and its management.

Without affecting the generality of the above statement, the School will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces, which are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of Gretton Primary Academy.

## ORGANISATION

The following section details how the School is organised for the management of health and safety by the establishment of responsibilities and relationships, which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

### **The Trust has a responsibility as an employer to ensure that:**

- The School produces a Safety Policy that is appropriate to the activities of the School and that this policy is reviewed annually;
- An effective organisation is created for the management of health and safety;
- The School devises appropriate arrangements for addressing health and safety;
- The School promotes the correct attitude towards health and safety in both staff and students;
- The School's Management plan, and implement the Safety Policy;
- The School establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- Targets for improving the School's health and safety performance are set annually;
- The Trust will monitor and evaluate the School's health and safety performance direct and through reports received from the Safety Governor, the Principal, the Health and Safety Coordinator (Competent Person) and External Advisers who will advise and make recommendations.

### **Local Governing Body (LGB)**

**Governing Body, while the Trust has overall responsibilities as employer the Governors still have a local responsibility to:**

- Help the School to set high standards of health and safety by assisting in planning and setting targets for improvement;
- Be a critical friend to the School, offering support and advice;
- Help the School respond to the needs of parents and the local community;
- Make the School accountable to the public for what it does with regard to health and safety
- Work with the Trust and School on planning, developing policies and keeping the School under review, including for health and safety;

### **LGB Safety Governor – Steve Ellis**

The Safety Governor will monitor health and safety within the School on behalf of the Governing Body and advise the Body on such matters relating to School health and safety as the Body may remit to them. In particular, they are to:

- Oversee the annual review of the School's Health and Safety Policy and associated documentation;
- Receive and review management's regular Health and Safety reports;
- Receive and review the annual report from the School's Principal or where appropriate the Health and Safety Coordinator (Competent Person);
- Receive and review any other audit or inspection commissioned by the School or by the Trust or any other agency such as the HSE;
- Review the minutes of the School's Health and Safety committee meetings, and attend where appropriate.

### **Executive Principal – Leyton Smith**

The Executive Principal has strategic responsibility for the standards in Trust schools as defined by the OfSTED framework and other relevant regulations. They are responsible to the Board and CEO. They shall work with the Chair of Governors in each School to ensure that the Governing Body for each School has a Governor assigned for Health & Safety. It will be the responsibility of the Chair of Governors and nominated Health and Safety Governor to plan and implement their School's Safety Policy and associated management system. Advice and resources for doing this can be sought from the Trust's Health and Safety Consultant who is retained for this purpose.

The Executive Principal will ensure that a suitable organisation within each School is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Board and where appropriate the Governing Body.

In particular, he for each School, is to:

- In conjunction with the Principal, and advisers, approve the Health and Safety Policy and authorise the School's general statement of intent;
- In conjunction with the Principal, identify the means by which the policy will be planned, measured, audited and reviewed;
- Authorise and approve the strategies to implement the policy and ensure the integration of these into the School's activities;
- In conjunction with the Principal ensure that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that the Principal understands and accepts their responsibilities for Health and Safety;
- Regularly liaise with the Principal and Safety Coordinator on matters of health and safety;
- In conjunction with the Principal, ensure that the organisational management arrangements, risk control measures, workplace standards, together with associated performance standards are established, and thereby assist the Principal and their staff to carry out their duties and satisfy their responsibilities.



## Principal – Jane MacDonald

The Principal has responsibility to the Trust, Executive Principal and Governing Body for their School; for ensuring the planning and implementation of the School's Safety Policy and associated management system.

She will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Trust, the Executive Principal and Governing Body.

In particular she is to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the School's general statement of intent;
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the School's activities;
- Ensuring that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with the Safety Coordinator/Competent Person and Advisers on matters of health and safety;
- Establish in conjunction with the Senior Management and the Safety Coordinator organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

## Vice Principal – Sarah Sanders

Vice Principal is responsible for the implementation of the policy and all associated arrangements in the absence of the Principal. This role has routine responsibility for ensuring that the School's Safety Policy and associated arrangements are implemented under their respective areas of control.

She will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all relevant Senior Managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers and subject leaders understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- School Health and Safety committees are conducted according to the School's procedures.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

## Curriculum Coordinators/Subject Leaders

The Curriculum Coordinators/Subject Leaders are responsible to the Principal for the implementation of the School's Health and Safety Policy in their areas of control.

The Curriculum Coordinators/Subject Leaders will ensure that within their area of responsibility:

- All teaching and support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision;
- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- All teaching and support staff understand and accept their responsibilities for Health and Safety;

- All pupils understand and accept their responsibilities for Health and Safety and are subject to proper supervision;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School's procedures, where appropriate the relevant information should feature in the lesson plans/ schemes of work;
- No new activity (curriculum or non-curriculum), operating system, plant or equipment will not be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the School's premises is properly assessed for Health and Safety;
- The School's accident and incident reporting procedures are followed.

### Finance Officer – Donna Gillies

Business/Support or equivalent managers are responsible to the Principal for the implementation of the School's Health and Safety Policy in her areas of control.

The Business/Support manager will ensure that:

- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- All relevant arrangements regarding the management of health and safety in the Department, for which they have control, are planned and implemented;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School's procedures;
- No new activity, operating system, plant or equipment will not be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the School's premises is properly assessed for Health and Safety;
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Routinely and regularly undertake safety tours of the premises and activities in their respective control;
- Providing timely feedback on the performance of the plans, standards, procedures, and systems appropriate to their premises and activities in their respective control;
- All staff and pupils are familiar with, and practice the School's emergency evacuation procedures;
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with the School's procedures.

### The Facilities Manager – Jenny Cowley

The Facilities Manager will be responsible, for ensuring that the School Safety Policy and associated arrangements are implemented across the department.

This will be achieved by:

- All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with the School procedures;

- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School procedures;
- Establishing suitable and sufficient arrangements for the management, supervision and control of the School Buildings and Cleaning Staff;
- Ensuring all statutory inspections and registers are completed, for example, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Ensuring the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance;
- Monitoring the building related contractors with regard to Health and Safety;
- Responsibility for arranging PAT testing across the School provision.
- Responsibility for Legionellosis and Asbestos (where appropriate) control and risk assessments across the School.

## Health & Safety Coordinator – Jane MacDonald

The Health & Safety Coordinator is responsible to the Principal for the following Health & Safety matters:

- Coordinating the School's fire and emergency response procedures;
- Conducting generic risk assessments for all areas of the School not addressed by specific activity or area risk assessments;
- Assist in the annual Safety Audit and Inspection with the Consultant Adviser of the School and in reporting findings to the Governing Body, the Trust Board, the Executive Principal, the Principal and Trust Health & Safety Committee as appropriate (this is also shared with the BWT Joint Consultative Committee (JCC) on an annual basis);
- Conduct routine safety inspections to assess progress on the results of the annual Safety Audit and Inspection (report to be forwarded to appropriate Health and Safety meeting);
- Receive all RIDDOR reportable accident information, and take appropriate action (including liaison with the HSE);
- Monitor and record Health & Safety issues, including collation and recording of accident statistics;
- Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner;
- Assist in the maintenance and update of all relevant Health & Safety documentation and policies;
- Liaise with the Facilities Manager to ensure contractors comply with (internal and external) Health & Safety requirements;
- Liaise with external and internal posts that have a Health & Safety responsibility;

## All Staff

All staff are required to ensure they: -

- Are familiar with the School Health and Safety Policy and associated arrangements;
- Carry out their duties in accordance with the Safety Policy;
- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;

- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

## Students

Students are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with School staff in order that any statutory or other health and safety matter, etc. may be fully carried out;
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the School in the interests of Health and Safety.

## Visitors

Visitors are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with School staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the School;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the School in the interests of Health and Safety.

## ARRANGEMENTS

Planning is an essential part of the implementation of the School Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, pupils and others who may be affected by the operation of the School.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the School.
- To ensure that the generic organisational hazards affecting the School/School are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training etc can be found in other cross School policies and procedures.

## Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- The Principal will present an annual Health, Safety and Environment report to the Trust Health and Safety Committee and their School Governing Body detailing the levels of compliance achieved on the standards set by their Policies.
- Annually School premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually School premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible or the Health and Safety Coordinator/Competent Person will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Health and Safety Coordinator/Competent Person will analyse the accident/incident data and prepare statistical information to assist the annual review.
- The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the School.

### Consultation Machinery

Staff Consultation Committees meet regularly within the School to provide a forum for joint consultation on health and safety matters.

Membership comprises appropriate senior management, the Health and Safety Coordinator and representatives of the staff.

Committees, as well as fulfilling the statutory requirements, will:

- Monitor and review the general working arrangements for Health and Safety including the School Health and Safety Policy;
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
- Assist in the development of safety procedures and systems;
- Monitor the effectiveness of Health and Safety training, communication and publicity;
- Consider reports and information from the enforcement agencies;
- Consider accident statistics and trends;
- Consider the circumstances of individual accidents and causes of reportable diseases;
- Examine Safety Audit reports and inspections.

## Oakley Vale Primary Academy HEALTH AND SAFETY POLICY STATEMENT



Oakley Vale Primary Academy recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

The Policy applies to all its premises and all activities engaged in both on and off site.

The School will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc Act 1974 and associated legislation.

Whilst appreciating that although ultimate responsibility rests with the Trust; all employees and appointed persons of the Trust {Board Directors, CEO, Executive Principals, Principals, Governors Senior Staff, Managers and Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

*“1 Up – Accountable : 1 Down Responsible”*

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

The School recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring in the form of audits, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Trust and Governing Body requires each member of staff, student and visitor to the School to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the School and its management.

Without affecting the generality of the above statement, the School will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces, which are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of Oakley Vale Primary Academy.

## ORGANISATION

The following section details how the School is organised for the management of health and safety by the establishment of responsibilities and relationships, which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

### **The Trust has a responsibility as an employer to ensure that:**

- The School produces a Safety Policy that is appropriate to the activities of the School and that this policy is reviewed annually;
- An effective organisation is created for the management of health and safety;
- The School devises appropriate arrangements for addressing health and safety;
- The School promotes the correct attitude towards health and safety in both staff and students;
- The School's Management plan, and implement the Safety Policy;
- The School establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- Targets for improving the School's health and safety performance are set annually;
- The Trust will monitor and evaluate the School's health and safety performance direct and through reports received from the Safety Governor, the Principal, the Health and Safety Coordinator (Competent Person) and External Advisers who will advise and make recommendations.

### **Local Governing Body (LGB)**

**Governing Body, while the Trust has overall responsibilities as employer the Governors still have a local responsibility to:**

- Help the School to set high standards of health and safety by assisting in planning and setting targets for improvement;
- Be a critical friend to the School, offering support and advice;
- Help the School respond to the needs of parents and the local community;
- Make the School accountable to the public for what it does with regard to health and safety
- Work with the Trust and School on planning, developing policies and keeping the School under review, including for health and safety;

### **LGB Safety Governor – Stephen Prati**

The Safety Governor will monitor health and safety within the School on behalf of the Governing Body and advise the Body on such matters relating to School health and safety as the Body may remit to them. In particular, they are to:

- Oversee the annual review of the School's Health and Safety Policy and associated documentation;
- Receive and review management's regular Health and Safety reports;
- Receive and review the annual report from the School's Principal or where appropriate the Health and Safety Coordinator (Competent Person);
- Receive and review any other audit or inspection commissioned by the School or by the Trust or any other agency such as the HSE;
- Review the minutes of the School's Health and Safety committee meetings, and attend where appropriate.

### **Executive Principal – Leyton Smith**

The Executive Principal has strategic responsibility for the standards in Trust schools as defined by the OfSTED framework and other relevant regulations. They are responsible to the Board and CEO. They shall work with the Chair of Governors in each School to ensure that the Governing Body for each School has a Governor assigned for Health & Safety. It will be the responsibility of the Chair of Governors and nominated Health and Safety Governor to plan and implement their School's Safety Policy and associated management system. Advice and resources for doing this can be sought from the Trust's Health and Safety Consultant who is retained for this purpose.

The Executive Principal will ensure that a suitable organisation within each School is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Board and where appropriate the Governing Body.

In particular, he for each School, is to:

- In conjunction with the Principal, and advisers, approve the Health and Safety Policy and authorise the School's general statement of intent;
- In conjunction with the Principal, identify the means by which the policy will be planned, measured, audited and reviewed;
- Authorise and approve the strategies to implement the policy and ensure the integration of these into the School's activities;
- In conjunction with the Principal ensure that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that the Principal understands and accepts their responsibilities for Health and Safety;
- Regularly liaise with the Principal and Safety Coordinator on matters of health and safety;
- In conjunction with the Principal, ensure that the organisational management arrangements, risk control measures, workplace standards, together with associated performance standards are established, and thereby assist the Principal and their staff to carry out their duties and satisfy their responsibilities.



## Principal – Emma Goodwin

The Principal has responsibility to the Trust, Executive Principal and Governing Body for their School; for ensuring the planning and implementation of the School's Safety Policy and associated management system.

She will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Trust, the Executive Principal and Governing Body.

In particular She is to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the School's general statement of intent;
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the School's activities;
- Ensuring that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with the Safety Coordinator/Competent Person and Advisers on matters of health and safety;
- Establish in conjunction with the Senior Management and the Safety Coordinator organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

## Vice Principal – Becky Annetts

Vice Principal is responsible for the implementation of the policy and all associated arrangements in the absence of the Principal. This role has routine responsibility for ensuring that the School's Safety Policy and associated arrangements are implemented under their respective areas of control.

She will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all relevant Senior Managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers and subject leaders understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- School Health and Safety committees are conducted according to the School's procedures.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

## Curriculum Coordinators/Subject Leaders

The Curriculum Coordinators/Subject Leaders are responsible to the Principal for the implementation of the School's Health and Safety Policy in their areas of control.

The Curriculum Coordinators/Subject Leaders will ensure that within their area of responsibility:

- All teaching and support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision;
- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- All teaching and support staff understand and accept their responsibilities for Health and Safety;

- All pupils understand and accept their responsibilities for Health and Safety and are subject to proper supervision;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School's procedures, where appropriate the relevant information should feature in the lesson plans/ schemes of work;
- No new activity (curriculum or non-curriculum), operating system, plant or equipment will not be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the School's premises is properly assessed for Health and Safety;
- The School's accident and incident reporting procedures are followed.

### Senior Administrator – Pauline Forman

Business/Support or equivalent managers are responsible to the Principal for the implementation of the School's Health and Safety Policy in his/her areas of control.

The Business/Support manager will ensure that:

- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- All relevant arrangements regarding the management of health and safety in the Department, for which they have control, are planned and implemented;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School's procedures;
- No new activity, operating system, plant or equipment will not be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the School's premises is properly assessed for Health and Safety;
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Routinely and regularly undertake safety tours of the premises and activities in their respective control;
- Providing timely feedback on the performance of the plans, standards, procedures, and systems appropriate to their premises and activities in their respective control;
- All staff and pupils are familiar with, and practice the School's emergency evacuation procedures;
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with the School's procedures.

### The Facilities Manager – Brian Hebbard

The Facilities Manager will be responsible, for ensuring that the School Safety Policy and associated arrangements are implemented across the department.

This will be achieved by:

- All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with the School procedures;

- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School procedures;
- Establishing suitable and sufficient arrangements for the management, supervision and control of the School Buildings and Cleaning Staff;
- Ensuring all statutory inspections and registers are completed, for example, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Ensuring the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance;
- Monitoring the building related contractors with regard to Health and Safety;
- Responsibility for arranging PAT testing across the School provision.
- Responsibility for Legionellosis and Asbestos (where appropriate) control and risk assessments across the School.

### Health & Safety Coordinator – Brian Hebberd

The Health & Safety Coordinator is responsible to the Principal for the following Health & Safety matters:

- Coordinating the School's fire and emergency response procedures;
- Conducting generic risk assessments for all areas of the School not addressed by specific activity or area risk assessments;
- Assist in the annual Safety Audit and Inspection with the Consultant Adviser of the School and in reporting findings to the Governing Body, the Trust Board, the Executive Principal, the Principal and Trust Health & Safety Committee as appropriate (this is also shared with the BWT Joint Consultative Committee (JCC) on an annual basis);
- Conduct routine safety inspections to assess progress on the results of the annual Safety Audit and Inspection (report to be forwarded to appropriate Health and Safety meeting);
- Receive all RIDDOR reportable accident information, and take appropriate action (including liaison with the HSE);
- Monitor and record Health & Safety issues, including collation and recording of accident statistics;
- Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner;
- Assist in the maintenance and update of all relevant Health & Safety documentation and policies;
- Liaise with the Facilities Manager to ensure contractors comply with (internal and external) Health & Safety requirements;
- Liaise with external and internal posts that have a Health & Safety responsibility;

### All Staff

All staff are required to ensure they: -

- Are familiar with the School Health and Safety Policy and associated arrangements;
- Carry out their duties in accordance with the Safety Policy;
- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;

- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

## Students

Students are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with School staff in order that any statutory or other health and safety matter, etc. may be fully carried out;
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the School in the interests of Health and Safety.

## Visitors

Visitors are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with School staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the School;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the School in the interests of Health and Safety.

## ARRANGEMENTS

Planning is an essential part of the implementation of the School Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, pupils and others who may be affected by the operation of the School.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the School.
- To ensure that the generic organisational hazards affecting the School/School are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training etc can be found in other cross School policies and procedures.

## Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- The Principal will present an annual Health, Safety and Environment report to the Trust Health and Safety Committee and their School Governing Body detailing the levels of compliance achieved on the standards set by their Policies.
- Annually School premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually School premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible or the Health and Safety Coordinator/Competent Person will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Health and Safety Coordinator/Competent Person will analyse the accident/incident data and prepare statistical information to assist the annual review.
- The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the School.

### Consultation Machinery

Staff Consultation Committees meet regularly within the School to provide a forum for joint consultation on health and safety matters.

Membership comprises appropriate senior management, the Health and Safety Coordinator and representatives of the staff.

Committees, as well as fulfilling the statutory requirements, will:

- Monitor and review the general working arrangements for Health and Safety including the School Health and Safety Policy;
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
- Assist in the development of safety procedures and systems;
- Monitor the effectiveness of Health and Safety training, communication and publicity;
- Consider reports and information from the enforcement agencies;
- Consider accident statistics and trends;
- Consider the circumstances of individual accidents and causes of reportable diseases;
- Examine Safety Audit reports and inspections.

## Peckover Primary Academy

### HEALTH AND SAFETY POLICY STATEMENT



Peckover Primary Academy recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

The Policy applies to all its premises and all activities engaged in both on and off site.

The School will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc Act 1974 and associated legislation.

Whilst appreciating that although ultimate responsibility rests with the Trust; all employees and appointed persons of the Trust {Board Directors, CEO, Executive Principals, Principals, Governors Senior Staff, Managers and Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

*“1 Up – Accountable : 1 Down Responsible”*

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

The School recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring in the form of audits, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Trust and Governing Body requires each member of staff, student and visitor to the School to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the School and its management.

Without affecting the generality of the above statement, the School will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces, which are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of Peckover Primary Academy.

## ORGANISATION

The following section details how the School is organised for the management of health and safety by the establishment of responsibilities and relationships, which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

### **The Trust has a responsibility as an employer to ensure that:**

- The School produces a Safety Policy that is appropriate to the activities of the School and that this policy is reviewed annually;
- An effective organisation is created for the management of health and safety;
- The School devises appropriate arrangements for addressing health and safety;
- The School promotes the correct attitude towards health and safety in both staff and students;
- The School's Management plan, and implement the Safety Policy;
- The School establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- Targets for improving the School's health and safety performance are set annually;
- The Trust will monitor and evaluate the School's health and safety performance direct and through reports received from the Safety Governor, the Principal, the Health and Safety Coordinator (Competent Person) and External Advisers who will advise and make recommendations.

### **Local Governing Body (LGB)**

**Governing Body, while the Trust has overall responsibilities as employer the Governors still have a local responsibility to:**

- Help the School to set high standards of health and safety by assisting in planning and setting targets for improvement;
- Be a critical friend to the School, offering support and advice;
- Help the School respond to the needs of parents and the local community;
- Make the School accountable to the public for what it does with regard to health and safety
- Work with the Trust and School on planning, developing policies and keeping the School under review, including for health and safety;

### **LGB Safety Governor – David Oliver**

The Safety Governor will monitor health and safety within the School on behalf of the Governing Body and advise the Body on such matters relating to School health and safety as the Body may remit to them. In particular, they are to:

- Oversee the annual review of the School's Health and Safety Policy and associated documentation;
- Receive and review management's regular Health and Safety reports;
- Receive and review the annual report from the School's Principal or where appropriate the Health and Safety Coordinator (Competent Person);
- Receive and review any other audit or inspection commissioned by the School or by the Trust or any other agency such as the HSE;
- Review the minutes of the School's Health and Safety committee meetings, and attend where appropriate.

### **Executive Principal – Leyton Smith**

The Executive Principal has strategic responsibility for the standards in Trust schools as defined by the OfSTED framework and other relevant regulations. They are responsible to the Board and CEO. They shall work with the Chair of Governors in each School to ensure that the Governing Body for each School has a Governor assigned for Health & Safety. It will be the responsibility of the Chair of Governors and nominated Health and Safety Governor to plan and implement their School's Safety Policy and associated management system. Advice and resources for doing this can be sought from the Trust's Health and Safety Consultant who is retained for this purpose.

The Executive Principal will ensure that a suitable organisation within each School is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Board and where appropriate the Governing Body.

In particular, he for each School, is to:

- In conjunction with the Principal, and advisers, approve the Health and Safety Policy and authorise the School's general statement of intent;
- In conjunction with the Principal, identify the means by which the policy will be planned, measured, audited and reviewed;
- Authorise and approve the strategies to implement the policy and ensure the integration of these into the School's activities;
- In conjunction with the Principal ensure that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that the Principal understands and accepts their responsibilities for Health and Safety;
- Regularly liaise with the Principal and Safety Coordinator on matters of health and safety;
- In conjunction with the Principal, ensure that the organisational management arrangements, risk control measures, workplace standards, together with associated performance standards are established, and thereby assist the Principal and their staff to carry out their duties and satisfy their responsibilities.

### **Principal – Carrie Norman**

The Principal has responsibility to the Trust, Executive Principal and Governing Body for their School; for ensuring the planning and implementation of the School's Safety Policy and associated management system.

She will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Trust, the Executive Principal and Governing Body.

In particular She is to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the School's general statement of intent;



- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the School's activities;
- Ensuring that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with the Safety Coordinator/Competent Person and Advisers on matters of health and safety;
- Establish in conjunction with the Senior Management and the Safety Coordinator organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

### **Vice Principal – Kate Kendal**

Vice Principal is responsible for the implementation of the policy and all associated arrangements in the absence of the Principal. This role has routine responsibility for ensuring that the School's Safety Policy and associated arrangements are implemented under their respective areas of control.

She will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all relevant Senior Managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers and subject leaders understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- School Health and Safety committees are conducted according to the School's procedures.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

### **Curriculum Coordinators/Subject Leaders**

The Curriculum Coordinators/Subject Leaders are responsible to the Principal for the implementation of the School's Health and Safety Policy in their areas of control.

The Curriculum Coordinators/Subject Leaders will ensure that within their area of responsibility:

- All teaching and support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision;
- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- All teaching and support staff understand and accept their responsibilities for Health and Safety;
- All pupils understand and accept their responsibilities for Health and Safety and are subject to proper supervision;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School's procedures, where appropriate the relevant information should feature in the lesson plans/ schemes of work;
- No new activity (curriculum or non-curriculum), operating system, plant or equipment will not be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the School's premises is properly assessed for Health and Safety;

- The School's accident and incident reporting procedures are followed.

## **Business Manager – Helen Foad [PA to Principal]**

Business/Support or equivalent managers are responsible to the Principal for the implementation of the School's Health and Safety Policy in his/her areas of control.

The Business/Support manager will ensure that:

- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- All relevant arrangements regarding the management of health and safety in the Department, for which they have control, are planned and implemented;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School's procedures;
- No new activity, operating system, plant or equipment will not be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the School's premises is properly assessed for Health and Safety;
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Routinely and regularly undertake safety tours of the premises and activities in their respective control;
- Providing timely feedback on the performance of the plans, standards, procedures, and systems appropriate to their premises and activities in their respective control;
- All staff and pupils are familiar with, and practice the School's emergency evacuation procedures;
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with the School's procedures.

## **The Facilities Manager – Jonathan Warren**

The Facilities Manager will be responsible, for ensuring that the School Safety Policy and associated arrangements are implemented across the department.

This will be achieved by:

- All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with the School procedures;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School procedures;
- Establishing suitable and sufficient arrangements for the management, supervision and control of the School Buildings and Cleaning Staff;
- Ensuring all statutory inspections and registers are completed, for example, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Ensuring the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance;
- Monitoring the building related contractors with regard to Health and Safety;
- Responsibility for arranging PAT testing across the School provision.

- Responsibility for Legionellosis and Asbestos (where appropriate) control and risk assessments across the School.

## Health & Safety Coordinator – Jonathan Warren and Helen Foad

The Health & Safety Coordinator is responsible to the Principal for the following Health & Safety matters:

- Coordinating the School's fire and emergency response procedures;
- Conducting generic risk assessments for all areas of the School not addressed by specific activity or area risk assessments;
- Assist in the annual Safety Audit and Inspection with the Consultant Adviser of the School and in reporting findings to the Governing Body, the Trust Board, the Executive Principal, the Principal and Trust Health & Safety Committee as appropriate (this is also shared with the BWT Joint Consultative Committee (JCC) on an annual basis);
- Conduct routine safety inspections to assess progress on the results of the annual Safety Audit and Inspection (report to be forwarded to appropriate Health and Safety meeting);
- Receive all RIDDOR reportable accident information, and take appropriate action (including liaison with the HSE);
- Monitor and record Health & Safety issues, including collation and recording of accident statistics;
- Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner;
- Assist in the maintenance and update of all relevant Health & Safety documentation and policies;
- Liaise with the Facilities Manager to ensure contractors comply with (internal and external) Health & Safety requirements;
- Liaise with external and internal posts that have a Health & Safety responsibility;

## All Staff

All staff are required to ensure they: -

- Are familiar with the School Health and Safety Policy and associated arrangements;
- Carry out their duties in accordance with the Safety Policy;
- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

## Students

Students are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with School staff in order that any statutory or other health and safety matter, etc. may be fully carried out;
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the School in the interests of Health and Safety.

## Visitors

Visitors are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with School staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the School;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the School in the interests of Health and Safety.

## ARRANGEMENTS

Planning is an essential part of the implementation of the School Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, pupils and others who may be affected by the operation of the School.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the School.
- To ensure that the generic organisational hazards affecting the School/School are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training etc can be found in other cross School policies and procedures.

## Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- The Principal will present an annual Health, Safety and Environment report to the Trust Health and Safety Committee and their School Governing Body detailing the levels of compliance achieved on the standards set by their Policies.
- Annually School premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually School premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.

- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible or the Health and Safety Coordinator/Competent Person will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Health and Safety Coordinator/Competent Person will analyse the accident/incident data and prepare statistical information to assist the annual review.
- The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the School.

### Consultation Machinery

Staff Consultation Committees meet regularly within the School to provide a forum for joint consultation on health and safety matters.

Membership comprises appropriate senior management, the Health and Safety Coordinator and representatives of the staff.

Committees, as well as fulfilling the statutory requirements, will:

- Monitor and review the general working arrangements for Health and Safety including the School Health and Safety Policy;
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
- Assist in the development of safety procedures and systems;
- Monitor the effectiveness of Health and Safety training, communication and publicity;
- Consider reports and information from the enforcement agencies;
- Consider accident statistics and trends;
- Consider the circumstances of individual accidents and causes of reportable diseases;
- Examine Safety Audit reports and inspections.

## Brooke Weston Academy

### HEALTH AND SAFETY POLICY STATEMENT



The Brooke Weston Academy recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

The Policy applies to all its premises and all activities engaged in both on and off site.

Brooke Weston Academy will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc Act 1974 and associated legislation.

Whilst appreciating that although ultimate responsibility rests with the Trust; all employees and appointed persons of the Trust Board Directors, CEO, Executive Principals, Principals, Governors, Senior Staff, Managers and Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

*“1 Up – Accountable : 1 Down - Responsible”*

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

Brooke Weston Academy recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring in the form of audits, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Trust requires each member of staff, student and visitor to Brooke Weston Academy to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the Academy/School and its management.

Without affecting the generality of the above statement, Brooke Weston Academy will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces, which are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the appropriate legislation, needs, and aspirations of Brooke Weston Academy.

## ORGANISATION

The following section details how Brooke Weston Academy is organised for the management of health and safety by the establishment of responsibilities and relationships which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

### **The Trust has a responsibility as an employer to ensure that:**

- Brooke Weston Academy produces a Safety Policy that is appropriate to the activities of the Academy, and that this policy is reviewed annually;
- An effective organisation is created for the management of health and safety;
- Brooke Weston Academy devises appropriate arrangements for addressing health and safety;
- Brooke Weston Academy promotes the correct attitude towards health and safety in both staff and students;
- Brooke Weston Academy Management plan, and implement the Safety Policy;
- Brooke Weston Academy establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- Targets for improving Brooke Weston Academy's health and safety performance are set annually;

The Trust will monitor and evaluate Brooke Weston Academy's health and safety performance direct and through reports received from the Executive Principal, Safety Governor, the Principal, the Health and Safety Coordinator (Competent Person) and External Advisers who will advise and make recommendations.

### **Local Governing Body (LGB)**

**While the Trust Board has overall responsibilities as employer the Governors still have a local responsibility to:**

- Help the Academy to set high standards of health and safety by assisting in planning and setting targets for improvement;
- Be a critical friend to the Academy offering support and advice;
- Help the Academy respond to the needs of parents and the local community;

- Make the Academy accountable to the public for what it does with regard to health and safety
- Work with the Trust and Academy on planning, developing policies and keeping the Academy under review, including for health and safety;

### LGB Safety Governor

The Safety Governor will monitor health and safety within the Academy on behalf of the Governing Body and advise the Body on such matters relating to Academy health and safety as the Body may remit to them. In particular they are to:

- Oversee the annual review of the Academy's Health and Safety Policy and associated documentation;
- Receive and review management's regular Health and Safety reports;
- Receive and review the annual report from the Principal or where appropriate the Health and Safety Coordinator (Competent Person);
- Receive and review any other audit or inspection commissioned by the Academy or by the Trust or any other agency such as the HSE. The Health & Safety Co-ordinator/Competent Person will be invited to review alongside. The Health & Safety Co-ordinator/Competent Person will be invited to review alongside;
- Review the minutes of the Academy's Health and Safety committee meetings, and attend where appropriate.

### Executive Principal

The Executive Principal has strategic responsibility for the standards in Trust schools as defined by the OfSTED framework and other relevant regulations. They are responsible to the Board and CEO. They shall work with the Chair of Governors in each Academy to ensure that the Governing Body for each Academy has a Governor assigned for Health & Safety. It will be the responsibility of the Chair of Governors and nominated Health and Safety Governor to plan and implement their Academy's Safety Policy and associated management system. Advice and resources for doing this can be sought from the Trust's Health and Safety Consultant who is retained for this purpose.

The Executive Principal will ensure that a suitable organisation within each Academy is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Board and where appropriate the Governing Body.

In particular, s.he for each Academy, is to:

- In conjunction with the Principal, and advisers, approve the Health and Safety Policy and authorise the Academy's general statement of intent;
- In conjunction with the Principal, identify the means by which the policy will be planned, measured, audited and reviewed;
- Authorise and approve the strategies to implement the policy and ensure the integration of these into the Academy's activities;
- In conjunction with the Principal ensure that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that the Principal understands and accepts their responsibilities for Health and Safety;
- Regularly liaise with the Principal and Safety Coordinator/Competent Person and Advisers on matters of health and safety;
- In conjunction with the Principal ensure that the organisational management arrangements, risk control measures, workplace standards, together with associated performance standards are established, and thereby assist the Principal and their staff to carry out their duties and satisfy their responsibilities.

### Principal

The Principal has responsibility to the Trust, Executive Principal and Governing Body for their Academy; for ensuring the planning and implementation of the Academy's Safety Policy and associated management system.



He will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Trust, the Executive Principal and Governing Body.

In particular he is to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the Academy's general statement of intent;
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the Academy's activities;
- Ensuring that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with the Safety Coordinator/Competent Person and Advisers on matters of health and safety;
- Establish in conjunction with the Senior Management, the Safety Coordinator/Competent Person organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

### **Vice Principal [i/c H&S-Property & Support Services]**

The Vice Principal [i/c H&S – Property & Support Staff] is responsible for the implementation of the policy and all associated arrangements in the absence of the Principal. This role has routine responsibility for ensuring that the Brooke Weston Academy's Safety Policy and associated arrangements are implemented under their respective areas of control.

They will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all relevant Senior Managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Heads of Year for which they are responsible understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- Academy Health and Safety committees are conducted according to the Academy's procedures.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

### **Senior Vice Principal [i/c H&S Teaching and Learning]**

The Senior Vice Principal (i/c H&S Teaching and Learning) is responsible for ensuring that the Academy's Safety Policy and associated arrangements are implemented under their respective areas of control.

He will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all Heads of Faculties/Departments (Academic &/or Pastoral) for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;

- Ensuring that all Heads of Faculties/Teaching Departments (Academic &/or Pastoral) for which they are responsible understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

### Heads of Departments (Teaching & Learning)

The Heads of Departments (Teaching and Learning) or equivalent managers are responsible to the Vice Principal (i/c H&S - Teaching and Learning) for the implementation of Brooke Weston Academy's Health and Safety Policy in their areas of control.

The Heads of Departments (Teaching and Learning) will ensure that within their area of responsibility:

- All teaching and support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision;
- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- All teaching and support staff understand and accept their responsibilities for Health and Safety;
- All students understand and accept their responsibilities for Health and Safety and are subject to supervision appropriate to the activities undertaken and their capability;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the Academy's procedures, where appropriate the relevant information should feature in the lesson plans / schemes of work;
- No new activity (curriculum or non-curriculum), operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance/service records being produced and retained and where applicable with relevant inspection certificates;
- Any workplace or activity outside the Academy's premises is properly assessed for Health and Safety;
- The Academy's accident and incident reporting procedures are followed.

### Heads of Departments/Service Sectors (Support Services)

The Heads of Departments (Support Services) or equivalent managers are responsible to either the Principal or relevant Senior Vice Principal [i/c H&S – Property & Support Services] for the implementation of the Academy's Health and Safety Policy in their areas of control.

The Heads of Departments (Support Services) will ensure that:

- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- All relevant arrangements regarding the management of health and safety in the Department, for which they have control, are planned and implemented;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the Academy's procedures;
- No new activity, operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;

- All Trust > Academy equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- To ensure that all staff employed by the Trust > Academy are appropriately qualified and competent to undertake tasks/activities of a specialist &/or technical nature.
- To ensure that all equipment used to undertake specialist &/or technical tasks is fit for purpose, correctly maintained/serviced and where applicable relevant valid inspection certificates are present;
- Any workplace or activity outside the Academy's premises is properly assessed for Health and Safety;
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Routinely and regularly undertake safety tours of the premises and activities in their respective control;
- Providing timely feedback on the performance of the plans, standards, procedures, and systems appropriate to their premises and activities in their respective control;
- All staff and students are familiar with, and practice the Academy's emergency evacuation procedures;
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with the Academy's procedures.

### Buildings Manager

The Buildings Manager will be responsible, as a Head of Sector as well as the following, for ensuring that Brooke Weston Academy's Safety Policy and associated arrangements are implemented across the sector.

This will be achieved by:

- All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with Brooke Weston Academy's procedures;
- Establishing suitable and sufficient arrangements for the management, supervision and control of the Academy's Buildings and Cleaning Staff;
- Ensuring all statutory inspections and registers are completed including but not limited to, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
- Ensuring that all 'Essential Maintenance' inspections and registers as listed within published Education Funding Agency documentation and the Terms & Conditions of the Risk Protection Arrangements (insuring obligations) are completed;
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Ensuring the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance;
- Monitoring the building related contractors with regard to Health and Safety and where applicable relevant CDM regulations;
- Responsibility for arranging PAT testing across the Academy's provision.
- Responsibility for Legionellosis and where appropriate Asbestos control and risk assessments across the Academy.

### Health & Safety Coordinator

The Health & Safety Coordinator is responsible to the Principal for the following Health & Safety matters:

- Coordinating the Academy's fire and emergency response procedures;
- Conducting generic risk assessments for all areas of the Academy not addressed by specific activity or area risk assessments;
- Assist in the annual Safety Audit and Inspection with the Consultant Adviser of the Academy and in reporting findings to the Governing Body, the Trust Board, the Executive Principal, the Principal and Trust Health & Safety

Committee as appropriate (this is also shared with the BWT Joint Consultative Committee (JCC) on an annual basis);

- Conduct routine safety inspections to assess progress on the results of the annual Safety Audit and Inspection (report to be forwarded to appropriate Health and Safety meeting);
- Receive all RIDDOR reportable accident information, and take appropriate action (including liaison with the HSE);
- Monitor and record Health & Safety issues, including collation and recording of accident statistics;
- Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner;
- Assist in the maintenance and update of all relevant Health & Safety documentation and policies;
- Liaise with the Facilities Manager to ensure contractors comply with (internal and external) Health & Safety requirements;
- Liaise with external and internal posts that have a Health & Safety responsibility;

## All Staff

All staff are required to ensure they: -

- Are familiar with the Academy Health and Safety Policy and associated arrangements
- Carry out their duties in accordance with the Safety Policy;
- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

## Students

Students are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with Academy staff in order that any statutory or other health and safety matter, etc. may be fully carried out;
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the Academy in the interests of Health and Safety.

## Visitors

Visitors are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with Academy staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the Academy;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;

- Not misuse any item provided by the Academy in the interests of Health and Safety.

## ARRANGEMENTS

Planning is an essential part of the implementation of the Academy's Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, students and others who may be affected by the operation of the Academy.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the Academy.

**To ensure that the generic organisational hazards affecting the Academy are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.**

The areas covered by these arrangements to date are:

<i>Risk Assessments</i>	<i>Work Equipment</i>
<i>Fire Precautions</i>	<i>Display Screen Equipment</i>
<i>First Aid</i>	<i>Legionellosis</i>
<i>Manual Handling</i>	<i>Lone Working</i>
<i>Stress</i>	<i>Workplaces</i>
<i>Travelling in Safety</i>	<i>Smoking at Work</i>
<i>Personal Protective Equipment</i>	<i>Electrical Safety</i>
	<i>Safeguarding</i>
<i>Emergency Procedures</i>	<i>Violence and Aggression</i>
<i>Accident Procedures</i>	<i>Building Maintenance</i>
<i>Home Working</i>	<i>Asbestos</i>
<i>Contractors</i>	<i>COSHH</i>
<i>Occupational Health</i>	<i>Curriculum Safety</i>
<i>Monitoring</i>	<i>Disabled Access/Special Needs</i>
<i>Noise and Vibration</i>	<i>Radiation</i>
<i>Working at Height</i>	<i>Permit To Work</i>
<i>Vehicles on Site</i>	<i>Staff Training</i>
<i>Young Persons</i>	<i>New and Expectant Mothers</i>
<i>Educational Visits</i>	<i>Offsite Working</i>
<i>Security</i>	<i>Work With Other Organisations</i>
<i>Waste Management</i>	

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training etc can be found in other cross Academy policies and procedures.

Where appropriate, operational information on these and other associated areas is included in the series of Health and Safety Guidance Documentation. These can be accessed from the staff intranet, under the heading of 'Health and Safety'.

## Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- The Principal will present an annual Health, Safety and Environment report to the Trust Health and Safety Committee and their Academy Governing Body detailing the levels of compliance achieved on the standards set by their Policies.
- Annually Academy premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually Academy premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible or the Health and Safety Coordinator/Competent Person will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Health and Safety Coordinator/Competent Person will analyse the accident/incident data and prepare statistical information to assist the annual review.
- The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the Academy.

## Consultation Machinery

Staff Consultation Committees meet regularly within the Academy to provide a forum for joint consultation on health and safety matters.

Membership comprises appropriate senior management, the Health and Safety Coordinator and representatives of the staff.

Committees, as well as fulfilling the statutory requirements, will:

- Monitor and review the general working arrangements for Health and Safety including the Academy's/School's Health and Safety Policy;
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
- Assist in the development of safety procedures and systems;
- Monitor the effectiveness of Health and Safety training, communication and publicity;
- Consider reports and information from the enforcement agencies;
- Consider accident statistics and trends;
- Consider the circumstances of individual accidents and causes of reportable diseases;
- Examine Safety Audit reports and inspections

## Corby Business Academy

### HEALTH AND SAFETY POLICY STATEMENT



Corby Business Academy

The Corby Business Academy recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

The Policy applies to all its premises and all activities engaged in both on and off site.

Corby Business Academy will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc Act 1974 and associated legislation.

Whilst appreciating that although ultimate responsibility rests with the Trust; all employees and appointed persons of the Trust Board Directors, CEO, Executive Principals, Principals, Governors Senior Staff, Managers and Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

*“1 Up – Accountable : 1 Down - Responsible”*

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

Corby Business Academy recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring in the form of audits, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Trust requires each member of staff, student and visitor to Corby Business Academy to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the Academy/School and its management.

Without affecting the generality of the above statement, Corby Business Academy will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces, which are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the appropriate legislation, needs, and aspirations of Corby Business Academy.

## ORGANISATION

The following section details how Corby Business Academy is organised for the management of health and safety by the establishment of responsibilities and relationships which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

### **The Trust has a responsibility as an employer to ensure that:**

- Corby Business Academy produces a Safety Policy that is appropriate to the activities of the Academy, and that this policy is reviewed annually;
- An effective organisation is created for the management of health and safety;
- Corby Business Academy devises appropriate arrangements for addressing health and safety;
- Corby Business Academy promotes the correct attitude towards health and safety in both staff and students;
- Corby Business Academy Management plan, and implement the Safety Policy;
- Corby Business Academy establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- Targets for improving Corby Business Academy's health and safety performance are set annually;

The Trust will monitor and evaluate Corby Business Academy's health and safety performance direct and through reports received from the Executive Principal, Safety Governor, the Principal, the Health and Safety Coordinator (Competent Person) and External Advisers who will advise and make recommendations.

### **Local Governing Body (LGB)**

**While the Trust Board has overall responsibilities as employer the Governors still have a local responsibility to:**

- Help the Academy to set high standards of health and safety by assisting in planning and setting targets for improvement;
- Be a critical friend to the Academy offering support and advice;
- Help the Academy respond to the needs of parents and the local community;



- Make the Academy accountable to the public for what it does with regard to health and safety
- Work with the Trust and Academy on planning, developing policies and keeping the Academy under review, including for health and safety;

### LGB Safety Governor – Janet Kemm

The Safety Governor will monitor health and safety within the Academy on behalf of the Governing Body and advise the Body on such matters relating to Academy health and safety as the Body may remit to them. In particular they are to:

- Oversee the annual review of the Academy's Health and Safety Policy and associated documentation;
- Receive and review management's regular Health and Safety reports;
- Receive and review the annual report from the Principal or where appropriate the Health and Safety Coordinator (Competent Person);
- Receive and review any other audit or inspection commissioned by the Academy or by the Trust or any other agency such as the HSE. The Health & Safety Co-ordinator/Competent Person will be invited to review alongside;
- Review the minutes of the Academy's Health and Safety committee meetings, and attend where appropriate.

### Executive Principal – Anne Hill

The Executive Principal has strategic responsibility for the standards in Trust schools as defined by the OfSTED framework and other relevant regulations. They are responsible to the Board and CEO. They shall work with the Chair of Governors in each Academy to ensure that the Governing Body for each Academy has a Governor assigned for Health & Safety. It will be the responsibility of the Chair of Governors and nominated Health and Safety Governor to plan and implement their Academy's Safety Policy and associated management system. Advice and resources for doing this can be sought from the Trust's Health and Safety Consultant who is retained for this purpose.

The Executive Principal will ensure that a suitable organisation within each Academy is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Board and where appropriate the Governing Body.

In particular, she for each Academy, is to:

- In conjunction with the Principal, and advisers, approve the Health and Safety Policy and authorise the Academy's general statement of intent;
- In conjunction with the Principal, identify the means by which the policy will be planned, measured, audited and reviewed;
- Authorise and approve the strategies to implement the policy and ensure the integration of these into the Academy's activities;
- In conjunction with the Principal ensure that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that the Principal understands and accepts their responsibilities for Health and Safety;
- Regularly liaise with the Principal and Safety Coordinator/Competent Person and Advisers on matters of health and safety;
- In conjunction with the Principal ensure that the organisational management arrangements, risk control measures, workplace standards, together with associated performance standards are established, and thereby assist the Principal and their staff to carry out their duties and satisfy their responsibilities.

### Principal – Simon Underwood

The Principal has responsibility to the Trust, Executive Principal and Governing Body for their Academy; for ensuring the planning and implementation of the Academy's Safety Policy and associated management system.

S/he will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Trust, the Executive Principal and Governing Body.

In particular s/he is to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the Academy's general statement of intent;
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the Academy's activities;
- Ensuring that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with the Safety Coordinator/Competent Person and Advisers on matters of health and safety;
- Establish in conjunction with the Senior Management, the Safety Coordinator/Competent Person organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

#### **Vice Principal [i/c H&S-Property & Support Services] – Paul Wilson**

The Vice Principal [i/c H&S – Property & Support Staff] is responsible for the implementation of the policy and all associated arrangements in the absence of the Principal. This role has routine responsibility for ensuring that the Corby Business Academy's Safety Policy and associated arrangements are implemented under their respective areas of control.

S/He will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all relevant Senior Managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Heads of Year for which they are responsible understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- Academy Health and Safety committees are conducted according to the Academy's procedures.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

#### **Vice Principal [i/c H&S Teaching and Learning]**

The Vice Principal (i/c H&S Teaching and Learning) is responsible for ensuring that the Academy's Safety Policy and associated arrangements are implemented under their respective areas of control.

S/He will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;

- Ensuring that all Heads of Faculties/Departments (Academic &/or Pastoral) for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all Heads of Faculties/Teaching Departments (Academic &/or Pastoral) for which they are responsible understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

## Heads of Departments (Teaching & Learning)

The Heads of Departments (Teaching and Learning) or equivalent managers are responsible to the Vice Principal (i/c H&S - Teaching and Learning) for the implementation of Corby Business Academy's Health and Safety Policy in their areas of control.

The Heads of Departments (Teaching and Learning) will ensure that within their area of responsibility:

- All teaching and support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision;
- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- All teaching and support staff understand and accept their responsibilities for Health and Safety;
- All students understand and accept their responsibilities for Health and Safety and are subject to supervision appropriate to the activities undertaken and their capability;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the Academy's procedures, where appropriate the relevant information should feature in the lesson plans / schemes of work;
- No new activity (curriculum or non-curriculum), operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance/service records being produced and retained and where applicable with relevant inspection certificates;
- Any workplace or activity outside the Academy's premises is properly assessed for Health and Safety;
- The Academy's accident and incident reporting procedures are followed.

## Heads of Departments/Service Sectors (Support Services)

The Heads of Departments (Support Services) or equivalent managers are responsible to either the Principal or relevant Vice Principal [i/c H&S – Property & Support Services] for the implementation of the Academy's Health and Safety Policy in their areas of control.

The Heads of Departments (Support Services) will ensure that:

- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- All relevant arrangements regarding the management of health and safety in the Department, for which they have control, are planned and implemented;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the Academy's/School's procedures;

- No new activity, operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- All Trust > Academy equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- To ensure that all staff employed by the Trust > Academy are appropriately qualified and competent to undertake tasks/activities of a specialist &/or technical nature.
- To ensure that all equipment used to undertake specialist &/or technical tasks is fit for purpose, correctly maintained/serviced and where applicable relevant valid inspection certificates are present;
- Any workplace or activity outside the Academy's premises is properly assessed for Health and Safety;
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Routinely and regularly undertake safety tours of the premises and activities in their respective control;
- Providing timely feedback on the performance of the plans, standards, procedures, and systems appropriate to their premises and activities in their respective control;
- All staff and students are familiar with, and practice the Academy's emergency evacuation procedures;
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with the Academy's procedures.

### **The Buildings Manager – David Lockton**

The Buildings Manager will be responsible, as a Head of Sector as well as the following, for ensuring that Corby Business Academy's Safety Policy and associated arrangements are implemented across the sector.

This will be achieved by:

- All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with Corby Business Academy's procedures;
- Establishing suitable and sufficient arrangements for the management, supervision and control of the Academy's Buildings and Cleaning Staff;
- Ensuring all statutory inspections and registers are completed including but not limited to, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
- Ensuring that all 'Essential Maintenance' inspections and registers as listed within published Education Funding Agency documentation and the Terms & Conditions of the Risk Protection Arrangements (insuring obligations) are completed;
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Ensuring the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance;
- Monitoring the building related contractors with regard to Health and Safety and where applicable relevant CDM regulations;
- Responsibility for arranging PAT testing across the Academy's provision.
- Responsibility for Legionellosis and where appropriate Asbestos control and risk assessments across the Academy.

### **Health & Safety Coordinator – David Lockton**

The Health & Safety Coordinator is responsible to the Principal for the following Health & Safety matters:

- Coordinating the Academy's fire and emergency response procedures;
- Conducting generic risk assessments for all areas of the Academy not addressed by specific activity or area risk assessments;

- Assist in the annual Safety Audit and Inspection with the Consultant Adviser of the Academy and in reporting findings to the Governing Body, the Trust Board, the Executive Principal, the Principal and Trust Health & Safety Committee as appropriate (this is also shared with the BWT Joint Consultative Committee (JCC) on an annual basis);
- Conduct routine safety inspections to assess progress on the results of the annual Safety Audit and Inspection (report to be forwarded to appropriate Health and Safety meeting);
- Receive all RIDDOR reportable accident information, and take appropriate action (including liaison with the HSE);
- Monitor and record Health & Safety issues, including collation and recording of accident statistics;
- Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner;
- Assist in the maintenance and update of all relevant Health & Safety documentation and policies;
- Liaise with the Facilities Manager to ensure contractors comply with (internal and external) Health & Safety requirements;
- Liaise with external and internal posts that have a Health & Safety responsibility;

### All Staff

All staff are required to ensure they: -

- Are familiar with the Academy Health and Safety Policy and associated arrangements
- Carry out their duties in accordance with the Safety Policy;
- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

### Students

Students are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with Academy staff in order that any statutory or other health and safety matter, etc. may be fully carried out;
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the Academy in the interests of Health and Safety.

### Visitors

Visitors are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with Academy staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the Academy;

- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the Academy in the interests of Health and Safety.

## ARRANGEMENTS

Planning is an essential part of the implementation of the Academy's Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, students and others who may be affected by the operation of the Academy.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the Academy.

**To ensure that the generic organisational hazards affecting the Academy are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.**

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training etc can be found in other cross Academy policies and procedures.

Where appropriate, operational information on these and other associated areas is included in the series of Health and Safety Guidance Documentation. These can be accessed from the staff intranet, under the heading of 'Health and Safety'.

## Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- The Principal will present an annual Health, Safety and Environment report to the Trust Health and Safety Committee and their Academy Governing Body detailing the levels of compliance achieved on the standards set by their Policies.
- Annually Academy premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually Academy premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible or the Health and Safety Coordinator/Competent Person will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.

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- The Health and Safety Coordinator/Competent Person will analyse the accident/incident data and prepare statistical information to assist the annual review.
- The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the Academy.

### Consultation Machinery

Staff Consultation Committees meet regularly within the Academy to provide a forum for joint consultation on health and safety matters.

Membership comprises appropriate senior management, the Health and Safety Coordinator and representatives of the staff.

Committees, as well as fulfilling the statutory requirements, will:

- Monitor and review the general working arrangements for Health and Safety including the Academy's/School's Health and Safety Policy;
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
- Assist in the development of safety procedures and systems;
- Monitor the effectiveness of Health and Safety training, communication and publicity;
- Consider reports and information from the enforcement agencies;
- Consider accident statistics and trends;
- Consider the circumstances of individual accidents and causes of reportable diseases;
- Examine Safety Audit reports and inspections

## Corby Technical School HEALTH AND SAFETY POLICY STATEMENT



The Corby Technical School recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

The Policy applies to all its premises and all activities engaged in both on and off site.

Corby Technical School will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc Act 1974 and associated legislation.

Whilst appreciating that although ultimate responsibility rests with the Trust; all employees and appointed persons of the Trust Board Directors, CEO, Executive Principals, Principals, Governors Senior Staff, Managers and Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

*“1 Up – Accountable : 1 Down - Responsible”*

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

Corby Technical School recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring in the form of audits, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Trust requires each member of staff, student and visitor to Corby Technical School to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the Academy/School and its management.



Without affecting the generality of the above statement, Corby Technical School will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces, which are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the appropriate legislation, needs, and aspirations of Corby Technical School.

## ORGANISATION

The following section details how Corby Technical School is organised for the management of health and safety by the establishment of responsibilities and relationships which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

### **The Trust has a responsibility as an employer to ensure that:**

- Corby Technical School produces a Safety Policy that is appropriate to the activities of the Academy, and that this policy is reviewed annually;
- An effective organisation is created for the management of health and safety;
- Corby Technical School devises appropriate arrangements for addressing health and safety;
- Corby Technical School promotes the correct attitude towards health and safety in both staff and students;
- Corby Technical School Management plan, and implement the Safety Policy;
- Corby Technical School establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- Targets for improving Corby Technical School's health and safety performance are set annually;

The Trust will monitor and evaluate Corby Technical School's health and safety performance direct and through reports received from the Executive Principal, Safety Governor, the Principal, the Health and Safety Coordinator (Competent Person) and External Advisers who will advise and make recommendations.

## Local Governing Body (LGB)

### **While the Trust Board has overall responsibilities as employer the Governors still have a local responsibility to:**

- Help the Academy to set high standards of health and safety by assisting in planning and setting targets for improvement;
- Be a critical friend to the Academy offering support and advice;
- Help the Academy respond to the needs of parents and the local community;
- Make the Academy accountable to the public for what it does with regard to health and safety

- Work with the Trust and Academy on planning, developing policies and keeping the Academy under review, including for health and safety;

### LGB Safety Governor

The Safety Governor will monitor health and safety within the Academy on behalf of the Governing Body and advise the Body on such matters relating to Academy health and safety as the Body may remit to them. In particular they are to:

- Oversee the annual review of the Academy's Health and Safety Policy and associated documentation;
- Receive and review management's regular Health and Safety reports;
- Receive and review the annual report from the Principal or where appropriate the Health and Safety Coordinator (Competent Person);
- Receive and review any other audit or inspection commissioned by the Academy or by the Trust or any other agency such as the HSE. The Health & Safety Co-ordinator/Competent Person will be invited to review alongside;
- Review the minutes of the Academy's Health and Safety committee meetings, and attend where appropriate.

### Executive Principal

The Executive Principal has strategic responsibility for the standards in Trust schools as defined by the OfSTED framework and other relevant regulations. They are responsible to the Board and CEO. They shall work with the Chair of Governors in each Academy to ensure that the Governing Body for each Academy has a Governor assigned for Health & Safety. It will be the responsibility of the Chair of Governors and nominated Health and Safety Governor to plan and implement their Academy's Safety Policy and associated management system. Advice and resources for doing this can be sought from the Trust's Health and Safety Consultant who is retained for this purpose.

The Executive Principal will ensure that a suitable organisation within each Academy is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Board and where appropriate the Governing Body.

In particular, she for each Academy, is to:

- In conjunction with the Principal, and advisers, approve the Health and Safety Policy and authorise the Academy's general statement of intent;
- In conjunction with the Principal, identify the means by which the policy will be planned, measured, audited and reviewed;
- Authorise and approve the strategies to implement the policy and ensure the integration of these into the Academy's activities;
- In conjunction with the Principal ensure that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that the Principal understands and accepts their responsibilities for Health and Safety;
- Regularly liaise with the Principal and Safety Coordinator/Competent Person and Advisers on matters of health and safety;
- In conjunction with the Principal ensure that the organisational management arrangements, risk control measures, workplace standards, together with associated performance standards are established, and thereby assist the Principal and their staff to carry out their duties and satisfy their responsibilities.

### Principal

The Principal has responsibility to the Trust, Executive Principal and Governing Body for their Academy; for ensuring the planning and implementation of the Academy's Safety Policy and associated management system.

She will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Trust, the Executive Principal and Governing Body.

In particular she is to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the Academy's general statement of intent;
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the Academy's activities;
- Ensuring that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with the Safety Coordinator/Competent Person and Advisers on matters of health and safety;
- Establish in conjunction with the Senior Management, the Safety Coordinator/Competent organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

### **Vice Principal [i/c H&S-Property & Support Services]**

The Vice Principal [i/c H&S – Property & Support Staff] is responsible for the implementation of the policy and all associated arrangements in the absence of the Principal. This role has routine responsibility for ensuring that the Corby Technical School's Safety Policy and associated arrangements are implemented under their respective areas of control.

She will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all relevant Senior Managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Heads of Year for which they are responsible understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- Academy Health and Safety committees are conducted according to the Academy's procedures.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

### **Vice Principal [i/c H&S Teaching and Learning]**

The Vice Principal (i/c H&S Teaching and Learning) is responsible for ensuring that the Academy's Safety Policy and associated arrangements are implemented under their respective areas of control.

She will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all Heads of Faculties/Departments (Academic &/or Pastoral) for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;

- Ensuring that all Heads of Faculties/Teaching Departments (Academic &/or Pastoral) for which they are responsible understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

### Heads of Departments (Teaching & Learning)

The Heads of Departments (Teaching and Learning) or equivalent managers are responsible to the Vice Principal (i/c H&S - Teaching and Learning) for the implementation of Corby Technical School's Health and Safety Policy in their areas of control.

The Heads of Departments (Teaching and Learning) will ensure that within their area of responsibility:

- All teaching and support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision;
- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- All teaching and support staff understand and accept their responsibilities for Health and Safety;
- All students understand and accept their responsibilities for Health and Safety and are subject to supervision appropriate to the activities undertaken and their capability;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the Academy's procedures, where appropriate the relevant information should feature in the lesson plans / schemes of work;
- No new activity (curriculum or non-curriculum), operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance/service records being produced and retained and where applicable with relevant inspection certificates;
- Any workplace or activity outside the Academy's premises is properly assessed for Health and Safety;
- The Academy's accident and incident reporting procedures are followed.

### Heads of Departments/Service Sectors (Support Services)

The Heads of Departments (Support Services) or equivalent managers are responsible to either the Principal or the Operations Leader for the implementation of the Academy's Health and Safety Policy in their areas of control.

The Heads of Departments (Support Services) will ensure that:

- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- All relevant arrangements regarding the management of health and safety in the Department, for which they have control, are planned and implemented;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the Academy's/School's procedures;
- No new activity, operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- All Trust > Academy equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;

- To ensure that all staff employed by the Trust > Academy are appropriately qualified and competent to undertake tasks/activities of a specialist &/or technical nature.
- To ensure that all equipment used to undertake specialist &/or technical tasks is fit for purpose, correctly maintained/serviced and where applicable relevant valid inspection certificates are present;
- Any workplace or activity outside the Academy's premises is properly assessed for Health and Safety;
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Routinely and regularly undertake safety tours of the premises and activities in their respective control;
- Providing timely feedback on the performance of the plans, standards, procedures, and systems appropriate to their premises and activities in their respective control;
- All staff and students are familiar with, and practice the Academy's emergency evacuation procedures;
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with the Academy's procedures.

## The Site Manager

The Site Manager will be responsible, as a Head of Department as well as the following, for ensuring that Corby Technical School's Safety Policy and associated arrangements are implemented across the sector.

This will be achieved by:

- All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with Corby Technical School's procedures;
- Establishing suitable and sufficient arrangements for the management, supervision and control of the Academy's Buildings and Cleaning Staff;
- Ensuring all statutory inspections and registers are completed including but not limited to, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
- Ensuring that all 'Essential Maintenance' inspections and registers as listed within published Education Funding Agency documentation and the Terms & Conditions of the Risk Protection Arrangements (insuring obligations) are completed;
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Ensuring the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance;
- Monitoring the building related contractors with regard to Health and Safety and where applicable relevant CDM regulations;
- Responsibility for arranging PAT testing across the Academy's provision.
- Responsibility for Legionellosis and where appropriate Asbestos control and risk assessments across the Academy.

## Health & Safety Coordinator (Operations Leader)

The Health & Safety Coordinator is responsible to the Principal for the following Health & Safety matters:

- Coordinating the Academy's fire and emergency response procedures;
- Conducting generic risk assessments for all areas of the Academy not addressed by specific activity or area risk assessments;
- Assist in the annual Safety Audit and Inspection with the Consultant Adviser of the Academy and in reporting findings to the Governing Body, the Trust Board, the Executive Principal, the Principal and Trust Health & Safety Committee as appropriate (this is also shared with the BWT Joint Consultative Committee (JCC) on an annual basis);
- Conduct routine safety inspections to assess progress on the results of the annual Safety Audit and Inspection

(report to be forwarded to appropriate Health and Safety meeting);

- Receive all RIDDOR reportable accident information, and take appropriate action (including liaison with the HSE);
- Monitor and record Health & Safety issues, including collation and recording of accident statistics;
- Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner;
- Assist in the maintenance and update of all relevant Health & Safety documentation and policies;
- Liaise with the Site Manager to ensure contractors comply with (internal and external) Health & Safety requirements;
- Liaise with external and internal posts that have a Health & Safety responsibility;

## All Staff

All staff are required to ensure they: -

- Are familiar with the Academy Health and Safety Policy and associated arrangements
- Carry out their duties in accordance with the Safety Policy;
- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

## Students

Students are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with Academy staff in order that any statutory or other health and safety matter, etc. may be fully carried out;
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the Academy in the interests of Health and Safety.

## Visitors

Visitors are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with Academy staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the Academy;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the Academy in the interests of Health and Safety.

## ARRANGEMENTS

Planning is an essential part of the implementation of the Academy's Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, students and others who may be affected by the operation of the Academy.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the Academy.

To ensure that the generic organisational hazards affecting the Academy are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.

The areas covered by these arrangements to date are:

<i>Fire Precautions</i>	<i>Display Screen Equipment</i>
<i>First Aid</i>	<i>Legionellosis</i>
<i>Manual Handling</i>	<i>Lone Working</i>
<i>Stress</i>	<i>Workplaces</i>
<i>Travelling in Safety</i>	<i>Smoking at Work</i>
<i>Personal Protective Equipment</i>	<i>Electrical Safety</i>
<i>Emergency Procedures</i>	<i>Violence and Aggression</i>
<i>Accident Procedures</i>	<i>Building Maintenance</i>
<i>Home Working</i>	<i>Asbestos</i>
<i>Contractors</i>	<i>COSHH</i>
<i>Occupational Health</i>	<i>Curriculum Safety</i>
<i>Monitoring</i>	<i>Disabled Access/Special Needs</i>
<i>Noise and Vibration</i>	<i>Radiation</i>
<i>Working at Height</i>	<i>Permit To Work</i>
<i>Vehicles on Site</i>	<i>Staff Training</i>
<i>Young Persons</i>	<i>New and Expectant Mothers</i>
<i>Educational Visits</i>	<i>Offsite Working</i>
<i>Security</i>	<i>Work With Other Organisations</i>
<i>Waste Management</i>	<i>Safeguarding</i>

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training etc can be found in other cross Academy policies and procedures.

Where appropriate, operational information on these and other associated areas is included in the series of Health and Safety Guidance Documentation. These can be accessed from the staff intranet, under the heading of 'Health and Safety'.

## Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- The Principal will present an annual Health, Safety and Environment report to the Trust Health and Safety Committee and their Academy Governing Body detailing the levels of compliance achieved on the standards set by their Policies.
- Annually Academy premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually Academy premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible or the Health and Safety Coordinator/Competent Person will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Health and Safety Coordinator/Competent Person will analyse the accident/incident data and prepare statistical information to assist the annual review.
- The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the Academy.

## Consultation Machinery

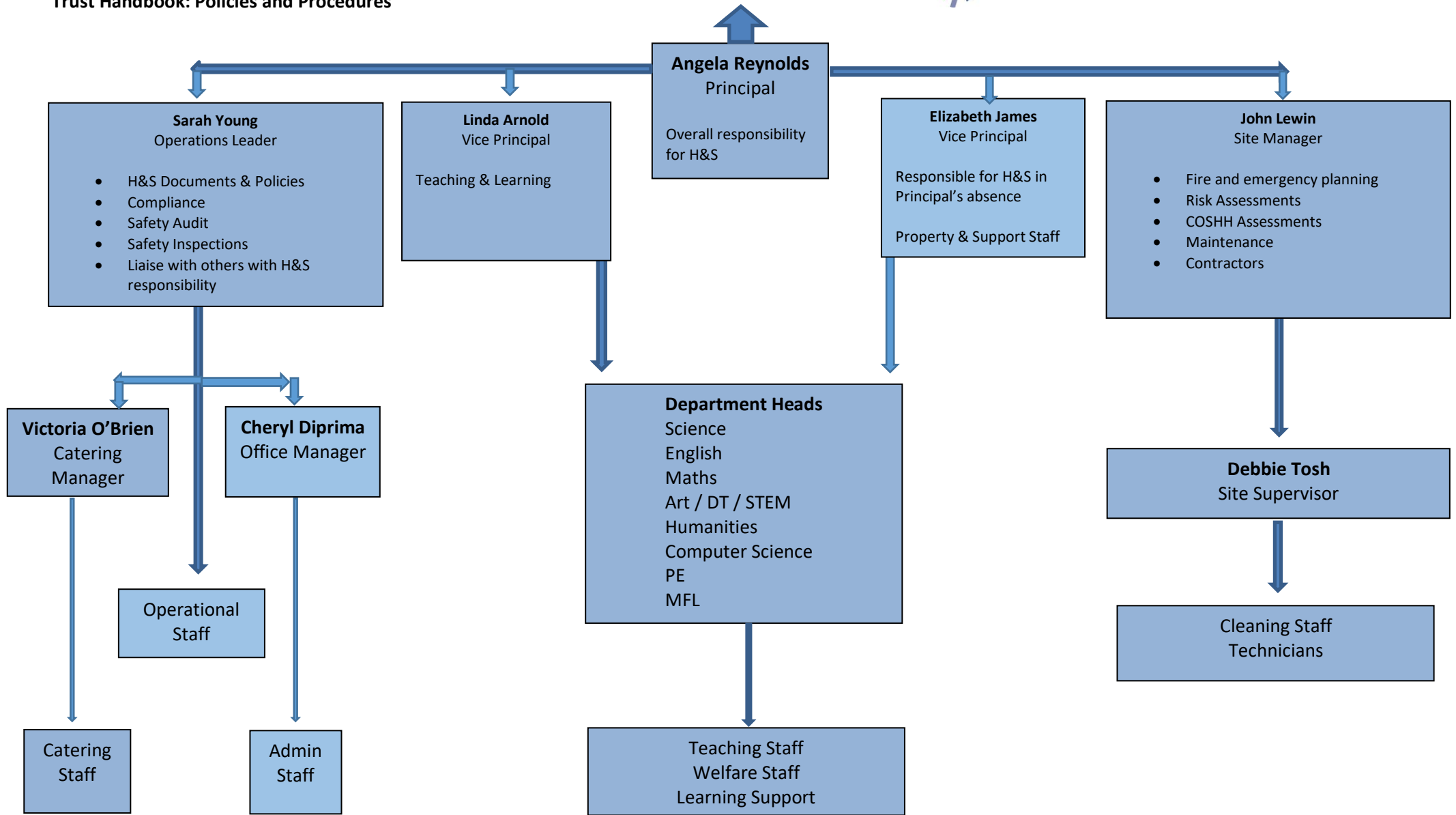
Staff Consultation Committees meet regularly within the Academy to provide a forum for joint consultation on health and safety matters.

Membership comprises appropriate senior management, the Health and Safety Coordinator and representatives of the staff.

Committees, as well as fulfilling the statutory requirements, will:

- Monitor and review the general working arrangements for Health and Safety including the Academy's/School's Health and Safety Policy;
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
- Assist in the development of safety procedures and systems;
- Monitor the effectiveness of Health and Safety training, communication and publicity;
- Consider reports and information from the enforcement agencies;
- Consider accident statistics and trends;
- Consider the circumstances of individual accidents and causes of reportable diseases;
- Examine Safety Audit reports and inspections





## Kettering Science Academy

### HEALTH AND SAFETY POLICY STATEMENT



The Kettering Science Academy recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

The Policy applies to all its premises and all activities engaged in both on and off site.

Kettering Science Academy will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc Act 1974 and associated legislation.

Whilst appreciating that although ultimate responsibility rests with the Trust; all employees and appointed persons of the Trust Board Directors, CEO, Executive Principals, Principals, Governors Senior Staff, Managers and Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

*“1 Up – Accountable : 1 Down - Responsible”*

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

Kettering Science Academy recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring in the form of audits, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Trust requires each member of staff, student and visitor to Kettering Science Academy to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the Academy/School and its management.

Without affecting the generality of the above statement, Kettering Science Academy will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces, which are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the appropriate legislation, needs, and aspirations of Kettering Science Academy.

## ORGANISATION

The following section details how Kettering Science Academy is organised for the management of health and safety by the establishment of responsibilities and relationships which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

### **The Trust has a responsibility as an employer to ensure that:**

- Kettering Science Academy produces a Safety Policy that is appropriate to the activities of the Academy, and that this policy is reviewed annually;
- An effective organisation is created for the management of health and safety;
- Kettering Science Academy devises appropriate arrangements for addressing health and safety;
- Kettering Science Academy promotes the correct attitude towards health and safety in both staff and students;
- Kettering Science Academy Management plan, and implement the Safety Policy;
- Kettering Science Academy establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- Targets for improving Kettering Science Academy's health and safety performance are set annually;

The Trust will monitor and evaluate Kettering Science Academy's health and safety performance direct and through reports received from the Executive Principal, Safety Governor, the Principal, the Health and Safety Coordinator (Competent Person) and External Advisers who will advise and make recommendations.

### **Local Governing Body (LGB)**

**While the Trust Board has overall responsibilities as employer the Governors still have a local responsibility to:**

- Help the Academy to set high standards of health and safety by assisting in planning and setting targets for improvement;
- Be a critical friend to the Academy offering support and advice;
- Help the Academy respond to the needs of parents and the local community;

- Make the Academy accountable to the public for what it does with regard to health and safety
- Work with the Trust and Academy on planning, developing policies and keeping the Academy under review, including for health and safety;

### LGB Safety Governor – Steve Barton

The Safety Governor will monitor health and safety within the Academy on behalf of the Governing Body and advise the Body on such matters relating to Academy health and safety as the Body may remit to them. In particular they are to:

- Oversee the annual review of the Academy's Health and Safety Policy and associated documentation;
- Receive and review management's regular Health and Safety reports;
- Receive and review the annual report from the Principal or where appropriate the Health and Safety Coordinator (Competent Person);
- Receive and review any other audit or inspection commissioned by the Academy or by the Trust or any other agency such as the HSE. The Health & Safety Co-ordinator/Competent Person will be invited to review alongside;
- Review the minutes of the Academy's Health and Safety committee meetings, and attend where appropriate.

### Executive Principal – Anne Hill

The Executive Principal has strategic responsibility for the standards in Trust schools as defined by the OfSTED framework and other relevant regulations. They are responsible to the Board and CEO. They shall work with the Chair of Governors in each Academy to ensure that the Governing Body for each Academy has a Governor assigned for Health & Safety. It will be the responsibility of the Chair of Governors and nominated Health and Safety Governor to plan and implement their Academy's Safety Policy and associated management system. Advice and resources for doing this can be sought from the Trust's Health and Safety Consultant who is retained for this purpose.

The Executive Principal will ensure that a suitable organisation within each Academy is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Board and where appropriate the Governing Body.

In particular, she for each Academy, is to:

- In conjunction with the Principal, and advisers, approve the Health and Safety Policy and authorise the Academy's general statement of intent;
- In conjunction with the Principal, identify the means by which the policy will be planned, measured, audited and reviewed;
- Authorise and approve the strategies to implement the policy and ensure the integration of these into the Academy's activities;
- In conjunction with the Principal ensure that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that the Principal understands and accepts their responsibilities for Health and Safety;
- Regularly liaise with the Principal and Safety Coordinator/Competent Person and Advisers on matters of health and safety;
- In conjunction with the Principal ensure that the organisational management arrangements, risk control measures, workplace standards, together with associated performance standards are established, and thereby assist the Principal and their staff to carry out their duties and satisfy their responsibilities.

### Principal – Tony Segalini

The Principal has responsibility to the Trust, Executive Principal and Governing Body for their Academy; for ensuring the planning and implementation of the Academy's Safety Policy and associated management system.

He will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Trust, the Executive Principal and Governing Body.

In particular he is to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the Academy's general statement of intent;
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the Academy's activities;
- Ensuring that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with the Safety Coordinator/Competent Person and Advisers on matters of health and safety;
- Establish in conjunction with the Senior Management, the Safety Coordinator/Competent Person organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

#### **Vice Principal [i/c H&S-Property & Support Services] – Andy Kirk**

The Vice Principal [i/c H&S – Property & Support Staff] is responsible for the implementation of the policy and all associated arrangements in the absence of the Principal. This role has routine responsibility for ensuring that the Kettering Science Academy's Safety Policy and associated arrangements are implemented under their respective areas of control.

He will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all relevant Senior Managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Heads of Year for which they are responsible understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- Academy Health and Safety committees are conducted according to the Academy's procedures.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

#### **Vice Principal [i/c H&S Teaching and Learning] – Andy Kirk**

The Vice Principal (i/c H&S Teaching and Learning) is responsible for ensuring that the Academy's Safety Policy and associated arrangements are implemented under their respective areas of control.

He will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;

- Ensuring that all Heads of Faculties/Departments (Academic &/or Pastoral) for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all Heads of Faculties/Teaching Departments (Academic &/or Pastoral) for which they are responsible understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

### **Heads of Departments (Teaching & Learning)**

The Heads of Departments (Teaching and Learning) or equivalent managers are responsible to the Vice Principal (i/c H&S - Teaching and Learning) for the implementation of Kettering Science Academy's Health and Safety Policy in their areas of control.

The Heads of Departments (Teaching and Learning) will ensure that within their area of responsibility:

- All teaching and support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision;
- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- All teaching and support staff understand and accept their responsibilities for Health and Safety;
- All students understand and accept their responsibilities for Health and Safety and are subject to supervision appropriate to the activities undertaken and their capability;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the Academy's procedures, where appropriate the relevant information should feature in the lesson plans / schemes of work;
- No new activity (curriculum or non-curriculum), operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance/service records being produced and retained and where applicable with relevant inspection certificates;
- Any workplace or activity outside the Academy's premises is properly assessed for Health and Safety;
- The Academy's accident and incident reporting procedures are followed.

### **Heads of Departments/Service Sectors (Support Services)**

The Heads of Departments (Support Services) or equivalent managers are responsible to either the Principal or relevant Vice Principal [i/c H&S – Property & Support Services] for the implementation of the Academy's Health and Safety Policy in their areas of control.

The Heads of Departments (Support Services) will ensure that:

- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- All relevant arrangements regarding the management of health and safety in the Department, for which they have control, are planned and implemented;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the Academy's/School's procedures;

- No new activity, operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- All Trust > Academy equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- To ensure that all staff employed by the Trust > Academy are appropriately qualified and competent to undertake tasks/activities of a specialist &/or technical nature.
- To ensure that all equipment used to undertake specialist &/or technical tasks is fit for purpose, correctly maintained/serviced and where applicable relevant valid inspection certificates are present;
- Any workplace or activity outside the Academy's premises is properly assessed for Health and Safety;
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Routinely and regularly undertake safety tours of the premises and activities in their respective control;
- Providing timely feedback on the performance of the plans, standards, procedures, and systems appropriate to their premises and activities in their respective control;
- All staff and students are familiar with, and practice the Academy's emergency evacuation procedures;
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with the Academy's procedures.

### **The Buildings Manager – James Green**

The Buildings Manager will be responsible, as a Head of Sector as well as the following, for ensuring that Kettering Science Academy's Safety Policy and associated arrangements are implemented across the sector.

This will be achieved by:

- All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with Kettering Science Academy's procedures;
- Establishing suitable and sufficient arrangements for the management, supervision and control of the Academy's Buildings and Cleaning Staff;
- Ensuring all statutory inspections and registers are completed including but not limited to, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
- Ensuring that all 'Essential Maintenance' inspections and registers as listed within published Education Funding Agency documentation and the Terms & Conditions of the Risk Protection Arrangements (insuring obligations) are completed;
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Ensuring the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance;
- Monitoring the building related contractors with regard to Health and Safety and where applicable relevant CDM regulations;
- Responsibility for arranging PAT testing across the Academy's provision.
- Responsibility for Legionellosis and where appropriate Asbestos control and risk assessments across the Academy.

### **Health & Safety Coordinator – James Green**

The Health & Safety Coordinator is responsible to the Principal for the following Health & Safety matters:

- Coordinating the Academy's fire and emergency response procedures;
- Conducting generic risk assessments for all areas of the Academy not addressed by specific activity or area risk assessments;

- Assist in the annual Safety Audit and Inspection with the Consultant Adviser of the Academy and in reporting findings to the Governing Body, the Trust Board, the Executive Principal, the Principal and Trust Health & Safety Committee as appropriate (this is also shared with the BWT Joint Consultative Committee (JCC) on an annual basis);
- Conduct routine safety inspections to assess progress on the results of the annual Safety Audit and Inspection (report to be forwarded to appropriate Health and Safety meeting);
- Receive all RIDDOR reportable accident information, and take appropriate action (including liaison with the HSE);
- Monitor and record Health & Safety issues, including collation and recording of accident statistics;
- Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner;
- Assist in the maintenance and update of all relevant Health & Safety documentation and policies;
- Liaise with the Facilities Manager to ensure contractors comply with (internal and external) Health & Safety requirements;
- Liaise with external and internal posts that have a Health & Safety responsibility;

### All Staff

All staff are required to ensure they: -

- Are familiar with the Academy Health and Safety Policy and associated arrangements
- Carry out their duties in accordance with the Safety Policy;
- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

### Students

Students are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with Academy staff in order that any statutory or other health and safety matter, etc. may be fully carried out;
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the Academy in the interests of Health and Safety.

### Visitors

Visitors are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with Academy staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the Academy;



- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the Academy in the interests of Health and Safety.

## ARRANGEMENTS

Planning is an essential part of the implementation of the Academy's Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, students and others who may be affected by the operation of the Academy.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the Academy.

To ensure that the generic organisational hazards affecting the Academy are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training etc can be found in other cross Academy policies and procedures.

Where appropriate, operational information on these and other associated areas is included in the series of Health and Safety Guidance Documentation. These can be accessed from the staff intranet, under the heading of 'Health and Safety'.

## Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- The Principal will present an annual Health, Safety and Environment report to the Trust Health and Safety Committee and their Academy Governing Body detailing the levels of compliance achieved on the standards set by their Policies.
- Annually Academy premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually Academy premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible or the Health and Safety Coordinator/Competent Person will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.

- The Health and Safety Coordinator/Competent Person will analyse the accident/incident data and prepare statistical information to assist the annual review.
- The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the Academy.

## Consultation Machinery

Staff Consultation Committees meet regularly within the Academy to provide a forum for joint consultation on health and safety matters.

Membership comprises appropriate senior management, the Health and Safety Coordinator and representatives of the staff.

Committees, as well as fulfilling the statutory requirements, will:

- Monitor and review the general working arrangements for Health and Safety including the Academy's/School's Health and Safety Policy;
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
- Assist in the development of safety procedures and systems;
- Monitor the effectiveness of Health and Safety training, communication and publicity;
- Consider reports and information from the enforcement agencies;
- Consider accident statistics and trends;
- Consider the circumstances of individual accidents and causes of reportable diseases;
- Examine Safety Audit reports and inspections

## Thomas Clarkson Academy

### HEALTH AND SAFETY POLICY STATEMENT



The Thomas Clarkson Academy recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

The Policy applies to all its premises and all activities engaged in both on and off site.

Thomas Clarkson Academy will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc Act 1974 and associated legislation.

Whilst appreciating that although ultimate responsibility rests with the Trust; all employees and appointed persons of the Trust Board Directors, CEO, Executive Principals, Principals, Governors Senior Staff, Managers and Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

*“1 Up – Accountable : 1 Down - Responsible”*

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

Thomas Clarkson Academy recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring in the form of audits, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Trust requires each member of staff, student and visitor to Thomas Clarkson Academy to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the Academy/School and its management.

Without affecting the generality of the above statement, Thomas Clarkson Academy will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces, which are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the appropriate legislation, needs, and aspirations of Thomas Clarkson Academy.

## ORGANISATION

The following section details how Thomas Clarkson Academy is organised for the management of health and safety by the establishment of responsibilities and relationships which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

### **The Trust has a responsibility as an employer to ensure that:**

- Thomas Clarkson Academy produces a Safety Policy that is appropriate to the activities of the Academy, and that this policy is reviewed annually;
- An effective organisation is created for the management of health and safety;
- Thomas Clarkson Academy devises appropriate arrangements for addressing health and safety;
- Thomas Clarkson Academy promotes the correct attitude towards health and safety in both staff and students;
- Thomas Clarkson Academy Management plan, and implement the Safety Policy;
- Thomas Clarkson Academy establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- Targets for improving Thomas Clarkson Academy's health and safety performance are set annually;

The Trust will monitor and evaluate Thomas Clarkson Academy's health and safety performance direct and through reports received from the Executive Principal, Safety Governor, the Principal, the Health and Safety Coordinator (Competent Person) and External Advisers who will advise and make recommendations.

### **Local Governing Body (LGB)**

**While the Trust Board has overall responsibilities as employer the Governors still have a local responsibility to:**

- Help the Academy to set high standards of health and safety by assisting in planning and setting targets for improvement;
- Be a critical friend to the Academy offering support and advice;
- Help the Academy respond to the needs of parents and the local community;

- Make the Academy accountable to the public for what it does with regard to health and safety
- Work with the Trust and Academy on planning, developing policies and keeping the Academy under review, including for health and safety;

### **LGB Safety Governor – David Bailey**

The Safety Governor will monitor health and safety within the Academy on behalf of the Governing Body and advise the Body on such matters relating to Academy health and safety as the Body may remit to them. In particular they are to:

- Oversee the annual review of the Academy's Health and Safety Policy and associated documentation;
- Receive and review management's regular Health and Safety reports;
- Receive and review the annual report from the Principal or where appropriate the Health and Safety Coordinator (Competent Person);
- Receive and review any other audit or inspection commissioned by the Academy or by the Trust or any other agency such as the HSE. The Health & Safety Co-ordinator/Competent Person will be invited to review alongside;
- Review the minutes of the Academy's Health and Safety committee meetings, and attend where appropriate.

### **Executive Principal – Anne Hill**

The Executive Principal has strategic responsibility for the standards in Trust schools as defined by the OfSTED framework and other relevant regulations. They are responsible to the Board and CEO. They shall work with the Chair of Governors in each Academy to ensure that the Governing Body for each Academy has a Governor assigned for Health & Safety. It will be the responsibility of the Chair of Governors and nominated Health and Safety Governor to plan and implement their Academy's Safety Policy and associated management system. Advice and resources for doing this can be sought from the Trust's Health and Safety Consultant who is retained for this purpose.

The Executive Principal will ensure that a suitable organisation within each Academy is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Board and where appropriate the Governing Body.

In particular, she for each Academy, is to:

- In conjunction with the Principal, and advisers, approve the Health and Safety Policy and authorise the Academy's general statement of intent;
- In conjunction with the Principal, identify the means by which the policy will be planned, measured, audited and reviewed;
- Authorise and approve the strategies to implement the policy and ensure the integration of these into the Academy's activities;
- In conjunction with the Principal ensure that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that the Principal understands and accepts their responsibilities for Health and Safety;
- Regularly liaise with the Principal and Safety Coordinator/Competent Person and Advisers on matters of health and safety;
- In conjunction with the Principal ensure that the organisational management arrangements, risk control measures, workplace standards, together with associated performance standards are established, and thereby assist the Principal and their staff to carry out their duties and satisfy their responsibilities.

### **Principal – Richard Scott**

The Principal has responsibility to the Trust, Executive Principal and Governing Body for their Academy; for ensuring the planning and implementation of the Academy's Safety Policy and associated management system.

He will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Trust, the Executive Principal and Governing Body.

In particular he is to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the Academy's general statement of intent;
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the Academy's activities;
- Ensuring that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with the Safety Coordinator/Competent Person and Advisers on matters of health and safety;
- Establish in conjunction with the Senior Management, the Safety Coordinator/Competent Person organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

#### **Vice Principal [i/c H&S-Property & Support Services] – David Bliss**

The Vice Principal [i/c H&S – Property & Support Staff] is responsible for the implementation of the policy and all associated arrangements in the absence of the Principal. This role has routine responsibility for ensuring that the Thomas Clarkson Academy's Safety Policy and associated arrangements are implemented under their respective areas of control.

He will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all relevant Senior Managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Heads of Year for which they are responsible understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- Academy Health and Safety committees are conducted according to the Academy's procedures.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

#### **Vice Principal [i/c H&S Teaching and Learning] – David Bliss**

The Vice Principal (i/c H&S Teaching and Learning) is responsible for ensuring that the Academy's Safety Policy and associated arrangements are implemented under their respective areas of control.

He will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;

- Ensuring that all Heads of Faculties/Departments (Academic &/or Pastoral) for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all Heads of Faculties/Teaching Departments (Academic &/or Pastoral) for which they are responsible understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

## Heads of Departments (Teaching & Learning)

The Heads of Departments (Teaching and Learning) or equivalent managers are responsible to the Vice Principal (i/c H&S - Teaching and Learning) for the implementation of Thomas Clarkson Academy's Health and Safety Policy in their areas of control.

The Heads of Departments (Teaching and Learning) will ensure that within their area of responsibility:

- All teaching and support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision;
- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- All teaching and support staff understand and accept their responsibilities for Health and Safety;
- All students understand and accept their responsibilities for Health and Safety and are subject to supervision appropriate to the activities undertaken and their capability;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the Academy's procedures, where appropriate the relevant information should feature in the lesson plans / schemes of work;
- No new activity (curriculum or non-curriculum), operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance/service records being produced and retained and where applicable with relevant inspection certificates;
- Any workplace or activity outside the Academy's premises is properly assessed for Health and Safety;
- The Academy's accident and incident reporting procedures are followed.

## Heads of Departments/Service Sectors (Support Services)

The Heads of Departments (Support Services) or equivalent managers are responsible to either the Principal or relevant Vice Principal [i/c H&S – Property & Support Services] for the implementation of the Academy's Health and Safety Policy in their areas of control.

The Heads of Departments (Support Services) will ensure that:

- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- All relevant arrangements regarding the management of health and safety in the Department, for which they have control, are planned and implemented;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the Academy's/School's procedures;

- No new activity, operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- All Trust > Academy equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- To ensure that all staff employed by the Trust > Academy are appropriately qualified and competent to undertake tasks/activities of a specialist &/or technical nature.
- To ensure that all equipment used to undertake specialist &/or technical tasks is fit for purpose, correctly maintained/serviced and where applicable relevant valid inspection certificates are present;
- Any workplace or activity outside the Academy's premises is properly assessed for Health and Safety;
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Routinely and regularly undertake safety tours of the premises and activities in their respective control;
- Providing timely feedback on the performance of the plans, standards, procedures, and systems appropriate to their premises and activities in their respective control;
- All staff and students are familiar with, and practice the Academy's emergency evacuation procedures;
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with the Academy's procedures.

### **The Buildings Manager – Mitie**

The Buildings Manager will be responsible, as a Head of Sector as well as the following, for ensuring that Thomas Clarkson Academy's Safety Policy and associated arrangements are implemented across the sector.

This will be achieved by:

- All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with Thomas Clarkson Academy's procedures;
- Establishing suitable and sufficient arrangements for the management, supervision and control of the Academy's Buildings and Cleaning Staff;
- Ensuring all statutory inspections and registers are completed including but not limited to, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
- Ensuring that all 'Essential Maintenance' inspections and registers as listed within published Education Funding Agency documentation and the Terms & Conditions of the Risk Protection Arrangements (insuring obligations) are completed;
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Ensuring the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance;
- Monitoring the building related contractors with regard to Health and Safety and where applicable relevant CDM regulations;
- Responsibility for arranging PAT testing across the Academy's provision.
- Responsibility for Legionellosis and where appropriate Asbestos control and risk assessments across the Academy.

### **Health & Safety Coordinator – David Bliss**

The Health & Safety Coordinator is responsible to the Principal for the following Health & Safety matters:

- Coordinating the Academy's fire and emergency response procedures;
- Conducting generic risk assessments for all areas of the Academy not addressed by specific activity or area risk assessments;



- Assist in the annual Safety Audit and Inspection with the Consultant Adviser of the Academy and in reporting findings to the Governing Body, the Trust Board, the Executive Principal, the Principal and Trust Health & Safety Committee as appropriate (this is also shared with the BWT Joint Consultative Committee (JCC) on an annual basis);
- Conduct routine safety inspections to assess progress on the results of the annual Safety Audit and Inspection (report to be forwarded to appropriate Health and Safety meeting);
- Receive all RIDDOR reportable accident information, and take appropriate action (including liaison with the HSE);
- Monitor and record Health & Safety issues, including collation and recording of accident statistics;
- Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner;
- Assist in the maintenance and update of all relevant Health & Safety documentation and policies;
- Liaise with the Facilities Manager to ensure contractors comply with (internal and external) Health & Safety requirements;
- Liaise with external and internal posts that have a Health & Safety responsibility;

### All Staff

All staff are required to ensure they: -

- Are familiar with the Academy Health and Safety Policy and associated arrangements
- Carry out their duties in accordance with the Safety Policy;
- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

### Students

Students are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with Academy staff in order that any statutory or other health and safety matter, etc. may be fully carried out;
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the Academy in the interests of Health and Safety.

### Visitors

Visitors are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with Academy staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the Academy;

- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the Academy in the interests of Health and Safety.

## ARRANGEMENTS

Planning is an essential part of the implementation of the Academy's Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, students and others who may be affected by the operation of the Academy.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the Academy.

To ensure that the generic organisational hazards affecting the Academy are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training etc can be found in other cross Academy policies and procedures.

Where appropriate, operational information on these and other associated areas is included in the series of Health and Safety Guidance Documentation. These can be accessed from the staff intranet, under the heading of 'Health and Safety'.

## Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- The Principal will present an annual Health, Safety and Environment report to the Trust Health and Safety Committee and their Academy Governing Body detailing the levels of compliance achieved on the standards set by their Policies.
- Annually Academy premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually Academy premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible or the Health and Safety Coordinator/Competent Person will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.

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- The Health and Safety Coordinator/Competent Person will analyse the accident/incident data and prepare statistical information to assist the annual review.
- The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the Academy.

### Consultation Machinery

Staff Consultation Committees meet regularly within the Academy to provide a forum for joint consultation on health and safety matters.

Membership comprises appropriate senior management, the Health and Safety Coordinator and representatives of the staff.

Committees, as well as fulfilling the statutory requirements, will:

- Monitor and review the general working arrangements for Health and Safety including the Academy's/School's Health and Safety Policy;
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
- Assist in the development of safety procedures and systems;
- Monitor the effectiveness of Health and Safety training, communication and publicity;
- Consider reports and information from the enforcement agencies;
- Consider accident statistics and trends;
- Consider the circumstances of individual accidents and causes of reportable diseases;
- Examine Safety Audit reports and inspections