



Joseph Leckie Academy

Health and Safety Policy

Approved by JLA Trust Board: 07/2020

Last reviewed on: 06/2022

Next review due by: 06/2023

1. Key named people and roles in this policy

| Name | Role |
|--|--|
| Trust Board | Resource, Finance, Risk and Personnel Committee |
| Mr J Ludlow | Principal |
| All members of the Leadership Team | |
| Mr S Millington | Academy Business Manager and Competent Person |
| Mr T Freeman | Buildings & Health & Safety Manager and Deputy Competent Person |
| Mrs A Fletcher | Finance & Administration Manager, Appointed Person and Deputy Competent Person |
| Mr T Brookes Mr G Roberts Mr D Spooner | Site Manager and Deputy Competent Persons |
| Ms L Gardiner | Buildings and H&S Administrator and Deputy Competent Person |
| Mrs K Matharu | Appointed Officer |
| Miss R Cook/ Mr S Millington | Educational Visit Coordinators |
| All HOF/HOD | |

2. Statement of Health and Safety Policy

2.1 This policy statement supplements the general statement of policy issued.

2.2 The Trust Board and Leadership Team recognise and accept their responsibilities both under civil and criminal law and also under the scheme of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is appreciated.

2.3 In compliance with the Health and Safety at Work etc. Act, the Trust Board of JOSEPH LECKIE ACADEMY will ensure so far as is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision are available and provided.
- Arrangements exist for the safe use, handling and storage of articles and substances at work. Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.
- A healthy working environment is maintained including adequate welfare facilities and promote a positive Health and Safety culture where employees and their representatives are able to raise Health and Safety issues and are empowered to work safely.

2.4 In addition to the above commitment, the Trust Board also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc. are or may be affected by the Academy activities being carried on within the Academy

boundary or otherwise, the Trust Board will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an educational institution which must set standards by example for its students, this commitment is seen as especially important.

2.5 Within financial restraints the Trust Board will ensure through the Leadership Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

2.6 For the policy to be effectively implemented the Academy must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

- To take care of their own safety and that of others.
- To co-operate with the Trust Board and Leadership Team so that they may carry out their own responsibilities successfully.

2.7 All relevant Regulations, Codes of Practice and Standards will be complied with as necessary. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

2.8 A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice boards on SharePoint. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary by monitoring and auditing.

Principal

Full Name:

Signature: Date:

Chair of Trustees

Full Name:

Signature: Date:

3. Health and Safety Organisation

3.1 In order to ensure that Health and Safety issues are dealt with in accordance with this established safety policy, the following organisational structure has been accepted by the Trust Board. Duties and responsibilities have been assigned to Staff and members of the board as laid out below.

3.2 **The Academy Business Manager.** The Academy Business Manager has responsibility for monitoring and reviewing Health and Safety policies and procedures in the Academy and is the Competent Person. The Buildings and Health & Safety Manager, Finance and Administration Manager and Buildings and Health and Safety Administrator will take on the roles of Deputy Competent Persons to deal with day to day issues as they arise and advise the Competent Person and the Principal.

3.3 **Site Managers.** The Site Manager on duty when any of these are not present, will take on the role of Deputy Competent Person.

3.4 **The Trust Board.** The Trust Board is ultimately responsible for Health and Safety matters at a local level. They accept that the delegation of funds to them from the Education and Skills Funding Agency (ESFA) carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Trust Board they will accept a share of the responsibility for the way in which Health and Safety issues are addressed.

The trustees appreciate that they can only work within their allocation of the total education budget determined by the ESFA and that they will only be accountable for deciding how the budget within their control is to be spent.

Additionally, the Trust Board will:

- Show a commitment to Health and Safety within the Academy by signing the Health and Safety Policy Statement.
- Carry out Health and Safety self-audits and monitor accidents and incidents (including scrutiny of policies, training records, risk assessments, minutes of Health and Safety meetings and other related reports etc...) via the Resource, Finance, Risk and Personnel Committee.

3.5 **The Principal.** The Principal will have overall responsibility for the day to day management of Health and Safety in the Academy rests with the Principal. As manager of the establishment and of all the activities carried on within it, the Principal will advise trustees of the areas of Health and Safety concern which may need to be addressed by the Principal will include:

- Ensure that appropriate resources are available within the financial restraints to meet Health and Safety objectives including safe staffing levels, repairs and maintenance of premises, safe equipment, PPE, First Aid and Fire procedures and equipment and safety training for staff.
- Establish Health and Safety objectives and develop plans to achieve them.
- Ensure that detailed local arrangements and procedures to protect the Health and Safety of staff, students and others who use the Academy are in place.
- Ensure that suitable risk assessments and controls are in place.
- Promote a positive Health and Safety culture and lead by example.
- Ensure that there is effective Health and Safety communication and consultation with staff.

- Monitor and review Health and Safety performance.
- Monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents.
- Seek professional advice as necessary.

The Principal may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for Health and Safety within the establishment.

3.6 The Academy Business Manager, Buildings and Health and Safety Manager and Senior Leadership Team will support the Principal and carry out the duties detailed in this policy. Additionally, the Buildings and Health and Safety Manager or other members of the Senior Leadership Team will:

- Support the Principal and carry out the duties detailed above in their absence.
- Develop and implement local arrangements and procedures to protect the Health and Safety of staff, students and others.
- Undertake risk assessments, as appropriate, and ensure that suitable controls are in place Put forward suggestions to improve Health and Safety controls to the Principal.

3.7 **The Competent Person and Deputy Competent Person(s).** The Principal will delegate to the competent person (Academy Business Manager, Buildings and Health and Safety Manager) and deputy competent person(s): The Finance and Administration Manager (Appointed Person) and Buildings and Administration Administrator the majority of the duties that are linked with the overall responsibilities of the Principal. During out of school hours, evenings, weekend and holidays the Site Manager on Duty will also take the role of Deputy Competent Person to oversee the Buildings and Health and Safety.

More specifically the Competent Person will:

- Review this policy and other Health and Safety policies along with the Deputy Competent Person(s) and Principal as necessary and ensure that the appropriate amendments are made as and when circumstances change.
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises.
- Liaise with Deputy Competent Person(s) and Leadership Team to formulate and review the arrangements or action to be taken in an emergency and ensure that all involved are informed of the arrangements.
- Arrange for evacuation drills as required with the Site Managers and ensure weekly alarm tests have been carried out.
- Ensures that the fire/area wardens receive training annually.
- Ensure that along with the Buildings and Health and Safety Manager, Buildings and Administration Assistant and the Site Managers that all other tests are completed in accordance with relevant Health and Safety policies and procedures within the Academy for example: PAT tests, pool tests, boiler tests, fire equipment, electrical tests.
- Advise the Principal of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged.

- Ensure as far as possible, all Health and Safety legislation and good practice are complied with. Report to the Principal any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- Ensure that the, Finance and Administration Manager, Buildings and Health and Safety Manager, Buildings and Health and Safety Administrator or Site Manager on duty liaise with and monitors as far as is reasonably practicable, the activities of contractors (including catering and cleaning staff), visitors and others on the site to ensure that any risks to Health and Safety of staff and others are kept to a minimum and that they have full clearance when on site with students.
- Take appropriate action when necessary to prevent injury to others on the site that might otherwise be exposed to unnecessary dangers.
- Carry out Health and Safety audits regularly paying particular attention to the building structure, services, access to/egress from the Academy, main circulation areas, etc.
- Identify, in consultation with the Deputy Competent person(s) any particular Health and Safety training needs of site managers, administration staff, and other staff with H and S responsibilities.
- Ensure that the staff are not involved in activities outside their limitations.
- Ensure that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- Ensure that all staff work in accordance with safe working practices issued by the Academy etc. Ensure that the Buildings and Health and Safety Manager, Buildings and Health and Safety Administrator or Site Managers inform contractors of special Health and Safety problems associated with a school, the need to not leave equipment unattended, secure safe work areas etc.
- Oversee in conjunction with the Finance and Administration Manager and Buildings and Health and Safety Manager, that the Buildings and Health and Safety Administrator maintains all contracts relating to the Health and Safety of the buildings and fittings comply with current legislation and good practice.

More specifically the Buildings and Health and Safety Manager, Buildings and Health and Safety Administrator and Site Managers will:

- Ensure as far as possible, that all Health and Safety legislation and good practice are complied with.
- Report to the Principal /Competent Person/Finance Manager any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- Advise the Principal / Competent Person of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Ensure that and monitors as far as is reasonably practicable, the activities of contractors (including catering and cleaning staff), visitors and others on the site to ensure that any risks to Health and Safety of staff and others are kept to a minimum and that they have full DBS clearance when on site with students.
- The Buildings and Health and Safety Administrator or Site Manager(s) will liaise with Finance and Administration Manager to arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe subsequent to funding to be agreed with the Principal.

- Take appropriate action when necessary to prevent injury to others on the site that might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.
- Ensures that the staff are not involved in activities outside their limitations.
- Ensures that any personal protective equipment issued to staff is suitable for the task and that equipment is used by staff.
- The Site Managers will carry out weekly alarm tests and ensure the fire logbook is completed and up to date.
- Carry out all other tests and follow set procedures in accordance with relevant Health and Safety policies and recording procedures within the Academy for example: PAT tests, pool tests, boiler tests, electrical tests.
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises.
- Take appropriate action when necessary to prevent injury to others on the site that might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes, remove faulty equipment, remedy defects, carry out minor repairs, etc.
- Site Managers will ensure the building is secured at night.

3.8 Heads of Faculty/Department. All Heads of Faculty/Department are responsible to the Principal for ensuring the application of this policy to all activities undertaken by their faculty/department. They will also have responsibilities for ensuring that all relevant parts of the Academy's statement are observed and implemented by all subordinate members of staff in their respective faculties/departments. In particular, staff holding such positions of responsibility will:

- Ensure that appropriate safe working rules and procedures exist within the faculty/department and that these are brought to the attention of everyone concerned.
- Ensure that all accidents (including near misses) occurring within their faculty/department are promptly reported and recorded using the appropriate forms etc.
- Ensure that all accidents are investigated with a view to preventing a recurrence.
- Ensure that all staff within the faculty/department are aware of their specific roles in case of fire and/or emergency.
- Remove from use and inform the competent person of any equipment/ appliance which has been identified as being unsafe and which is in need of repair.
- Ensure that adequate levels of class supervision are available at all times.
- Carry out (in conjunction with other members of staff) the annual Health and Safety audit within their areas of responsibility, update relevant Risk Assessments for their areas and provide a report to the Competent Person or Principal where concerns are identified.
- Where applicable within their subject; maintain or have access to an up-to-date library of relevant published Health and Safety guidance from sources including the L.A., C.L.E.A.P.S., D.F.E., B.A.A.L.P.E. HSE etc., and ensure that all subordinate staff are aware of and make use of such guidance. The Heads of Science, Physical Education and Technology have specific Health and Safety requirements and legislation that they and their staff must comply with and it is their responsibility to ensure these regulations are adhered to.
- Identify specific staff Health and Safety training needs and inform the Academy Business Manager.
- Consults with all staff on any matters which may affect their Health and Safety whilst at work. Carry out faculty/departmental induction training including any specific information

and training that may be necessary because of activities which are peculiar to the faculty/department.

- Ensures that levels of First Aid provision remain adequate for the activities being undertaken and that staff in their faculty/department are aware of students with specific medical needs and all their staff follow the correct procedures when dealing with a First Aid incident. Resolves Health and Safety problems referred by members of staff within their faculty/department. Any problems that cannot be satisfactorily solved within the faculty/department must be referred to the Competent Person and/or the Principal. Ensures (via subordinate staff) that all students are given the necessary Health and Safety information and instruction prior to commencing practical activities which may involve some risk.
- Ensures that good standards of housekeeping are maintained in the faculty/departmental areas.

3.9 Heads of Year. All Heads of Year are responsible to the Principal for ensuring the application of this policy to all activities undertaken by students and tutors in their year. They will also have responsibilities for ensuring that all relevant parts of the Academy's statement are observed and implemented by all subordinate members of staff in their respective Years and students they are accountable for. In particular, staff holding such positions of responsibility will:

- Be aware of the Academy's Health and Safety policy, Fire Procedures, First Aid policy, and in particular their specific role in Supporting Students with Medical needs and any local rules and arrangements which may apply specifically to their year concerned.
- Resolves Health and Safety problems referred by members of staff within their year. Any problems that cannot be satisfactorily solved within the year must be referred to The Competent Person and/or the Principal.
- Ensure that all accidents (including near misses) occurring within their year group are promptly reported and recorded using the appropriate forms etc.
- Ensure that all accidents to students in their year are investigated as necessary with a view to preventing a recurrence e.g. accidents occurring at break/lunch and before/after school or as a result of inappropriate behaviour of students in their year.
- Ensures that good standards of housekeeping are maintained in their year areas.

3.10 All Teaching Staff. Teaching staff are responsible for the Health and Safety of all students under their control whilst involved in organised work activities both on site, e.g. classrooms, laboratories, workshops etc. and off site e.g. Academy trips. Class teachers shall:

- Ensure effective supervision by only permitting practical work to be carried out by students after carrying out a risk assessment. The class size, the abilities of the students involved, the activities to be undertaken etc. will all need to be considered.
- Be aware of the Academy's Health and Safety policy, Fire Procedures, First Aid policy, Supporting Students with Medical needs, Safeguarding Policy, Lone working, one to one, use of reasonable force policy, and any local rules and arrangements which may apply specifically to the faculty/department concerned.
 - Ensure that safety instruction is given to all students prior to commencing practical sessions.
- Know the location of the nearest fire exit and First Aid box, and know the emergency procedures in respect of fire/First Aid/bomb scare etc.
- Ensure that students' follow Academy/faculty/departmental safety rules and that protective equipment is worn where appropriate.

- Ensure that all personal protective equipment is suitable and in good condition prior to issue.
- Ensure safety devices e.g. machinery guards are in good condition and are used.
- Report any defective equipment to the Head of Faculty/Department.
- Investigate all accidents (in conjunction with Head of Faculty/Department) which occur through activities organised/supervised by the Faculty/Department.
- Proposes for consideration by their Head of Faculty/Department any improvements which they consider would improve Health and Safety standards within the faculty/department. Ensure that an agreed adequate level of supervision is available and that appropriate Health and Safety arrangements exist prior to taking school parties off site on educational visits.

3.11 All Employees. All employees have general Health and Safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their action.

Employees must also co-operate with the Trust Board and Leadership Team of the Academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- To report all defects in the condition of the premises or equipment to which they become aware via email to the caretaker/HOF/HOD or via the Academy Site Management system (Every)
- To report all accidents or near misses according to the procedures included in Part 3 of this document and outlined the First Aid Policy.
 - Be familiar with the procedure to be followed in the event of a fire or other serious emergency.
- Follow the Academy Code of Conduct with respect to all Health and Safety issues including signing in and out.
- To make use of all necessary personal protective equipment provided for safety or health reasons.
- To make use of all control measures made available to them, e.g. following the risk assessment, specific equipment guidelines etc. and not to carry out any work unless they are competent to do so especially when dealing with dangerous or hazardous chemicals.
- To follow all relevant codes of safe working practice and local rules for example, C.L.E.A.P.S, B.A.A.L.P.E, COSHH, working from height etc.
- Report any unsafe working practices to the competent person.
- To comply with this Health and Safety policy, First Aid policy, supporting students with medical needs policy, Fire Policy and procedures, Safeguarding Policy, lone worker's policy, one to one risks, use of reasonable force policy and risk assessments within the areas that they work in.

3.12 Students. All students must be encouraged to follow all safe working practices and observe all Academy safety and behaviour rules. All students will:

- Follow all instructions issued by any member of staff in the case of emergency.
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes, e.g. fire extinguishers etc.
- Inform any member of staff of any situation which may affect their safety.

Note: This part of the policy statement should be brought to the attention of all students and parents.

4. External Visits Coordinators

4.1 Our trained Educational Visits Coordinators (EVC) will ensure that we follow Walsall Council's off-site activities guidance. Their responsibilities include:

- Supporting the Principal and Trust Board with approval decisions for offsite visits.
- Informing the Principal and Trust board of all non-routine visits.
- Ensuring that staff involved in educational visits are aware of their responsibilities regarding offsite visits and have ready access to the guidance and the Academy policy.
- Ensuring the competence of staff and volunteers to lead or otherwise supervise a visit. Ensuring that emergency arrangements are in place and emergency contacts are known for each visit.
- Ensuring that the Emergency Planning Unit at Walsall Council are informed if required or to seek advice.

5. Health and Safety Arrangements and Organisation

5.1 The following arrangements will be the responsibility of the member of staff responsible for Health and Safety. The member of staff responsible for Health and Safety, The Competent Person and Deputy Competent Person (s) will be appropriately trained. They will be responsible to the Principal for:

- Reporting any Health and Safety matter relating to the safe operation of the Academy.
- Ensuring that Health and Safety legislation is fully complied with.
- Ensuring that Risk Assessments and Action plans are prepared and presented to the Principal when appropriate.
- Ensuring that Risk Assessments for the Academy and activities are reviewed at least annually.
- Consulting, together other staff to ensure contractors on the site comply with Health and Safety standards.
- Ensuring that the where necessary, Risk Assessments for contractors working on the site in line with current building and Health and Safety regulations.
- Liaising with the Health and Safety Team and Walsall Children's Services' personnel, to ensure that the Academy is complying with local good practice as well as national legislation in respect of Health and Safety.
- Ensuring that all Heads of Faculty/Department are kept informed of the names and details of those persons appointed to provide competent Health and Safety assistance.
- Providing reports for the Resource, Finance, Risk and Personnel Trust Board Sub Committee.
- Provide up to date advice and guidance on Health and Safety issues to the Principal as required.

6. Policy development

6.1 We will keep our Health and Safety policy including organisation/responsibilities and local arrangements under regular review to ensure they remain current and effective.

6.2 All local policies and procedures, and revisions to them, will be authorised by the Principal and Trust Board and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

6.3 Cooperation, consultation and communication. We will consult with staff and appropriate trade unions representatives in the development and monitoring of our Health and Safety systems, policies, procedures and risk assessments

Our policies, procedures and assessments will be made available to staff via induction and on the Academy's learning platform. Staff will be made aware of any policy/assessment appropriate to their post. The Academy uses guidance from the Local Authority. Competent advice

Key Health and Safety competencies required within the Academy will be determined by use of a training matrix, provided by Walsall Council's Health and Safety team and adopted by the Academy Staff will be trained in accordance with the matrix as appropriate.

In addition to competent, trained, Academy staff, we receive expert guidance and advice from Walsall Council's Health and Safety team.

We also use the services of Concept Education to provide general advice on buildings and site issues.

6.4 Planning and prioritizing. We will ensure that Health and Safety is embedded into all our activities and that effective Health and Safety management systems, including a Health and Safety plan, fire procedures, risk assessments, the Academy Improvement Plan, The Academy Emergency and Business Continuity Plan, that cover Health and Safety activities, are in place.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks.

We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.

6.5 Measuring Health and Safety performance. We will undertake a range of active and reactive monitoring of our Health and Safety performance. Active monitoring will include regular inspections of the workplace/self-auditing by the Trust Board and Senior Leadership Team to ensure our premises and systems of work are safe.

Reactive monitoring. Will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by the Trust Board and Senior Leadership Team to ensure appropriate remedial action is taken to help prevent recurrence.

Auditing/inspecting Health and Safety performance. As part of our active monitoring, we will carry out regular Health and Safety inspections/self-audits.

External audits/reviews. Audits/reviews of our Health and Safety management systems will also be carried out periodically by Walsall Council's Health and Safety team and/or Concept Education.

6.6 Reviewing Health and Safety performance. Our Health and Safety performance, including progress on our Health and Safety plan, active and reactive monitoring outcomes and any policy or

procedure reviews will be evaluated each term by our Senior Leadership Team and Trust Board (Resource, Finance, Risk and Personnel Committee).

7. Local Arrangements

7.1 Accidents and aggressive incidents:

- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction and on-going updates.
- Any incident subject to RIDDOR (i.e. fatality, specified injury, over-seven-day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to HSE's Incident Contact Centre without delay. The Academy Business Manager (or Deputy Competent Persons in their absence) is responsible for reporting all incidents subject to RIDDOR after consulting with the Principal and/or Vice Principal.
- Other, non-RIDDOR, incidents will also be recorded and records kept.
- All incidents will receive an appropriate level of investigation by line managers and followed up by the Academy Business Manager, Buildings and Health and Safety Manager, Finance and Administration
- Manager/Appointed Officer or Buildings and/or Health and Safety Administrator who have attended accident reporting and investigation training.
- Serious incidents will be investigated by the Principal or delegated to the Vice Principal.
- Accident
- Aggressive incidents will be monitored by the Vice Principal (Pastoral) and reported to the Trust Board each term in order to identify issues/trends and put in place measures to reduce the number of incidents.
- Additional advice and guidance regarding what is reportable under RIDDOR, along with support in investigating serious incidents is available from Walsall Council's Health and Safety team if required.

7.2 Asbestos Management (for premises built before 2000):

- An asbestos management survey has been carried out by a competent, asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACMs).
- Areas that were not surveyed are presumed to contain ACMs and managed accordingly.
- The survey/register is reviewed annually to ensure that it has been kept up to date (e.g. when ACMs have been removed).
- A risk assessment has been carried out and an asbestos management plan has been produced. ACMs in poor condition will be removed; those in good repair will be left in place and monitored for damage/deterioration by suitably trained staff. All monitoring is recorded.
- Any removal of, or work on, ACMs is carried out by licensed asbestos removal contractors, unless the work is low risk work and covered by exceptions.
- When ACMs are removed, our asbestos register is updated and evidence of air testing is kept to show that the area was safe for reoccupation.
- Our Buildings and Health and Safety Administrator has been nominated to manage any ACMs on site and then will liaise with the Academy Business Manager and Buildings and Health & Safety Manager should issues arise.
- Identified staff will have asbestos awareness training. Other staff who deal with ACMs or who may accidentally come into contact with them will also receive training.

- Before contractors are allowed to work on our buildings, they are made aware of any ACMs they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the Buildings and Health and Safety Administrator.
- A refurbishment/demolition survey will be carried out prior to any major work, e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs.
- If ACMs are accidentally damaged, we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

7.3 Control of contractors. We will ensure that any work done on our behalf by contractors is safe and does not put the Health and Safety of our staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their Health and Safety.

- Where we commission work ourselves we will ensure that appropriate Health and Safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements, on site.
- For projects that last more than 30 days, we will ensure that a CDM Coordinator is appointed to advise us on Health and Safety issues during the design and planning phases of construction work.
- Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. The Academy will carry out its own risk assessment based on the information provided.
- A Contractor Job Registration Form describing the work; materials, equipment and services to be used; hazardous operations involved; hazards on site; and general arrangements will be completed for all works carried out by contractors.
- High risk activities (e.g. hot work, work at heights) will be subject to a permit to work procedure.
- Contractors will be shown the Asbestos Register, if appropriate.
- Contractor must ensure that they share all relevant information with any sub-contractors they use. Regular site meetings will be held for larger projects.

7.4 Control of Substances Hazardous to Health (COSHH). Wherever possible, we will use non-hazardous products in the Academy. All hazardous substances used in the Academy will have a COSHH assessment undertaken before they are brought into use.

- An audit will be carried out and an inventory kept to ensure that all hazardous substances used in the Academy have appropriate assessments that are reviewed regularly.
- All hazardous substances will be stored appropriately and securely when not in use.
- Staff will be informed how to use products safely and will receive training if appropriate. Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates
- PPE is required, staff must use it.
- Hazardous substances used in the Pool Plant room, science and design and technology and cleaners' cupboards are covered by assessments and model procedures provided by CLEAPSS. Hazardous substances used by the cleaners or others will have assessments undertaken by their employer, who will make the assessments available to the Academy.

7.5 **Display screen equipment (DSE)**

- A DSE assessment will be carried out for all staff who use DSE (such as desktop computers and laptops) for significant periods of their work, using DSE Self-Assessment pro forma. The assessment will help determine if the person is classed as a 'user' as defined by the regulations; 'users' are entitled to assistance with eye and eyesight tests and with the purchase of any spectacles required for staff who are required to use DSE for significant periods of their work.
- Any problems highlighted by the assessments or eyesight tests should be brought to the attention of the user's line manager so that suitable control measures can be put in place.

7.6 **Emergency Planning and Business Continuity**

- The Academy will adapt and adopt Walsall Council's model Emergency and Business Continuity plans.
- Regular exercises will take place to ensure that details, including contact names and numbers, within the plans are kept up-to-date.
- The Academy has a lock down procedure for dealing with a reported incident or disturbance, intruder posing a risk, airborne pollution, major fire locally or potentially dangerous animal where it may be necessary to secure the students and staff within the Academy.

7.7 **Fire and Evacuation Procedures**

- The Academy will ensure that a fire risk assessment is carried out on our premises by a suitably trained competent person. We currently use Walsall Council's Fire Safety Advisers.
- The assessment will be formally reviewed by a competent person every two years and annually by the Academy.
- Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan.
- Personal Emergency Evacuation Plans (PEEPs) will be carried out for any staff or students requiring one due to disability or ill health.
- Firefighting equipment, fire alarms systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessments.
- All checks identified by the fire risk assessment will be recorded in a Fire Log Book. In particular, there will be a weekly test of the fire alarm system and all firefighting equipment will be checked annually by a competent person.
- A Fire Evacuation Plan will be produced annually and appropriate staff will be appointed and suitably briefed to act as fire marshals. All staff will be informed on an annual basis or as and when changes are made.
- Fire safety drills will take place at least once per term, this will include whole Year groups and whole Academy practices.
- All staff receive an annual fire safety briefing; new staff must be briefed as part of their induction process
- Students will be briefed on the evacuation procedure at the start of the school year.
- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise.

7.8 First Aid and Supporting Students with Medical Conditions. See Academy First Aid Policy and Supporting Students with Medical Conditions at School Policy.

- We will complete a risk assessment to determine our First Aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident. Assessments will ensure that we have enough trained staff available to cover offsite visits and other activities.
- Sufficient funds will be allocated to fund First Aid training and any equipment required. The Academy Business Manager (Competent Person) will ensure that the Buildings and Health & Safety Administrator ensures all First Aiders are suitably trained and that their certification is up to date.
- First Aiders will attend initial and refresher First Aid training as required.
- First Aiders will complete relevant documentation e.g. accident report form (if required) and First Aid record in the nearest First Aid Book following any First Aid treatment given.
- First Aiders will ensure that the First Aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately.
- Appropriate signs will be prominently displayed around the Academy giving details of First Aiders and the location of First Aid boxes.
- All staff will make themselves familiar with the First Aid Policy, details of their nearest First Aider(s) and the location of First Aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents. They must sign to say that they have read and understood the First Aid Policy on induction.
- We will follow the Department for Education statutory guidance on “Supporting students at school with medical conditions” and all staff will be made aware of the Academy’s policy and new staff are informed on Induction.

7.9 Legionella (water safety). A Legionella risk assessment has been carried out by Hydro-X, a competent, suitably qualified contractor and will be reviewed regularly. Any remedial work identified by the risk assessments will be addressed.

We have a written scheme to manage the risk from Legionella which includes the following controls:

- A rolling programme flushing of little used outlets by the Site Managers in line with the Academy legionella risk assessment
- Monthly temperature checks by Hydro-X
- Quarterly de-scaling of shower heads by Hydro -X
- Annual water sampling by Hydro-X
- Annual service of any thermostatic mixer valves (TMVs) fitted to control scald risk. Appropriate staff, e.g. Site Managers, will receive awareness training.

7.10 Manual handling.

- Wherever reasonably practicable, we will avoid the need for hazardous manual handling activities.
- Where hazardous manual handling tasks can’t be avoided, we will undertake an assessment of the risk of injury.
- Controls will be put in place to reduce the risk of injury so far as is reasonably practicable.
- Handling equipment, such as trolleys and pallet/sack trucks, will be made available.

- Staff who are required to undertake hazardous manual handling tasks will receive appropriate training.
- Staff involved in moving and handling of students will receive specialist training e.g. from Outreach@Lindens.

7.11 **Occupational health and work related stress.**

- All staff have access to the council's Employment Assistance Programme and in-house occupational health team. Details of these services are available from the Principal.
- Referrals to occupational health regarding stress issues should be made as soon as possible by the Principal.
- We will monitor for signs of stress (e.g. increased absenteeism).
- A number of initiatives are in place to address work related stress; the Principal has an open door policy, workloads are monitored by line managers and discussed in faculty meetings, with unions and the Leadership Team and actions taken to reduce stress wherever possible and practical.

7.12 **Off-Site Visit.**

- The Academy will adopt Walsall Council's off-site activities guidance and will follow the procedures that form part of it.
- The Academy has trained several staff as Educational Visits Coordinators (EVC) who will check all trips are conforming to the guidance and standards.
- Pre-site visits will be carried out whenever possible.
- The Academy will ensure that Walsall Council's Resilience Unit (Emergency Planning) is consulted as necessary of any high risk activities that are undertaken.

7.13 **Premises, Plant and Equipment (Maintenance, Servicing and Inspection)**

- All our plant and equipment is inspected and tested in accordance with statutory requirements and/or manufacturer's recommendations as appropriate.
- The Academy will ensure that inspection and testing takes place in line with specific requirements e.g. portable appliance (PAT) testing will be carried out in accordance with our policy.
- Any statutory or other testing required during the year is included in the Academy's health and safety action plan.
- Only competent persons/contractors (e.g. Gas Safe Registered for gas appliances) will be employed to carry out inspections/servicing of our plant and equipment.
- All inspections/tests are recorded and inspection certificates retained.
- An Academy system is in place to ensure that all necessary maintenance and formal inspections are taking place and that accurate records are being kept and are readily available. The Site Managers, Competent Person and Deputies check the system at regular intervals to ensure that appropriate testing is carried out. The Academy also uses our Site Management system (Every) to monitor that maintenance has been carried out.
- We have a formal defect reporting procedure for staff to report defects with premises, plant or equipment. All defects/faults should be reported to the caretakers by email, phone or the Every. Education system. The site managers will ensure that the fault is rectified, using approved contractors if necessary.

7.14 **Risk assessment.**

- Risk assessments will be carried out to identify hazards in the workplace, evaluate the risks arising from those hazards and ensure that adequate precautions are in place to minimise the risk.
- Line managers will ensure that job and task specific risk assessments are in place for existing work and will also ensure that assessments are carried out before introducing new methods of work. Staff will be made aware of any assessments that affect them.
- Assessments will be reviewed regularly, especially following changes in methods of work; before introducing new equipment; and following any accidents or other serious incidents. As a minimum, assessments will be reviewed every two years.
- Academy security
- The Academy has palisade fencing and CCTV around the perimeter to deter trespassers and unwanted visitors. A contractor will carry out regular grounds maintenance to control the risk from overhanging branches, etc., that may compromise security.
- All external doors are code/key/electronically controlled.
- All visitors arriving at the Academy must sign the visitors' book and are issued with a visitors' badge.
- DBS checks are carried out for all visitors/contractors who regularly come on to our premises and may have contact with students.

7.15 **Slips and trips**

- Risk assessments have been undertaken to help prevent slips and trips in the Academy, these include controls to help reduce water and other contaminants being brought into our buildings on people's shoes and measures to effectively clean any material that gets onto our floors. They also include an assessment of floor surfacing in high risk areas such as kitchens.
- Staff will clean any spillages when they occur or use hazard warning cones until such time as the spillage can be cleaned up. No floors will be left in a wet condition (including after cleaning). "Wet floor" signs are used until the floor is dry.
- Good housekeeping is practiced by all staff and designated walkways are kept free of obstacles (e.g. trailing wires).

7.16 **Swimming Pool**

- We have risk assessments in place for our swimming pool.
- Trained/competent staff are in charge of the day to day management of the pool and the Head of P.E. has attended the Pool Operators course, with staff managing the day to day operation of the pool completing a Foundation Pool Operator Course.
- The pool water and plant is checked 5 times daily by one of the Site Managers or other authorised personnel to ensure the pool remains safe to use – checks include: pH, chlorine levels, dissolved solids, air and water temperatures.
- Safety equipment, including: lifesaving ropes, reach poles, foil blankets, and signs are provided in accordance with our risk assessment/HSE guidelines.
- A Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) have been produced and copies are available in the vicinity of the pool. All users and supervisors of the pool will be made aware of the procedures.
- Brelmayne Limited (Heating and plumbing) and Rockingham Swimming Pools Ltd (Pool plant) visit the pool at regular intervals to carry out more detailed monitoring and maintenance where required.

7.17 **Training**

- We will ensure that all staff, including temporary and agency staff, are competent and are given appropriate Health and Safety training to undertake their role safely and carry out duties assigned to them (e.g. risk assessments).
- All staff will receive a Health and Safety induction when they first start working at the Academy.

7.18 **Vehicle movements on site**

- We will carry out a risk assessment of vehicle movements on site and the vehicle/pedestrian interface. Assessments will also cover Academy events and maintenance activities where vehicles may need to access vehicle restricted areas.
- Wherever practicable, there will be separate pedestrian and vehicle access on to site and all gates will be supervised during peak times (e.g. morning, lunch and close).
- Designated pathways will be provided with suitable barriers (e.g. fencing) where required to protect pedestrians from vehicle movements.
- Speed limit signs, limiting speed to 5mph or less, will be displayed on site. Speed restrictors (e.g. sleeping policemen/humps) have been installed, as appropriate, to slow down vehicles on site.
- Designated parking areas will be established on site.

7.19 **Violence and aggression/lone working**

- We will ensure that risk assessments and suitable controls are in place to cover lone working or any circumstances where staff may be subject to aggressive incidents.
- A poster will be displayed in reception stating that we will not tolerate violence and aggression towards staff.
- New employees will be made aware of the Academy's lone working arrangements during their induction.
- Appropriate staff will receive training in de-escalation and Positive Behaviour Management strategies
- We have a separate "Use of Reasonable Force Policy" on dealing with situations where intervention is required to prevent a child from hurting themselves, others or damaging property.
- All incidents of violence and aggression to staff will be reported and investigated by the Principal or a delegated member of the Leadership Team so that suitable controls can be put in place to minimise the risk of recurrence. If appropriate, incidents will be reported to the police.

7.20 **Working at heights**

- A risk assessment will be carried out for any work at heights. Appropriate access equipment will be provided and properly maintained. Where appropriate, staff will be trained in safe work at height and safe use of access equipment.

7.21 **Standards, Specific Policy Documents and Risk Assessments**

These documents are available to staff on the Academy SharePoint. The Local Authority Standards, which are extracted from National Health and Safety Executive Standards and Academy's specific policy documents and risk assessments which cover the following areas:

- Slips, Trips and Falls
- Display Screen Equipment
- Working Conditions
- Lone Working
- Noise
- Stress Management
- Manual Handling
- First Aid
- R.I.D.D.O.R.
- Accident Reporting
- Lock Down Policy
- Supporting Students with Medical Conditions
- Lifting Operations and Lifting Equipment Providing and Using Work Equipment
- Fire Evacuation Procedures
- Fire Safety Policy and Risk Assessments Risk Assessments (covering all aspects of activities within the Academy)
- Reporting of activities within the Academy
- Risk Assessments in Areas of all classroom and practical activities
- Pregnancy Guidance and Risk Assessments
- Educational Visits
- Transporting Students and Work Related Driving Policy
- Providing and Using Work Equipment Control of Contractors
- Asbestos in Buildings

Health and Safety Staff Structure Roles and Responsibility

