

WASHWOOD HEATH MULTI ACADEMY TRUST HEALTH AND SAFETY POLICY

(November 2016)

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Washwood Heath Multi Academy Trust Statement of Intent

Saltley Academy Health and Safety Policy: agreed by Local Governing Body on 14th March 2017. Reviewed as per MAT policy.

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Appendix B: Risk Assessment Template

Appendix C: List of Job Roles per Academy

Sub-policies

THE FOLLOWING SUB-POLICIES FORM THE REST OF THE WASHWOOD HEATH MULTI ACADEMY TRUST HEALTH AND SAFETY POLICY:

Child Protection

1. POL-CP01 England Anti-Bullying Policy
2. POL-CP03 England Safeguarding and Missing Students Policy
3. POL-CP04 England Sex and Relationship Education Policy
4. POL-CP05 England Student Welfare Policy
5. POL-CP06 England Use of Cameras and Images Policy
6. POL-CP07 England Procedural Policy for Dealing with Allegations of Abuse (of a child), Made Against Staff

Curriculum

7. POL-CU02 England Curriculum Policy
8. POL-SC01 England Science Department Policy
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11. POL-EL01 England Display Screen Equipment (DSE) Policy
12. POL-EL02 England Electrical Equipment Policy

Equal Opportunities

13. POL-EO01 England Reasonable Adjustments Policy
14. POL-EO03 England Disability and Equality Policy

Fire Safety

15. POL-F01 England Fire Safety Policy

General Health and Safety Management

- 16. POL-GM01 England Caretaking and Cleaning Policy
- 17. POL-GM02 England Legionella Bacteria Policy
- 18. POL-GM03 England Manual Handling Policy
- 19. POL-GM04 England Voice Care Policy
- 20. POL-GM05 England Noise Policy
- 21. POL-GM06 England Visitors Policy
- 22. POL-GM07 England Working at Height Policy
- 23. POL-GM08 England Work Equipment Policy
- 24. POL-GM09 England Permit to Work Policy
- 25. POL-GM10 England Personal Protective Equipment (PPE) Policy

Health and Nutrition

- 26. POL-HE01 England Drugs, Alcohol and Smoking Policy
- 27. POL-HE05 England Sun Protection Policy

Incident, Crises and Emergencies

- 28. POL-ICE01 England Crisis Management Policy Plan
- 29. POL-ICE02 England Accident/Incident Investigation and Reporting Policy
- 30. POL-ICE03 England First Aid Policy
- 31. POL-ICE04 England Personal Emergency Evacuation Plans (PEEP) Policy

LOtC/Trips/Educational Visits

- 32. POL-SCTR02 England Mini Bus and Private Transport Policy

Managing Staff

- 33. POL-AB03 England Absence Through Ill Health Policy
- 34. POL-ST01 England Staff Welfare Policy
- 35. POL-ST03 England Pregnant Staff, Pupils and New Mothers Policy
- 36. POL-ST05 England Stress Management Policy

Medicines and Care

- 37. POL-AM01 England Supporting Pupils with Medical Conditions

Premises and Buildings

- 38. POL-PR01 England Control of Substances Hazardous to Health (COSHH) Policy
- 39. POL-PR02 England Security and Safety of Premises Policy
- 40. POL-PR03 England Managing Asbestos Policy
- 41. POL-PR04 England Managing Contractors (Premises) Policy
- 42. POL-PR05 England Stairs, Landing and Lifts Policy
- 43. POL-PR06 England Hiring and Letting Policy
- 44. POL-PR07 England Backstage and Stage Policy

- 45. POL-PR08 England Confined Spaces Policy
- 46. POL-PR09 England Waste Management Policy

Risk Management

- 47. POL-RAS01 England Risk Assessment and Risk Management

Security

- 48. POL-S01 England Lone Workers Policy
- 49. POL-S02 England Home Visiting Policy
- 50. POL-S03 England Dealing with Trespassers Policy

Special Educational Needs and Disability (SEND)

- 51. POL-SEND01 England Special Educational Needs and Disability (SEND) Policy

It is a requirement that all members of staff read the Washwood Heath Multi Academy Trust Health and Safety Policy and its sub-policies and sign below that they have done so.

Signed: _____ **Date:** _____

Print: _____
Chair

Signed: _____ **Date:** _____

Print: _____

Signed: _____ **Date:** _____

Print: _____

Signed: _____ **Date:** _____

Print: _____

Washwood Heath Multi Academy Trust Statement of Intent

Washwood Heath Multi Academy Trust recognises and accepts its responsibility for providing a safe and healthy environment for the staff employed in the headquarters and academies, for the students attending the academies and for visitors and contractors who come on to the premises.

Washwood Heath Multi Academy Trust will take reasonable steps to fulfil these responsibilities within the framework of the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety at Work Regulations 1999* as well as those other regulations, approved codes of practice, guidance, etc. made under this legislation. **Washwood Heath Multi Academy Trust** will ensure that appropriate policies are in place and kept up to date.

To this end, **Washwood Heath Multi Academy Trust** will procure the services of appropriate Health and Safety consultants to advise the staff of **Washwood Heath Multi Academy Trust** and its academies on all related matters and to provide **Washwood Heath Multi Academy Trust** and the academies with up to date information in relation to its Health and Safety responsibilities. Any revision of this policy will be after appropriate consultation and negotiation through the Finance, Audit and General Purpose Strategic Group.

The responsibility for the implementation of this **Washwood Heath Multi Academy Trust** policy at academy level rests with the Local Governing Body and the Head of Academy.

Each and every member of staff of **Washwood Heath Multi Academy Trust** and its academies must recognise that, under the *Health and Safety at Work etc. Act 1974*, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the *Health and Safety at Work etc. Act 1974* and supporting legislation as well as under **Washwood Heath Multi Academy Trust's** Health and Safety Policy.

The organisation and arrangements through which **Washwood Heath Multi Academy Trust**, the Local Governing Body's, the Head of Academy and staff aim to fulfil the requirements, are set out in the following policy and its appendices.

Washwood Heath Multi Academy Trust will ensure that sufficient resources are allocated by it and its academies to ensure, as far as is reasonably practicable, that employees, students, visitors and contractors are kept healthy and safe.

The Saltley Academy Health and Safety Policy

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Washwood Heath Multi Academy Trust is responsible for the overall Health and Safety Policy.

Washwood Heath Multi Academy Trust is required by paragraph 11 of the *Education (Independent School Standards) Regulations 2014* (as came into force on 5th January 2015) to draw up and implement a written Health and Safety Policy for each of its academies.

Saltley Academy **Statement of Intent**

Saltley Academy has adopted the following statement of intent, in line with our ethos as a Rights Respecting School and specifically Articles 3 (best interests of the child) and 24 (the right to the best possible health).

Saltley Academy

- Will take all reasonable 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, contractors, volunteers and visitors and others affected by the Academy's actions;
- Will take sensible and proportionate steps to ensure compliance with all relevant Health and Safety legislation;
- 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;
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;
- 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 any other representatives of staff who are elected to represent non-unionised staff.
- 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; and
- Will set out full details of the organisation and arrangements for the management of Health and Safety in Saltley Academy in writing and communicate these to all employees, volunteers and contractors.

The Local Governing Body and Head of Academy are responsible for the local implementation of the Saltley Academy 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 the Saltley Academy.

The Local Governing Body will 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 Head of Academy; and
- Within the overall **Washwood Heath Multi Academy Trust** statement of intent and Saltley Academy Health and Safety Policy.

The Local Governing Body and Head of Academy in determining Saltley Academy Health and Safety Policy and sub-policies will have regard to any statutory and non-statutory government guidance.

Definition of Competent

Competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.

The definition of a '**competent person**' is the person who has responsibility for advising the Head of Academy and other senior leaders in the discharge of their responsibilities under the *Health and Safety at Work etc. Act 1974*, the *Management of Health and Safety at Work Regulations 1999* and all other Health and Safety legislation and for liaising with **Washwood Heath Multi Academy Trust** and local Health and Safety officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive (HSE) and fire and civil defence fire officers).

Aims

Saltley Academy aims to ensure that so far as is reasonably practicable:

- All employees are safeguarded in respect of health, safety 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 and their employees

and members of the public affected by any work of any kind undertaken within or on behalf of the Academy;

- Arrangements are in place in the Academy to ensure that no work of any kind 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 site affected by their work;
- Senior leadership team (SLT) members in the Academy 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.

Saltley Academy's Objectives

- Have regard to the **Washwood Heath Multi Academy Trust** Statement of Intent and the provisions of Saltley Academy Health and Safety Policy;
- Establish 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 that suitable and sufficient standards of safety are adopted and enforced);
- Ensure 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;
- Provide 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;
- Ensure 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, contractors, volunteers and visitors where necessary appropriate training will be given;
- Ensure the provision of means of access and egress which are safe and without risks to health;

- Ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- Ensure that the Academy develop, produce 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;
- Develop safety awareness among all employees and students and to promote individual responsibility for Health and Safety at all levels of staff and students;
- Ensure that the health, safety and welfare of all employees, students, contractors, volunteers and visitors are under continuous and reasonable review by managers at all levels;
- Appoint a competent person as the Trust's Health and Safety Manager (HSC) to oversee the implementation of the Academy's Health and Safety policies and procedures: this will be the Multi Academy Trust's Director of Facilities and Estates and the Academy's School Business Manager, Mr Delroy Bramwell and Mrs Oxana Morgan.
- Ensure that the Academy has a Health and Safety working group, which has a clear brief in line with this policy, meets regularly and reports regularly to the Head of Academy and Local Governing Body;
- Appoint a member of the Local Governing Body to be its Health and Safety representative: Mr Mick York;
- Provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and
- Make reports as directed to **Washwood Heath Multi Academy Trust** on the implementation of its Health and Safety policies and procedures.

Responsibilities

This policy is largely dependent upon the total co-operation of every person who works at Saltley Academy. **Washwood Heath Multi Academy Trust** expects all employees to co-operate in ensuring the Health and Safety of all staff, students and visitors.

Washwood Heath Multi Academy Trust

The **Washwood Heath Multi Academy Trust** board will:

- Take into account **Washwood Heath Multi Academy Trust** Statement of Intent;
- Make and review regularly the overall health, safety, welfare and security policies and their implementation in the academies;
- Satisfy itself that each academy has in place a policy and procedures that are fit for purpose and that the academy reviews this annually;
- Ensure that each academy Local Governing Body knows and understands its responsibilities;

- Require each academy to set up and maintain a Health and Safety working group under the *Safety Representatives and Safety Working group Regulations 1977* and/or the *Health and Safety (Consultation with Employees) Regulations 1996* – for those members of staff who are not part of a trade union.
- Expect each academy to appoint competent persons (or bodies) to advise on the implementation of the Health and Safety Policy and procedures in each academy and to ensure that the training of relevant academy staff is kept up to date;
- Ensure that an appropriate management system is used by each academy to prompt and record the carrying out of necessary health, safety and security tasks in line with Saltley Academy policies;
- Receive and consider an annual status review from the academies and determine any necessary response;
- Provide training, advice and guidance as necessary for the academies; and
- Provide sufficient funds for the implementation of its policies.

Local Governing Body

Each academy Local Governing Body will:

- Ensure that local Health and Safety procedures are in line with this Saltley Academy Health and Safety Policy and the **Washwood Heath Multi Academy Trust** statement of intent;
- Ensure the establishment and maintenance of an Academy Health and Safety Working group under the *Safety Representatives and Safety Working group Regulations 1977* and/or the *Health and Safety (Consultation with Employees) Regulations 1996* – for those members of staff who are not part of a trade union;
- Ensure that the Head of Academy takes into account the views and recommendations of the Academy Health and Safety Working group;
- Appoint a member of the Local Governing Body to be responsible for liaison on Health and Safety issues with the Head of Academy and staff, who will also sit on the Academy Health and Safety Working group;
- Appoint a competent person (or persons) as the Academy Health and Safety Manager (or ‘managers’) (HSC) and ensure that he/she is appropriately trained;
- Ensure that there is a system across the Academy for appropriate risk assessments to be carried out, recorded and regularly reviewed in line with the Saltley Academy Health and Safety Policy and **Washwood Heath Multi Academy Trust** statement of intent;
- Ensure that appropriate standards of welfare are established and maintained for staff, students, contractors, volunteers 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 and compliance through regular monitoring of the Academy's Health and Safety management system and ensure that it is used effectively in the Academy;
- Receive from the HSC a termly report on the progress of Saltley Academy Health and Safety Policy and sub-policies, and an annual status review from the Head of Academy (or representative); and
- Report as directed to **Washwood Heath Multi Academy Trust**.

Academy Health and Safety Working Group

The working group will consist of at least the Head of Academy or his/her nominee, an Academy H/S co-ordinator, and a cross section of staff both academic and support staff from each academy.

The working group will meet at least three times per year and will report to the Head of Academy.

The working group may determine its own chair and proceedings in line with any **Washwood Heath Multi Academy Trust** statement of intent and/or the Saltley Academy Health and Safety Policy.

The working group may invite other members of staff and students to attend a working group meeting for specific agenda items.

This working group will:

- Take into account the **Washwood Heath Multi Academy Trust** statement of intent and Saltley Academy Health and Safety Policies;
- Make and review regularly specific health, safety, welfare and security arrangements for implementing this policy;
- 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 that affect Health and Safety;

- Receive and consider an annual status review from the HSC and determine any necessary response;
- Consider any other items raised by management or the staff representatives; and
- Report as required to **Washwood Heath Multi Academy Trust**.

Designated Member of the Local Governing Body for Health and Safety

This member of the Local Governing Body is responsible for:

- Liaising with the Head of Academy and the H/S Co-ordinator (HSC) between meetings of the Local Governing Body to ensure that the **Washwood Heath Multi Academy Trust** statement of intent and Saltley Academy Local Governing Body 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 the working of the Health and Safety working group;
- Overseeing the use of the Health and Safety management system in the Academy;
- Inspecting the accident/incidents books at least once a term; and
- Reporting as appropriate to the Local Governing Body.

Head of Academy

The Head of Academy (or, when absent, a nominated Deputy Head of Academy) will be responsible for the overall implementation of the Health and Safety Policy.

The Head of Academy is responsible for:

- The health, safety and welfare of staff, students, contractors, visitors and any other person using the premises;
- Ensuring safe working conditions for all of the above (staff, students, contractors, volunteers and visitors);
- 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;
- Appointing member(s) of the Saltley Academy leadership team to the Health and Safety working group;
- Directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout Saltley 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;
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- Determining in consultation with the HSC which risk assessments should be considered exceptional and be written, taking into account the government's advice (see 'Risk Assessment' section below);
- 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;
- Delegating to the HSC appropriate tasks for the day-to-day implementation of the policy;
- Ensuring that the Health and Safety management system is used effectively by relevant users;
- Ensuring that parents are kept informed on any Health and Safety issues and enlisting their support as appropriate;
- Making termly progress reports and an annual health, safety and security status review and presenting it to the Academy Local Governing Body; and otherwise
- Keeping the Academy Local Governing Body informed of the progress of the implementation of the policy and informed about changes to the law and guidance.

Health and Safety Manager (HSC)

The HSC of Saltley Academy will be a suitably qualified and 'competent person' (as defined above) responsible to the Head of Academy for:

- Managing, co-ordinating and monitoring Health and Safety matters within the academy, including the provision of training;
- Ensuring that the academy's Health and Safety Policy and systems are implemented;
- Reporting regularly to the Head of Academy on Health and Safety issues;
- Participating in the work of the Academy Health and Safety Working Group;
- Assisting the Head of Academy in compiling the annual status review;
- Liaising as appropriate with the member of the Local Governing Body 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 Head of Academy on which risk assessments should be written having taken into account the government's advice;
- Liaising with any contractors and making reports to the Head of Academy 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);
- Maintaining records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken.
- Ensuring that teaching, administrative, catering and all ancillary staff (including volunteers) are aware of aspects of the Health and Safety Policy that affect them;
- Ensuring that teaching, administrative, catering and all ancillary staff (including volunteers) are compliant with the **Washwood Heath Multi Academy Trust** statement of intent and the Saltley Academy Health and Safety Policy and sub-policies;
- Ensuring that contractors and persons hiring any part of the premises are aware of the Saltley Academy Health and Safety 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 Saltley 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; and
- Overseeing the efficient use of any Health and Safety management system to prompt and record the proper discharge of all necessary relevant tasks;
- Making a termly report to the Local Governing Body on the progress of Health and Safety compliance in Saltley Academy.

Staff with Departmental Responsibilities

Heads of departments of Saltley Academy will be appropriately trained and are responsible to the Head of Academy through the HSC 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 Saltley Academy 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 Working Group;
- Use the Health and Safety management system to record completion of the relevant tasks;
- Make and regularly review a departmental Health and Safety Policy (see the **Washwood Heath Multi Academy Trust** template for a departmental policy in Appendix A);
- 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;
- Ensure that all departmental staff and contractors have suitable training for all work activities undertaken;
- Keep records of training and copies of certification for all Health and Safety-related training for all departmental staff and contractors;
- Instruct all staff, students and others under their jurisdiction 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, including any visitors/contractors, 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 H/S Co-ordinator;
- Participate in the work of the Health and Safety working group if required to do so; and
- Assist the HSC in compiling an annual status review.

Site Manager (FM contractor)

The site manager is responsible to the HSC for:

- Implementing the appropriate Academy policies and procedures;

- 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; and
- Ensuring that all site and cleaning staff, including contractors, work in accordance with safe working practices issued by the Academy.

Where the Academy contracts out the catering arrangements the HSC will ensure that the below responsibilities are fulfilled as part of the contract: the contract will set out the Head Cook/Catering Manager's responsibilities and the contractor's responsibilities.

- Implementing the relevant **Washwood Heath Multi Academy Trust** statement of intent and Saltley Academy Health and Safety Policy and sub-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 HSC 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 the making of the annual status review.

All Members of Staff

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 reporting systems;
- 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 Saltley 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 HSC or heads of areas/departments as appropriate to any potential hazard noticed;
- Report (through the Academy's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- Ensure that students' behaviour is regulated in accordance with the Academy's Student Behaviour Policy;
- Report any unsafe working practices to the Site Manager (via FM contract help desk);
- 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 and Missing Students Policy;
- 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;
- Use the Health and Safety management system;
- Participate in any relevant paid training; and
- Read this Health and Safety Policy and all sub-policies agreed by the Academy and sign and date the Academy's logbook to indicate that he/she has done so. The following statement should be used:

'I have read the Academy's Health and Safety Policies and all sub-policies and understand my responsibilities'.

All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meetings in their departments.

All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the HSC or Head of Academy as appropriate.

Washwood Heath Multi Academy Trust and Saltley 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.

Washwood Heath Multi Academy Trust and Saltley Academy will follow the government's advice that all Academy/Trust staff should follow 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 HSC in the first instance and request that it is reviewed.

Staff Safety Representative

Trade union 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 Head of Academy and the HSC, 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 Working Group;
- 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.

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

Academy Nursing Service

The Academy nursing service Health Advisory Service is responsible for:

- Notifying the staff when a child has been identified as having a medical condition who will require support in the Academy;
- Collating information provided by parents and professionals;
- Drawing up any student healthcare plans;
- Ensuring that students with medical conditions are properly supported in the academy, including supporting staff on implementing a child's health plan;
- Liaising with lead clinicians on appropriate support for the child and associated staff training needs;
- Liaising with staff, parents and professionals to provide suitable healthcare plans;
- Administering all prescribed medication and any necessary non-prescription medicine and ensuring safe storage in accordance with the Governing Body policy;
- Working with the Head of Academy to determine the training needs of a Academy staff and agreeing with the Head of Academy who would be best placed to provide the training;

- Confirming to the Head of Academy that Academy staff are proficient to undertake healthcare procedures and administer medicines;
- Ensuring that appropriate records are kept and are accessible; and
- Reporting as required to the Head of Academy (or Head of Academy's representative).

The staff in charge of particular activities (whether on or off the Academy premises) are responsible for liaising with the Academy nursing service and ensuring that appropriate arrangements are made for students with medical needs during:

- Educational visits/learning outside the classroom; and
- Sporting activities.

Confirmation that the Policy has been Read and Understood

Under arrangements made by the HSC, all employees will sign the Academy logbook to indicate that they have read and understood this policy and the sub-policies and their responsibilities.

Consultation

Staff

The Head of Academy will consult safety representatives of staff unions recognised by **Washwood Heath Multi Academy Trust** and any staff representatives elected to represent staff who are not members of recognised unions.

Staff interests will also be represented on Saltley Academy Health and Safety working groups.

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 HSC.

Students and Parents

Students also play a part in overall Health and Safety and welfare and will be encouraged to discuss Health and Safety issues at academy student council meetings and raise any concerns, which will be reported to the HSC.

Academy Governing Bodies or Heads of Academy may decide to involve students further in the management of health, safety, welfare and security.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security, safeguarding of students, road safety). Each academy may determine the amount and manner of the consultation.

Organisation

Structure

- **Washwood Heath Multi Academy Trust** has overall responsibility for the policies and procedures at the trust and within Saltley Academy;
- The **Academy Health and Safety Working Group** will consider and make recommendations on overall Health and Safety issues affecting the Academy and will report to the Head of Academy;
- The Academy's **Local Governing Body** reports to **Washwood Heath Multi Academy Trust** and will use a designated governor for Health and Safety for regular liaison with the HSC and Head of Academy and to participate in the work of the Academy Health and Safety Working Group;
- The **Head of Academy** has overall responsibility for the internal management of the academy policies and procedures and reporting to the Local Governing Body;
- **H/S Co-ordinator** has the responsibility for the day to day management, co-ordination and implementation of the policy and for liaising with contractors and reporting to the Head of Academy;
- **Heads of departments** have responsibility for Health and Safety within their areas and for reporting to the H/S co-ordinator;
- Regular (at least termly) **department and team meetings** with reports going to the H/S co-ordinator;
- **Union safety representatives** have the right to participate in the Academy Health and Safety Working Group and to discuss Health and Safety issues as necessary with the H/S co-ordinator and/or the Head of Academy;
- **Staff who are not in a union** have a right to elect a representative who will also participate in the Health and Safety working group and to discuss Health and Safety issues with the H/S co-ordinator and Head of Academy; and
- The Local Governing Body want the **student council** to have an advisory role, reporting to the Health and Safety working group and HSC.

Risk Assessment

All members of staff in charge of a departmental 'safety areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. Members of staff must be **competent** to carry out appropriate risk assessments. The H/S co-ordinator is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

Saltley Academy will determine its own risk assessment pro forma, which must be used by all staff or other designated persons. Completed assessments must be sent to the H/S co-ordinator and retained on the Health and Safety management system

and made accessible to all relevant staff. Relevant staff will be provided with training on the Health and Safety management system.

Risk assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective.

The H/S co-ordinator 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 H/S co-ordinator has the discretion to seek advice from **Washwood Heath Multi Academy Trust** on appropriate delegation and will report the reasons and response to the Head of Academy.

The Government's current advice is that written risk assessments are not required for every activity. Staff should assume they only need to write down a risk assessment in exceptional circumstances. Where the Head of Academy (through the HSC) determines that a risk assessment must be carried out, the H/S co-ordinator will ensure that any significant findings of the assessment are written and recorded. A verdict of: 'Risk assessed. No significant finding' is acceptable.

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 Head of Academy 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 Head of Academy must ensure that the significant findings of the assessment are recorded. See DfE guidance [Health and Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies](#).

Security

Saltley Academy will take note of the **Washwood Heath Multi Academy Trust** overall Security policy and adapt it to suit the particular situation of the Academy.

The Academy's security arrangements for the relevant areas are contained in the Academy Handbook and are also available from the HSC.

The security arrangements will cover as relevant:

- The site;
- The buildings;
- Notices;
- Control of visitors to the Academy;

- Locks and keys;
- 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 the Academy in the morning and leaving in the afternoon; and
- Responsibilities for security aspects.

Health and Safety Management Arrangements

Saltley Academy will use the Handsam Health and Safety Management system for recording Health and Safety management. All relevant staff will be trained in its use and must utilise the system as directed by the HSC and/or staff members of **Washwood Heath Multi Academy Trust**.

The HSC will be responsible for the Health and Safety management system and will make regular reports to the Head of Academy on the progress of the annual cycle of Health and Safety management.

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 the manner laid down by the Academy.

The Academy will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an ongoing basis.

Washwood Heath Multi Academy Trust will make arrangements to review the implementation of the management system from time to time to ensure that the system is used to ensure that the Saltley Academy complies with law and regulations.

The Saltley Academy Local Governing Body will receive termly reports on the implementation of its Health and Safety policies and procedures and an annual status review.

Training

Saltley Academy 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.

All employees, volunteers, peripatetic staff etc., whether permanent or temporary will undergo induction training which will include the following Health and Safety matters:

- Emergency arrangements;
- Fire drills;
- First aid arrangements;
- Accident reporting;
- Good housekeeping;
- Codes of safe practice and guidance;
- Health & Safety handbook and Academy arrangements;
- Safeguarding students and Child Protection;
- Specific hazards/responsibilities associated with work activity such as Manual Handling, Working at Height, COSHH (Hazardous Substances) etc; and
- 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.

The H/S co-ordinator will identify with relevant heads of department and staff the appropriate Health and Safety training needs.

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

Staff who feel that they have a need for Health and Safety training of any kind should notify the HSC in writing.

The HSC of Saltley Academy 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.), relevant heads of department are responsible for:

- Checking the validity of certificates;
- Arranging refresher training when necessary; and
- Keeping the HSC informed.

Responsibility for facilitating attendance and funding of training will be allocated according to the Academy's continuing professional development (CPD) policy.

Staff Involvement in the Management of Health and Safety

All staff will have access to a copy of **Washwood Heath Multi Academy Trust** statement of intent and the Saltley Academy Health and Safety Policy and sub-

policies and will sign the Academy logbook to indicate that they have read and understood this policy and the sub-policies and their responsibilities. Saltley Academy recognises that time must be provided for this to be undertaken.

All relevant staff will be trained to use the Academy's Handsam Health and Safety Management system.

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

All staff will have the opportunity for direct involvement in managing Health and Safety through departmental arrangements and through representatives on the Health and Safety Working Group.

Measuring Performance

Saltley Academy will use an appropriate system to support relevant staff in carrying out their responsibilities for health, safety and security in their areas.

The HSC will ensure that the following are carried out as appropriate, using the Academy's management system for logging purposes:

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the Health and Safety Working Group;
- 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.

Status Review

Saltley Academy will, at the end of each academic year (or appropriate period), draw up a status report on each safety management area covered by the Academy's review.

The review will draw off the information on the management system and will comprise:

- A statement of the number of uncompleted tasks on 31st August (or any other date chosen by **Washwood Heath Multi Academy Trust**);
- 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 and reports; and
- Any proposals for improvements.

The Head of Academy will ensure that copies of the status review will go to the Local Governing Body, the board of **Washwood Heath Multi Academy Trust**, all staff and union representatives

Equal Opportunities

In making, reviewing and implementing this policy the Trust's Equality Statement 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, contractors, volunteers 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, in order to ensure safe access for disabled staff, students, contractors, volunteers and visitors.

Sub-policies

The attached sub-policies make up the overall Saltley Academy Health and Safety Policy to which each academy must have regard.

Each academy may decide to add additional sub-policies that are relevant to its situation and needs. If additional sub-policies are added, the Academy Local Governing Body must ensure that draft copies are submitted to **Washwood Heath Multi Academy Trust** for consultation and approval with the National Joint Council.

Saltley Academy Local Governing Body will take into account any guidance from **Washwood Heath Multi Academy Trust** and will incorporate any requirements set out by **Washwood Heath Multi Academy Trust** before implementing the sub-policy.

Monitoring and Review

The **HSC** is responsible for:

- Monitoring the implementation of the policy;
- The proper use of the Academy's management system;
- The making of risk assessments;
- The state of training, and
- Reporting to the Head of Academy.

The HSC will assist the Head of Academy in compiling the annual status review.

The **Head of Academy** is expected to show leadership in Health and Safety management.

The Head of Academy will:

- Monitor the implementation of the policy;
- Ensure that the Academy's procedures are fit for purpose;
- Ensure that the management system is being used to ensure compliance;
- Advise the Local Governing Body of changes in Health and Safety law, regulations and guidance;
- Keep the Local Governing Body up to date with any changes in the academy organisation that may require a fresh look at Health and Safety; and
- Present an annual status review to the Governing Body.

The **Delegated Governor** will oversee the implementation of the **Washwood Heath Multi Academy Trust** statement of intent and Saltley Academy policies and procedures and will report to the Local Governing Body.

The **Local Governing Body** will:

- Receive termly reports on Health and Safety and security in the Academy from the Head of Academy and an annual status review;
- Report as directed to **Washwood Heath Multi Academy Trust** on the working of the policy and procedures;
- Ensure that the Academy maintains, monitors and reviews its Health and Safety Policy, procedures and organisational arrangements; and
- Send the annual status review to **Washwood Heath Multi Academy Trust**.

The Local Governing Body has the right to recommend to **Washwood Heath Multi Academy Trust** amendments and additions to the policy, as agreed by the Health and Safety Working Group.

The Local Governing Body will review the implementation of the **Washwood Heath Multi Academy Trust** statement of intent and Saltley Academy policies in the

academy at least annually or as instructed by **Washwood Heath Multi Academy Trust**.

Date of the next review: March 2017

Signed: _____

Chair of Local Governing Body

Date: _____

Print: _____

Signed: _____

Head of Academy

Date: _____

Print: _____

Appendix A: Template for a Department Health and Safety Policy

Contents

The Academy Policy

Purpose and Aims

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- Risk Management

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Training

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Display Screens

Safeguarding Students

Staff Welfare/Stress

Lone Workers

Records

Accidents

Student Behaviour

Status Review

Development Plan

Responsibilities

Equal Opportunities

Monitoring and Review

Name of department:

Head of Department/person with overall Health and Safety responsibilities:

The Saltley Academy Policy

The Saltley Academy Health and Safety Policy and Washwood Heath Multi Academy Trust statement of intent aims to ensure that so far as is reasonably practicable that:

- All employees are safeguarded in respect of Health, Safety and Welfare whilst at work;
- All students and members of the public, including parents, visitors and contractors' employees who enter academy premises, are not exposed to any Health and Safety risks during the course of their business;
- No work is carried out by the Academy or contractors that is liable to expose employees, students or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced; and
- All contractors are able to demonstrate that they have suitable risk assessments and arrangements for securing proper Health and Safety, including, where necessary, a written statement of policy.

Saltley Academy objectives are to:

- Provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced;
- Ensure 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 or the public;
- Provide means of access and egress which are safe and without risks to health;
- Provide 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;
- Ensure that the health, safety and welfare of all employees, students and members of the public are under continuous review by management at all levels;
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- Ensure that the Academy will have and maintain up to date fire procedures and documentation and that all employees and students are familiar with them; and
- Develop safety awareness among all employees and students and to promote individual responsibility for Health and Safety at all levels.

Copies of the Health and Safety policies are kept on the Health and Safety management system and can be read in the staff handbook.

Purpose and Aims

This departmental policy sets out the means by which this department will fulfil the Academy's requirements for a healthy and safe environment for students, staff and visitors.

The **department** aims to:

- Ensure that everything reasonably practicable will be done to safeguard students, staff and visitors;
- Make and keep under review relevant policies and procedures;
- Make appropriate use of the Academy's management system if relevant;
- Ensure that staff in the department are appropriately trained in Health and Safety;
- Make suitable and sufficient risk assessments and control measures where risks are identified;
- Take immediate action where hazards are likely to turn into risks; and
- Ensure that the Academy's health, safety and security arrangements are known and implemented within the department.

Each member of the department is expected 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 reporting systems;
- 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 HSC or heads of areas/departments as appropriate to any potential hazard noticed;
- Report (through the Academy's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- Ensure that students' behaviour is regulated in accordance with the Academy's student behaviour policy;
- Report any unsafe working practices to the **head of department/site manager**;
- 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;
- Use the Health and Safety management system of Health and Safety management where relevant;
- Participate in any relevant paid training; and
- Read the Saltley Academy Health and Safety Policy and any sub-policies agreed by the Academy and sign and date the Academy's logbook to indicate that he/she has done so. The following statement should be used:

'I have read the Academy's Health and Safety Policies and understand my responsibilities'.

Health and Safety Management Arrangements

The Academy's Health and Safety Management Structure

- **Washwood Heath Multi Academy Trust**, as the employer, has overall responsibility for the policies and procedures in the Academy;
- The **Academy Health and Safety Working Group** will consider and make recommendations on overall Health and Safety issues affecting the Academy and will report to the Head of Academy;
- The **Governing Body** will appoint a designated governor for Health and Safety for regular liaison with the H/S co-ordinator and Head of Academy and to participate in the work of the Academy Health and Safety Working Group;
- The **Head of Academy** has overall responsibility for the internal management of the Academy policies and procedures and reporting to **Washwood Heath Multi Academy Trust**;
- The H/S co-ordinator has the responsibility for the day to day management, co-ordination and implementation of the policy and for liaising with contractors and reporting to the Head of Academy;
- **Heads of departments** have responsibility for Health and Safety within their areas and for reporting to the H/S co-ordinator;
- Regular (at least termly) **department and team meetings** with reports going to the H/S co-ordinator;
- **Union safety representatives (AND/OR staff safety representatives)** have the right to participate in the Academy Health and Safety Working Group and to discuss Health and Safety issues as necessary with the H/S co-ordinator and/or the Head of Academy; and

- The **student council** is to have an advisory role, reporting to the Health and Safety working group and HSC.

In the department, the head of department will be responsible for ensuring that the management tasks are completed and recorded.

Risk Management

Health and Safety will be on the agenda of all departmental meetings and minutes of any discussion and action will be taken, kept and passed to the academy's HSC where appropriate via the Health and Safety management system.

The head of department will ensure that generic risk assessments are made and kept under review and that the staff making the risk assessments are competent to do so. Members of the department will make assessments they are competent to make, in areas they are responsible for and will observe the risk controls that have been determined.

All members of staff undertake to inform the head of department of any potential risk as soon as they perceive it. The head of department will decide whether the risk can be managed within the department, or needs the Academy's help.

The Government's current advice is that written risk assessments are not required for every activity. Staff should assume they only need to write down a risk assessment in exceptional circumstances. Where the Head of Academy determines that a risk assessment must be carried out, the head of department will ensure that any significant findings of the assessment are written and recorded. A verdict of: 'Risk assessed. No significant finding' is acceptable, where appropriate.

All risks and the action taken will be recorded in the department's log and passed to the Health and Safety management system administrator.

All staff will use the Academy's agreed risk assessment template and means of assessing risks.

Training in risk assessment and control will be provided by the Academy or department as appropriate.

Managing Risks Specific to the Department

All members of staff must wear appropriate protective clothing where relevant in accordance with current regulations on personal protective equipment.

Training

The head of department will submit an appropriate training plan to the relevant HSC annually as per the Academy's requirements and will maintain all training records for their departmental staff and contractors.

Fire Safety

All members of the department will:

- Familiarise themselves with the fire safety policy and procedures;
- Ensure that fire doors open as intended and that nothing impedes their opening;
- Ensure that any fire equipment for which they are responsible is properly maintained and checked periodically;
- Know any special fire precautions for equipment and materials that they use;
- Check periodically that the fire notices are on display in their teaching areas;
- Ensure that students know the alarm and evacuation procedure and route from the area to the assembly area;
- Keep a register of students present in each teaching period; and
- Report to the head of department any hazards likely to cause a fire.

The head of department (or senior member of the department present) has the responsibility for directing any visitors to the Academy to the assembly area in case of fire. But all staff must be aware that visitors will need to be properly directed.

Training in action to be taken on hearing the fire alarm will be provided by the Academy.

Display Screens

Because there is so much use of display screen equipment (DSE) in the Academy, all members of staff must pay attention to the Display Screen Policy as it affects both staff and students' Health and Safety.

Safeguarding Students

All staff must be aware of their duty to note and report any suspicions that a student might (however remotely) be subject to some abuse.

Saltley Academy will provide periodic training in the requirements for safeguarding students and in recognising potential problems.

Any suspicions will be reported immediately to the Academy's designated teacher for safeguarding children.

Teaching staff are expected to teach risk management to students according to the national curriculum requirements in their subject and any requirements the Academy may have.

Staff Welfare/Stress

Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other.

Staff who feel under stress that is more than the normal expected stress of working in the academy should report this initially in confidence to the head of department (or the member of the leadership team with responsibility for staff welfare).

Staff are also expected to report in confidence any concerns they may have about other members of the department's state of health.

Lone Workers

When a member of the department is working alone in the department he/she should ensure that the Academy's procedure for signing in and communication are observed (**see the Academy's lone workers policy**).

Records

Appropriate records of risk management events and or other issues will be kept by the head of department. These will be kept on the Health and Safety management system and will be periodically inspected by the HSC.

Accidents

All accidents to staff and students **MUST** be recorded as per the Academy's system.

Staff who are unsure about the system must seek advice from the head of department.

Student Behaviour

Student misbehaviour is one of the greatest risks to Health and Safety.

All staff have a common law and contractual duty to maintain good order and discipline among students and to safeguard their Health and Safety. Staff must know the Academy's student behaviour policy and rules that are designed to ensure student safety and to participate in ensuring that the rules are obeyed.

Status Review

The department will contribute to Academy's annual Health and Safety status review.

The department's report will review:

- The overall fulfilment of risk assessments and other Health and Safety tasks as recorded on the Health and Safety management system;
- The overall decrease/increase in risks;
- The overall decrease/increase in accidents/incidents and near misses;
- Any other findings in the annual audit;
- Changes in the organisation, policy or structure;
- Any risks associated with new processes and new technology;
- External influences: legislation/guidance/British Standards/auditors reports; and
- Will make proposals for improvements.

Development Plan

The development of health, safety and security within the department will be part of the department's development plan as appropriate.

Responsibilities

The **head of department** will be appropriately trained and is responsible to the Head of Academy through the H/S co-ordinator for the implementation and operation of the Health and Safety Policy as it affects their areas of responsibility. In order to discharge this responsibility the head of department 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 Working Group;
- Use the Health and Safety management system to record completion of the relevant tasks;
- Make and regularly review a departmental Health and Safety Policy;
- 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 jurisdiction 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 HSC;
- Participate in the work of the Health and Safety working group if required to do so; and
- Assist the HSC in compiling an annual status review.

All members of the department have the responsibilities set out on page 3 of this departmental sub-policy.

Equal Opportunities

In implementing this sub-policy all staff must ensure that Sattley Academy policy on non-discrimination and equal opportunities is taken into account.

Monitoring and Review

The head of department will monitor the progress of the policy.

The head of department will liaise with the HSC to ensure that it remains in line with Academy policies.

The head of department will assist the HSC in compiling the annual status review.

The implementation of Health and Safety procedures will be reviewed annually at a department meeting. The review will be recorded on the Health and Safety management system and will be available for the HSC to note.

This sub-policy will be reviewed annually. The relevant people must sign the signature boxes on the Sattley Academy Health and Safety Policy to confirm that they have read this sub-policy.

Additionally, all members of the department must sign below.

Signatures of members of the department:

Signed: _____

Date: _____

Print: _____

Signed: _____

Date: _____

Print: _____

Signed: _____

Date: _____

Print: _____

Appendix B: Risk Assessment Template

Making risk assessments in the workplace is covered by the *Management of Health and Safety Regulations 1999*. There is no law about how risk assessments should be done or recorded, although the HSE has issued [guidance](#) on these.

Although some risks can not be prevented, you should always look to eliminate a risk where it is possible. Controlling risks that can not be prevented should be focused on doing what is reasonably practicable, with the aim to protect anyone likely to come into contact with the risk. No risk is averted by the amount of writing in a risk assessment. Be brief and to the point. The aim is to remind yourself and any other appropriate persons what needs to be done to protect anyone likely to come into contact with the risk.

THE ACADEMY WILL DETERMINE A RISK ASSESSMENT TEMPLATE THAT WILL BE USED THROUGHOUT THE ACADEMY. BELOW IS AN EXAMPLE.

Academy name:					Event:			
Department:								
The risk	Who and how many are at risk?	How may they be harmed?	What level of risk is it?: (3) High Risk (2) Medium Risk (1) Low Risk	What procedures are in place now to reduce the risk?	What else could be done in the long term to reduce the risk?	Who needs to do this?	When does this need to be done by?	Date actioned
Risk assessment by:					Date:			

Appendix C: List of Job Roles

If any roles are irrelevant in your school/academy please enter 'N/A' in the relevant box (e.g. Early Years would not be relevant in a Secondary School). If a post is relevant but you do not currently have a member of staff in post please enter 'Position Vacant'.

Saltley Academy **Roles and Responsibilities for Health and Safety**

Job Role	Name/Position
Head of Academy	Peter Weir
Chair of Governors	Michael York
Nominated Governor with responsibility for Health and Safety	Michael York
Health and Safety Manager(s)	Oxana Morgan
Health and Safety Committee members	Oxana Morgan Andy Pyke Claire Johnson Chris Spiers Fadl Hadi Helen Hopkins Iftkhar Ali Jafir Hissain Rangzeb Iqbal Sonia Clarke
Health and Safety 'Competent Person'/Service	Handsam Ltd
Business Manager	Oxana Morgan
Site/Facilities Manager	Delroy Bramwell
Designated Safeguarding Lead	Liz Wilson
Deputy Designated Safeguarding Lead	Liz Wilson
Appointed Person for Pastoral Care	Philip Turner
Nominated Governor for Anti-Bullying	
Nominated Teacher Lead for Anti-Bullying	Ash Khan

Head of E-Safety	Liz Wilson
Educational Visits Coordinator (EVC)	Liz Wilson
Person to whom Mini-Bus incidents must be reported	Pete White
Lead Staff member for Early Years	n/a
Lead Staff member for Key Stage 1	n/a
Lead Staff member for Key Stage 2	n/a
Responsible Person for Science Department	Helen Hopkins
Head Science Technician	Abbu Sofian
Radiation Protection Supervisor	n/a
Radiation Protection Officer	n/a
Radiation Protection Advisor	n/a
Responsible Person for Design and Technology Department	Anwar Hasan
Responsible Person for Physical Education Department	Juliette McCartney
Responsible Person for Dance/Drama Department	Dance: Juliette McCartney Drama: Lisa Bickley
Responsible Person for Onstage Safety	n/a
Responsible Person for Backstage Safety	n/a
Responsible Person for Equal Opportunities	Liz Wilson
Responsible Person(s) for Special Educational Needs and Disability	Liz Wilson; Richard Jones
Responsible Person for Co-ordinating the Day to Day Provision of Education for pupils with Special Educational Needs at the Academy	Richard Jones
Special Educational Needs Coordinator (SENCO)	Richard Jones
Special Educational Needs Team Members	Richard Jones
Responsible Person for First Aid	Claire Johnson
Name of School Nurse(s)/Service	Health Advisory Service

Responsible Person for Ensuring Support for Pupils with Medical Conditions (and IHPs)	Claire Johnson
Responsible Person for Managing Medicines	Claire Johnson
Responsible Person for Managing Pregnant Staff	Karen Liston
Responsible Person for Investigating Accidents	Oxana Morgan
Responsible Governor for Investigating Accidents	Michael York
Responsible Person for Electrical Equipment	Oxana Morgan
Responsible Person for Asset Register	Oxana Morgan
Responsible Person for Waste Management	Oxana Morgan
Nominated Responsible Person for Fire Safety	Oxana Morgan; Pete White
Fire Service Liaison Officer (FSLO)	Oxana Morgan; Pete White
Responsible Person for Inspecting Fire Safety Signage	Oxana Morgan; Pete White
Responsible Person for Inspecting Walkways and Escape Routes	Oxana Morgan; Pete White
Responsible Person for Inspecting Fire Resisting Doors	Oxana Morgan; Pete White
Responsible Person for Checking Fire Service Has been Called	Oxana Morgan; Pete White
Responsible Person for Fire Training	Oxana Morgan; Pete White
Responsible Person for Legionella	Oxana Morgan
Competent Person for Working at Height	Oxana Morgan
Permit Issuer for Working at Height	Oxana Morgan
Permit Issuer for Confined Spaces	Oxana Morgan
Permit Issuer for Hot Works	Oxana Morgan
Permit Issuer for Electrical Work	Oxana Morgan
Permit Issuer for Asbestos	Oxana Morgan
Crisis Management Team Members	Senior Leadership Team
Head of Crisis Management Team	Pete Weir

Appointed Competent Person for Managing Contractors	Oxana Morgan
Responsible Person for Hiring and Letting	Oxana Morgan
Responsible Person for Display Screen Equipment	Pete Weir
Responsible Person as Data Controller for CCTV	Ash Khan
Delegated Person for Arranging Home Visit Arrangements	Pete White

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