



Tudor Grange Academies Trust

Health and Safety Policy

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This is the Trust's over-arching Health and Safety Policy and must be implemented and adhered to in each academy within the Tudor Grange Academies Trust. There are items in the Guidance Documents which need to be tailored to each academy's own local environment.

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Guidance Documents

The following Guidance Documents will form the appendices to the Trust's Health and Safety Policy which localise the Policy to each Academy. The Guidance Documents are located on the Transform database, and the link is as follows: <https://transform.tgacademy.org.uk/> Please use your usual academy email address and password to login then click on TG Facilities then Health and Safety to access Advice and Guidance, Audit Schedule and Health and Safety Committees etc.

ADVICE and GUIDANCE
Curriculum https://transform.tgacademy.org.uk/course/view.php?id=487andsection=1
Guidance Document - Curriculum Risk Assessments
Guidance Document - Design and Technology Department Policy
Guidance Document - PE and Games Department Policy
Guidance Document - Risk Assessment Template
Guidance Document - Science Department Policy
Guidance Document - Template for a Department Policy
First Aid and Medicines https://transform.tgacademy.org.uk/course/view.php?id=487andsection=2
Guidance Document - Accidents and Incidents
Guidance Document - First Aid and Medicines
Leadership and Staff https://transform.tgacademy.org.uk/course/view.php?id=487andsection=3
Guidance Document - Care and Control
Guidance Document - Crises and Emergencies
Guidance Document - Disability Accessibility
Guidance Document - Educational Visits
Guidance Document - Lone Workers
Guidance Document - Lone Workers Guidance on Risk Management
Guidance Document - Noise
Guidance Document - Organising School Events
Guidance Document - Personal Emergency Evacuation Plan
Guidance Document - Pregnant Staff and New Mothers Policy
Guidance Document - Reasonable Adjustments
Guidance Document - Security Dealing with Trespassers
Guidance Document - Security Emergency Procedures
Guidance Document - Security Premises and Installations
Guidance Document - Site Incident Report
Guidance Document - Staff Consultation
Guidance Document - Staff Welfare
Guidance Document - Stress Management
Guidance Document - Student Welfare
Guidance Document - Sun Protection
Guidance Document - Visitors
Guidance Document - Weapons in Schools
Office https://transform.tgacademy.org.uk/course/view.php?id=487andsection=4

Guidance Document - Display Screen Equipment
Guidance Document - Mini Bus and Use of Private Transport
Site and Facilities https://transform.tgacademy.org.uk/course/view.php?id=487andsection=5
Guidance Document - Asbestos
Guidance Document - Catering
Guidance Document - CCTV
Guidance Document - Cleaning and Caretaking
Guidance Document - COSHH
Guidance Document - Defect Reporting
Guidance Document - Electrical Safety
Guidance Document - Fire Safety
Guidance Document - Lettings
Guidance Document - Lifts and Hoists
Guidance Document - Machinery
Guidance Document - Manual Handling
Guidance Document - Personal Protective Equipment
Guidance Document - Safety Signage
Guidance Document - Security
Guidance Document - Site Team Risk Assessments
Guidance Document - Stairs and Landings
Guidance Document - Swimming Pool
Guidance Document -Traffic Management
Guidance Document - Waste Management and Hazardous Waste
Guidance Document - Water Features
Guidance Document - Water Hygiene
Guidance Document - Working at Height

1. General

- 1.1. The Trust is a Multi-Academy Trust.
- 1.2. The Trustees are responsible for the overall health and safety policy.
- 1.3. The Multi Academy Trust Board's (MATB) Statement of Intent:

The following statement has been adopted by the Tudor Grange Academies Trust. It sets out the health and safety objectives for the Trust, with the aim of ensuring best practice in the management of health and safety.

The MATB:

- accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;
 - will take all reasonably practicable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities;
 - will assess risks to the health and safety of staff, students and others affected by the Academy's actions;
 - will take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation;
 - expects all employees and students to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others;
 - is committed to providing the necessary information, instruction, supervision and training to all employees and students where applicable;
 - acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively, and/or the elected representatives of the staff who may not be members of a union;
 - will provide adequate resources to implement this policy, including access to support from health and safety competent persons. Where necessary, external specialist advice and assistance will be obtained;
 - will set out full details of the organisation and arrangements for the management of health and safety in the Academy in writing and communicate these to all employees;
 - is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation, incidents and other changing circumstances, utilising external expertise or advice in order to ensure on going excellence and diligence in this area.
- 1.4. The Local Governing Body (LGB) and Principal of each Academy are responsible for the implementation of the Health and Safety Policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and students, and the health, safety and security of contactors and visitors to their Academy.
 - 1.5. The MATB delegates to the Principals of each Academy the responsibility to develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures:

- under the overall supervision of the Principal; and
- in compliance with the overall Trust's Health and Safety Policy.

2. Aims

2.1. The Trust through its executive officers will fulfil the MATB's Statement of Intent by:

- having regard to the MATB's Statement of Intent, and the provisions of this policy;
- establishing sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure, as far as is reasonably practicable, suitable and sufficient standards of safety are adopted and enforced;
- ensuring that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, students and visitors in their departments;
- providing comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students;
- ensuring that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, Students or visitors or the public, and where necessary appropriate training will be given;
- ensuring the provision of means of access and egress which are safe and without risks to health;
- ensuring safe arrangements are made for the storage, handling and transport of articles and substances;
- ensuring that the academies will have and maintain up-to-date fire safety procedures and documentation, and that all employees and students (and as far as is practicable visitors) are familiar with them;
- developing safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels of staff and students;
- ensuring that the health, safety and welfare of all employees, students and members of the public are under continuous and reasonable review by managers at all levels;
- appointing a competent person to oversee the implementation of the Academy's health and safety policies and procedures;
- ensuring that the Academy has a Health and Safety Committee, which has a clear brief in line with this policy, meets regularly, and reports regularly to the Principal;
- appointing a member of the governing body to be its health and safety representative;
- providing sufficient funds to enable safe systems of work to operate and for the training of relevant staff;
- reporting as directed to the governing body on the implementation of its health and safety policies and procedures.

2.2 The Trust aims to ensure, so far as is reasonably practicable, that:

- all employees are safeguarded in respect of health, safety, security and welfare whilst at work;
- safe systems and effective procedures are in place to protect the health, safety, security and welfare of students, and the health, safety and security of visitors to the Academy, including parents, contractors' employees and members of the public affected by the work of the Academy;

- arrangements are in place in the Academy to ensure that no work is carried out by the Academy or by contractors that is liable to expose employees, students, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;
- procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place, and arrangements for securing proper health and safety of employees and anyone on the Academy sites affected by their work;
- all health, safety, security and welfare managers in the Academies are suitably trained;
- sufficient resources are provided, as far as is reasonably practicable, to enable suitable and sufficient safeguards to be put in place for ensuring, as far as is reasonably practicable, the health and safety of anyone on the Academy site or outside the Academy if engaged in Academy business; and
- sufficient funds are provided as far as is reasonably practicable, for the appropriate training of relevant staff in health and safety systems and safeguards.

3. Organisation

The structure is as follows:

- the Trust, as the employer, has overall responsibility for the policies and procedures in the Academy;
- the LGBs will consider and make recommendations on overall health and safety issues affecting each Academy and will report to their Principal;
- LGB's have overall responsibility for the localisation of the Trust's policies to their Academies, which should be done in conjunction with the Principal;
- the Principal has responsibility for the internal management of the Academy policies and procedures, and reporting to the LGB;
- the Chief Operating Officer (COO) assumes responsibility for health and safety matters across the Trust and reports directly to the Chief Executive Officer and local Academy Principals on such matters;
- the Trust has appointed a Health and Safety Manager (HSM) through Bellrock FM to provide health and safety advice and guidance across the Trust;
- each Academy will select individuals to hold certain responsibilities for the day-to-day management, co-ordination and implementation of health and safety namely Site Manager, Site Technician and Heads of Departments;
- Heads of Areas/Departments have responsibility for health and safety within their areas and for reporting to the HSM;
- regular (at least termly) Department and Team meetings with reports going to the HSM;
- Union Safety Representatives have the right to participate in the Academy Health and Safety Committee and to discuss health and safety issues as necessary with the HSM and/or the Principal;
- staff that are not in a union have a right to elect a representative who will also participate in the Health and Safety Committee and to discuss health and safety issues with the HSM and/or Principal.

4. Responsibilities

- 4.1. This policy is largely dependent upon the total co-operation of every person who works in each Academy. The Trust expects all employees to co-operate in ensuring the health and safety of all staff, students and visitors as is their duty under the Health and Safety at Work etc Act (1974).

4.2. Each Academy's LGB will:

- ensure that local health and safety procedures are in line with this Health and Safety policy and the Statement of Intent, and that the Appendices are localised effectively and communicated to all staff;
- set up and maintain an Academy Health and Safety Committee under the Safety Representatives and Safety Committee Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996;
- ensure that the Principal takes into account the views and recommendations of the Academy Health and Safety Committee;
- appoint a member of the LGB to be responsible for liaison on Health and Safety issues with the Principal and Staff, who will also sit on the Academy Health and Safety Committee;
- appoint a competent person (or persons) responsible for various health and safety functions such as Site Manager, Site Technician and Heads of Departments;
- ensure that there is a Trust system implemented for appropriate risk assessments to be carried out, recorded and regularly reviewed;
- ensure that appropriate standards of welfare are established and maintained for staff, students and visitors;
- ensure that staff are trained in health and safety as appropriate;
- provide adequate resources to enable the Health and Safety policy to be carried out;
- agree and maintain any necessary health, safety and security contracts with contractors;
- ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of, and to conform to, the Academy policy and procedures;
- monitor the implementation of health and safety procedures through the Academy's health and safety management system, and ensure that it is used effectively in the Academy;
- receive termly reports on the progress of the Health and Safety policies and procedures, and an Annual Status Review from the Principal (or representative).

4.3. Academy Health and Safety Committee

4.3.1. The Trust requires each Academy to establish a formal Health and Safety Committee.

4.3.2. The Academy Health and Safety Committee will consist of at least the Health and Safety Manager (Bellrock FM), the Principal or his/her nominee, an Academy person of responsibility (typically the Site Manager, Site Technician) and the nominated local governor for health and safety. Trade Unions may also select a member from the Academy workforce to join this group.

4.3.3. The Health and Safety Committee will meet three times per academic year and will report to the Principal, who will report to the LGB.

4.3.4. Three members, including the Principal or his/her nominee, present will form a quorum.

4.3.5. The Health and Safety Committee may determine its own Chair and proceedings.

4.3.6. The Health and Safety Committee may invite other members of staff and students to attend a meeting for specific agenda items.

4.3.7. The function of the Academy Health and Safety Committee is to:

- take into account the Statement of Intent and the health and safety policies;
- monitor health and safety performance by checking the Transform Health and Safety management system;
- make and review regularly specific health, safety, welfare and security arrangements;
- consider accident, incident and ill health records and statistics;
- consider reports of any internal and external inspections;
- consider risk assessment and the management of risks;
- make recommendations on health and safety training throughout the academy;
- consider the efficacy of emergency procedures in the academy;
- consider any changes of any kind that affect health and safety;
- receive and consider an Annual Health and Safety Status Review from the HSM and determine any necessary response;
- consider any other items raised by management or the staff representatives; and
- report as required to the Principal and the LGB.

4.4. Designated Member of the LGB for Health and Safety

4.4.1. Every Academy's LGB must appoint a designated member to provide an overview and robustly check that the Trust's Health and Safety policy and procedures are in place and being correctly implemented.

4.4.2. This member of the LGB is responsible for:

- liaising with the Principal and the HSM between meetings of the LGB to ensure that the Academy policies are carried out;
- ensuring that proper oversight of any contract with contractors is maintained;
- participating in a site inspection at least once a year;
- participating in Health and Safety Committee meetings;
- inspecting the accident/incidents books at least once a term; and
- reporting as appropriate to the LGB at least once a term.

4.5. The Principal

The Principal (or, when absent, a named, nominated representative) will be responsible for the overall implementation of the Health and Safety Policy.

In their Academy, and for all Academy activities, the Principal is responsible for:

- the health, safety and welfare of staff, students, visitors and any other person using the premises;
- ensuring safe working conditions for all the above (staff, students, visitors etc.);
- ensuring safe working practices and procedures throughout the Academy, including those relating to the provision and use of machinery and other apparatus;
- ensuring that staff are consulted appropriately on issues that affect them;
- implementing a Student Behaviour policy that will ensure as far as is reasonably practicable the health and safety of students on site and when engaged in Academy activities off-site;
- directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the Academy;

- ensure that there is a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- ensuring that liaison with contractors is maintained and that regular reports are obtained;
- arranging for appropriate supervision of students;
- carrying out periodic safety reviews and audits;
- determining in consultation with the HSM which risk assessments should be considered exceptional and be dealt with in accordance with the government's advice at Section 6.5;
- ensuring that the health and safety training needs of all staff and students are identified, and appropriate training provided;
- encouraging staff, students and others to promote health and safety and to suggest ways of reducing risks;
- ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- delegating to the HSM appropriate tasks for the day-to-day implementation of the policy;
- ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate;
- keeping the LGB informed of the progress of the implementation of the policy, and informed about changes to the law and guidance.

4.6. The HSM

N.B. The responsibilities of the HSM may be discharged by a team of competent persons rather than a single individual. Where this option is exercised in an Academy, a clear method of working which ensures that gaps are not left between the responsibilities taken on by each team member must be in place, to the satisfaction of the LGB.

Health and Safety Manager Bellrock FM – The Trust will employ a Health and Safety Manager on a full time / contractual basis in an advisory role that will support all existing and new academies within the Multi Academy Trust. The Health and Safety Manager Bellrock FM will offer support to Trust members, Governors, Principals, site teams and staff members on all aspects of health and safety. The Health and Safety Manager Bellrock FM will advise, support and mentor Trust colleagues on all the HSM points stated below. Bellrock FM will also have responsibility for building compliance in relation to planned and reactive maintenance and project work across the Multi Academy Trust.

4.6.1. The HSM will be a suitably qualified and 'competent person' (as defined below) responsible to the COO, and the Principal for:

- managing, co-ordinating and monitoring health and safety matters within the Academy;
- ensuring that the Academy's Health and Safety Policy and systems are implemented;
- meeting regularly with the COO to review the status of Health and Safety matters within the Academy;
- reporting regularly to the Principal on health and safety issues;
- participating in the work of the Academy Health and Safety Committee;
- assisting in compiling the Annual Status Review;
- liaising as appropriate with the member of the LGB with health and safety responsibility;

- maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented;
- advising the Principal on which risk assessments should be written having taken into account the government's advice (see section 6.5);
- liaising with any contractors and making reports to the Principal on the progress of the contractual requirements;
- engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action;
- meeting with staff Health and Safety representatives;
- advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the Academy);
- ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the health and safety policy that affect them;
- ensuring that contractors and persons hiring any part of the premises are aware of the Academy policy;
- ensuring that all necessary safety signs and notices are displayed;
- ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the Academy's Fire Safety Policy;
- putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety policy as appropriate;
- making an annual health and safety report and presenting it to the COO, LGB and the MATB.

4.6.2. The definition of a 'Competent Person' is the person who has responsibility as the competent person for advising the Principal and other Senior Managers in the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation, and for liaising with local Health and Safety Officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive and Fire Officers.)

4.6.3. The Trust's policy is that as a minimum requirement the person designated as the 'Competent Person' and the HSM (where different) should have attained, and kept current, NEBOSH or IOSH Health and Safety qualification (or an alternative definition of what the Trust defines as 'Competent person' training status).

4.7. Staff with Departmental Responsibilities

Heads of Departments/Areas of the Academy will be appropriately trained for their duties and are responsible to the Principal through the HSM for the implementation and operation of the Health and Safety policy as it affects their areas of responsibility. In order to discharge this responsibility they will:

- familiarise themselves with the Academy's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- participate as required in the work of the Academy Health and Safety Committee;

- make and regularly review a departmental health and safety policy (see the template for a Departmental policy, refer to Section 16 Guidance Documents);
- set up and implement safe methods of work;
- ensure that the Academy's Student Behaviour policy is implemented within the Department as appropriate;
- apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice;
- instruct all staff, students and others under their authority in safe working practices;
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- make available appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that all departmental staff and students in their areas know the emergency evacuation procedures;
- ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- provide appropriate health and safety information to relevant persons;
- report any health and safety concerns to the HSM;
- participate in the work of the Health and Safety Committee if required to do so; and
- assist the HSM and COO in compiling an Annual Status Review.

4.8. Site Manager

The Site Manager is responsible to the HSM for:

- implementing the appropriate Academy policies and procedures in the areas for which they hold formal responsibility according to their job description;
- maintaining an appropriate cleaning schedule;
- ensuring that site staff are competent to carry out their responsibilities;
- arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- ensuring that other site and cleaning staff are adequately supervised;
- ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment;
- ensuring that all site and cleaning staff work in accordance with safe working practices issued by the Academy.

4.9. Catering Manager

The Catering Manager, in addition to the above, will also be responsible for:

- implementing the relevant Academy policies;
- applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;

- supervising and training staff appropriately;
- training and instructing all catering staff in the emergency procedures;
- carrying out regular reviews of the procedures and informing the HSM of any issues of concern;
- recording results of the monitoring and review of procedures;
- ensuring that all catering staff have opportunities for raising concerns about health and safety issues; and
- assisting with compiling the Annual Status Review.

4.10. All members of staff

4.10.1. All members of staff have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care, and any other persons who may be affected by their actions;
- understand and use the Academy health and safety management and reporting systems;
- report (through the Academy's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- take reasonable precautions in safeguarding themselves and others;
- know and understand the Academy's and any departmental health and safety policies;
- observe all health and safety rules and procedures set out by the Academy and use all health and safety equipment provided;
- participate in assessing risks and the management of identified risks;
- follow all relevant codes of safe working practice and local rules;
- alert the HSM or Heads of Areas/Departments as appropriate to any potential hazard noticed;
- ensure that students' behaviour is regulated in accordance with the Academy's Student Behaviour policy;
- report any unsafe working practices to the HSM;
- read this Health and Safety Policy and local procedures available on Transform only;
- report any concerns they may have about the health, safety and welfare of any student in their charge in line with the Academy's 'Safeguarding Students' procedures;
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- participate in any relevant paid training.

4.10.2. All staff have a duty to raise health and safety issues of concern at any time but in particular at formal meetings in their departments. Staff also have the right to elect staff representatives to participate in the Health and Safety Committee and to raise health and safety issues with the Principal and/or the HSM on behalf of the staff. Raising issues by email shall suffice.

4.10.3. All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who will be able to discuss these with the HSM or Principal as appropriate.

4.10.4. The Academy recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience and knowledge as adults, and their training as teachers and support staff, to make reasonable, common-sense decisions about risk assessment and control measures.

4.10.5. The Academy will follow the government's advice that all Academy staff should comply with the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with the HSM in the first instance and request that it is reviewed.

4.11. Staff Safety Representative

4.11.1. Trade Union representatives or Staff Health and Safety representatives have the right to:

- investigate potential hazards and to examine the causes of accidents in the workplace;
- investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- make representations to the Principal and/or the HSM, as appropriate, on general matters affecting the health, safety and welfare of employees;
- participate as an elected union representative in the work of the Academy Health and Safety Committee;
- carry out workplace health, safety and welfare inspections; and
- have paid time off to carry out their functions and to receive health and safety training.

4.11.2. None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever upon that person. A safety representative is in no way obliged to carry out any or all of the above functions.

4.12. Confirmation that the policy has been read and understood.

All staff will be required to read the Health and Safety Policy and procedures on Transform.

5. Consultation

5.1. Staff

The Principal and the HSM will consult staff safety representatives of trade unions recognised by the Academy, and any representative elected by the staff who are not in trade unions recognised by the Academy.

Health and safety will be a standing item on the agendas of all Departments, pastoral groups, and any formal management meetings in the Academy. Any points raised will be duly minuted and reported promptly to the HSM.

5.2. Students and parents

Students also play a part in overall health and safety and welfare of the Academy and will be encouraged to discuss health and safety issues at College/ Year and Academy Student Council meetings, and raise any concerns, which will be reported to the HSM.

To maintain safety and well-being, at all times, students are expected to:

- follow all Academy rules and policies;
- use equipment only in accordance with their training;
- refrain from using anything which may harm any other person or themselves, including not using equipment for which they have not been trained;
- report any issues to the person leading the activity in which they are participating or, at the earliest opportunity, to their form tutor or pastoral tutor.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security, safeguarding of students, or road safety). The Principal may determine the amount and manner of the consultation and will report the decision to the LGB.

It is the responsibility of the principal of each Academy to ensure this is communicated to parents and students with suitable regularity.

6. Risk Assessment

- 6.1. All members of staff in charge of a departmental 'Safety Area' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. To do so, members of staff must be competent to carry out appropriate risk assessments. The Principal is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent, although this task may be delegated to the HSM who must then report progress, issues and concerns to the Principal in writing.
- 6.2. The Trust will determine its own risk assessment pro forma which must be used by all staff or other workers. Completed risk assessments must be sent to the HSM and retained on Transform and made accessible to all relevant staff.
- 6.3. Risk assessments must be reviewed regularly and at least once a year in accordance with DfE policy, with a view to ensuring that the control measures have been effective.
- 6.4. The HSM will ensure that suitable and sufficient risk assessments are carried out, and determine which can be done locally or at Academy level, and which by any other outside contractors. The HSM has the discretion to seek advice on appropriate delegation, and will report the reasons and response to the Principal.
- 6.5. The government advises that written risk assessments are not required for every activity delivered within the curriculum within standard school hours. Staff should assume they only need to write down a risk assessment in exceptional circumstances, for example when something out of the ordinary is planned in what would otherwise be a standard lesson. Where the Principal (through the HSM) determines that a risk assessment must be carried out the HSM will ensure that any significant findings of the assessment are written and recorded. A verdict of 'Risk assessed. No significant finding' is acceptable.

- 6.6. The government advises that some activities, especially those happening away from the Academy, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Principal should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the Principal must ensure that the significant findings of the assessment are recorded.
- 6.7. Where the Principal (through the HSM) determines that a risk assessment must be carried out, the HSM will ensure that any significant findings of the assessment are written and recorded. A verdict of 'Risk assessed. No significant finding' is acceptable in appropriate circumstances.

7. Security

- 7.1. All staff and other persons on site will take note of the requirements of the Emergency Security Procedures and adhere to it at all times.
- 7.2. The Academy's local security arrangements for the relevant areas are available from the HSM.

The security arrangements will cover as relevant:

- the site;
- the buildings;
- notices;
- control of visitors to the Academy;
- locks and keys;
- keyholders;
- out-of-bounds areas;
- dealing with trespassers;
- security of staff and student property;
- vehicles and cycles;
- movement around the site and buildings;
- transport and pedestrians arriving at Academy in the morning and leaving in the afternoon;
- responsibilities for security aspects.

8. Health and Safety Management Arrangements

- 8.1. Each Academy will use the Transform health and safety management system. All relevant staff will be instructed in its use.
- 8.2. Staff with health and safety responsibilities will be responsible for completing tasks assigned to them and recording completion in the health and safety management records in a timely fashion and in the manner laid down by the Academy.
- 8.3. The Academy will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an on-going basis.
- 8.4. The MATB will make arrangements to review the implementation of the Transform health and safety management system to ensure that the system is used to ensure that the Academy complies with all legal obligations. The review schedule is termly

with an additional end of year review. The quality assurance criteria are Outstanding (100% Transform Completion), Requires Improvement (90% Transform Completion).

- 8.5. The MATB will receive termly reports on the implementation of its health and safety policies and procedures, and a Health and Safety Quality Assurance Review from each Academy.

9. Training

- 9.1. The Trust will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

- 9.2. All employees, whether permanent or temporary, will undergo Induction training which will include the following health and safety matters:

1. Emergency Arrangements
2. Fire Drills
3. Fire Awareness training
4. First Aid Arrangements
5. Accident Reporting
6. Good Housekeeping
7. Codes of Safe Practice and Guidance
8. Health and Safety Handbook and Academy Arrangements
9. Specific Hazards/Responsibilities Associated with Work Activity
10. Special Needs of students including students with disabilities

Further training needs will be considered when employees transfer or take on new responsibilities or when there is a change in the work equipment or systems of work in use.

- 9.3. The HSM will identify with relevant Heads of Department/Areas and staff the appropriate health and safety training needs.

Staff who feel that they have a need for health and safety training of any kind should notify the HSM in writing or by email.

- 9.4. The HR Manager of individual Academies will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc.), Heads of Department/Areas are responsible for:

- checking the validity of certificates;
- arranging refresher training when necessary; and
- keeping the HSM informed.

- 9.5. The HSM will co-ordinate appropriate health and safety training for all staff.

10. Measuring Performance within the Trust

- 10.1. Health and safety performance data will be saved on the Health and Safety performance log on Transform.

10.2. The HSM will be responsible for ensuring the performance log is kept up to date, all health and safety tasks will be graded as follows:

- | | | |
|--------|---------------------------------|---------|
| • 0% | Not complete or incomplete | (Red) |
| • 50% | In progress / remedial required | (Amber) |
| • 100% | Complete | (Green) |

A RAG Rating System will be used to measure the overall % completion of tasks for each category and each academy:

- | | | |
|-------------|----------------------|---------|
| • 0% - 50% | Severely deficient | (Red) |
| • 50% - 75% | Requires improvement | (Amber) |
| • 75% -100% | Good | (Green) |

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Health and Safety Committee meetings;
- Attendance at health and safety meetings;
- Information coming out of department meetings, and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the Academy.

11. Health and Safety Annual Review

11.1. At the end of the academic year the COO and HSM will draw up a Health and Safety Annual Review measuring the performance of each academy.

The review will utilise the information on the management system and will comprise:

- a statement of the number of uncompleted tasks on the Transform Management system;
- a review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system;
- a review of the overall decrease/increase in risks and reported incidents from the previous year;
- a review of the overall decrease/increase in accidents/incidents;
- any other findings in the annual audit;
- changes in the health and safety organisation, policy or structure;
- new processes and new technology introduced for health, safety and security;
- a reference to external influences - legislation/guidance/British standards/auditors, reports;
- a review of each academy's Risk Register and any issues occurring; and
- any proposals for improvements;
- we will compare performance from academic year to the last;
- we will RAG rate the overall performance of each category;
- we will write an evaluation, strong, weakness, area for improvement.

11.2. The HSM will publish the Health and Safety Annual Review on Transform which is available to all staff and Governors.

12. Staff Involvement in the Management of Health and Safety

12.1. All staff have access to the Health and Safety Policy on Transform and are required to read it.

12.2. All relevant staff will be instructed in how to use the Transform Health and Safety management system.

12.3. The Academy undertakes to keep staff informed of any changes to the policy and procedures through the Health and Safety Committee, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

12.4. The Academy undertakes to provide extra training for staff where a need is identified.

12.5. Staff will have the opportunity to contribute directly to health and safety management through departmental arrangements.

13. Equal Opportunities

In making, reviewing and implementing this policy the Academy's Equal Opportunities policies must be taken into account.

In particular, the Academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students and visitors to use the Academy's facilities and curriculum as far as is reasonably practicable. The Disability Accessibility Plan must be kept under review and implemented as appropriate, to ensure safe access for disabled staff, students and visitors.

14. Monitoring and Review within Academies

14.1. The COO is responsible for:

- monitoring the implementation of the policy;
- advising the Principal on any amendments required to the policy;
- the proper and regular use of the Transform management system.

The COO will devolve responsibility to the HSM for:

- advising academy staff of their statutory responsibilities;
- ensuring risk assessments are completed;
- reporting to the Principals;
- co-ordinating training;
- chairing the Health and Safety Committees.

14.1.1. The HSM will assist the COO in compiling the Health and Safety Annual Review.

14.2. The Trust and the LGB expect the Principal to show leadership in health and safety management and recognise the Duty of Care which they must discharge in their academy to staff, students, visitors and contractors.

The Principal will:

- monitor the implementation of the Health and Safety Policy;
- ensure the Academy's facilities and equipment are fit for purpose at all times;
- ensure the Academy's procedures are fit for purpose;
- ensure that management systems are being used to ensure compliance;
- advise the LGB of changes in health and safety legislation regulations and guidance;
- keep the LGB up-to-date with any changes in the Academy organisation that may require a fresh look at health and safety;
- ensure the Health and Safety Policy is kept up-to-date; and present a Health and Safety Quality Assurance Annual Review to the LGB.

14.3. The designated Governor will oversee the implementation of the Academy's Health and Safety Policy, and report to the LGB.

14.4. The LGB will:

- have access to termly Health and Safety Committee agendas and minutes, Health and Safety performance log, Health and Safety Advice and Guidance and Health and Safety Annual Review all of which will be published on Transform;
- ensure that the Academy maintains, monitors and reviews its Health and Safety Policy, procedures and organisational arrangements.

14.5. The LGB will review the implementation of the Health and Safety Policy in the Academy annually.

15. Consequences and Discipline

Failure to adhere to the Trust's or localised academy's Health and Safety Policy might constitute a disciplinary offence as it places the health, safety and well-being of colleagues, students and visitors at risk.

16. Guidance Documents

16.1. Guidance Documents make up the Trust's overall health and safety procedures that are available on Transform.

16.2. An academy may decide to add additional sub-policies that are relevant to its individual situation and needs.