



## **Health and Safety Policy**

**2022 - 2023**

**Future Academies**

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**Review Procedure**

This policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Trust Board for acceptance.

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## 1. Statement of Intent

Future Academies recognises and accepts its duty of care towards its staff, students and visitors.

The Trust is committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work-related ill-health.
- Meeting our legal responsibilities under health and safety legislation as a minimum.
- Assessing risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing adequate information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the Trust.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The policy applies to all relevant Trust activities, is written in compliance with all current UK Health and Safety legislation and is being consulted on with staff and their safety representatives (Trade Union and Health and Safety Representatives). It is published and accessible to all staff, students and visitors.

Health and safety procedures will be adopted and responsibilities will be appropriately assigned to ensure the aims of this policy are met. All trustees, staff, and students have a responsibility to manage health and safety and are expected to play their part in the implementation of this policy.

## 2. Roles and Responsibilities

### 2.1 Introduction

To achieve compliance with the Statement of Intent, additional responsibilities are assigned as detailed in this part of the policy.

### 2.2 Trust Board

The Trust Board is responsible for ensuring that:

- The Health and Safety Policy is up-to-date and approved.
- The Health and Safety Policy statement is clear, and it promotes a positive attitude towards safety and health for staff, students and visitors.
- The Executive Management (CEO/COO), Principals and other staff are aware of their health and safety responsibilities and have sufficient experience, knowledge and training to perform the tasks required.
- Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.
- Sufficient funds are set aside with which to operate safe working practices.
- Health and safety performance is monitored, failures in the Health and Safety Policy or implementation are identified, and policies and procedures are revised as necessary.

### 2.3 Local Governing Body (LGB)

The Local Governing Body (LGB) is responsible to the Trust Board for ensuring that:

- Monitoring the implementation of the Health and Safety Policy in the academy.
- Ensuring that the Principal and other staff are aware of their health and safety responsibilities and have sufficient experience, knowledge and training to perform the tasks required.
- Through the Principal's Termly Report, reviewing and monitoring the work of the Academy Health and Safety Committee, including issues arising from accidents and incidents, and from the annual health and safety audits.
- Undertaking periodic inspections to provide assurance that the Policy is being implemented.
- Ensuring that health and safety performance is monitored, failures in the Health and Safety Policy or implementation are identified, and policies and procedures are revised as necessary.
- Approving risk assessments and controls for educational visits.

### 2.4 Chief Executive Officer (CEO)

- The CEO is accountable to the Trust Board for the effective implementation of the Health and Safety Policy.
- The CEO will delegate responsibility for strategic oversight to the Chief Operating Officer (COO) and responsibility for academy implementation to the Principals.
- The CEO will report termly to the Trust Board on health and safety through the CEO's Report. These reporting responsibilities may be delegated to the COO, who is tasked with developing and maintaining the Trust's compliance and expertise in this key operational area.

### 2.5 Chief Operating Officer (COO) and Health and Safety (H&S) Compliance Manager

The COO is responsible for:

- Supporting the CEO and the Trust Board in the development and management of health and safety across the Trust to ensure a safe and compliant working, teaching and learning environment for all staff, students and visitors.
- The COO will delegate responsibility to the Trust Health and Safety Compliance Manager (to be appointed), as appropriate.
- Guiding on the development of Trust-wide policies and procedures, developing approaches to new health and safety matters as they arise, providing professional health and safety (H&S)

expertise across all primary, secondary and head office activities to support the operation of the Trust, and securing subject matter expertise, as necessary.

- Supporting each Principal in the implementation of the Trust’s Health and Safety Policy, particularly where new risks emerge.
- Procuring and managing the external health and safety advisor.
- Making available health and safety training, in circumstances where Trust-wide provision is appropriate and relevant.
- Overseeing any health and safety audits undertaken by external advisors to ensure that implementation is in line with the Trust’s Health and Safety Policy.
- Providing relevant health and safety monitoring and termly key performance indicator reporting to the CEO/Executive Management Team and the Trust Board.

## **2.6 Principals<sup>1</sup>**

The Principal of each academy in the Trust has delegated responsibility to oversee health and safety matters in their academy, and is responsible for the following:

- Effective implementation of the Trust’s Health and Safety Policy.
- Ensuring that academy Leadership Team Members, Heads of Department and Senior Managers have systems in place (including procedures and risk assessments) to minimise the risk to staff, students, contractors, visitors and anyone else affected by the activities of the academy.
- Making decisions on health and safety issues based on relevant risk assessments and ensuring the control of those risks appropriately. Providing final authority on matters concerning health and safety at work within their academy.
- Acting as the Responsible Person in relation to fire risk assessment and management, as defined in the Regulatory Reform (Fire Safety) Order 2005.
- Ensuring that a First Aid and Medical Conditions Risk Assessment is conducted for the academy.
- Appointing and managing the work of the Academy Health and Safety Co-ordinator.
- Chairing the Academy Health and Safety Committee (at least termly).
- Overseeing investigation and reporting on accidents, incidents and near misses, including RIDDOR reporting when necessary and in conjunction with the COO.
- Receiving and acting upon (in liaison with the COO) information from managers, employees, the Trust’s Health and Safety advisors (acting for the academy as the Trust’s competent Health and Safety advisor, as noted in the requirement of regulation 7 of the Management of Health and Safety at Work Regulations 1999) and any trade union representatives about health and safety matters in the academy.
- Planning, as necessary, to make human, financial and other resources available to secure a high standard of health and safety management, taking external advice where relevant.
- Integrating health and safety into communications, staff induction and training at the academy.

## **2.7 Academy Health and Safety Co-ordinator**

The Health and Safety Co-ordinator will work in conjunction with the Principal, external health and safety consultants, and the Academy Health and Safety Committee, to support the Principal in the implementation of the Health and Safety Policy. Acting for and on behalf of the Principal, they are tasked with ensuring that all relevant policies, procedures, risk assessments, training and documentation are in place for the academy.

The Health and Safety Co-ordinator achieves this by ensuring that:

- The Health and Safety Policy is communicated and made available to all.
- Appropriate information on significant risks is given to visitors and contractors.

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<sup>1</sup> At Future Academies, the term ‘Principals’ is taken to mean the Principal of a secondary academy and an Executive Principal in relation to a cluster of primary academies.

- Appropriate consultation arrangements are in place for staff and their safety representatives, including the Health and Safety Committee.
- All staff are provided with adequate information, instruction and training on health and safety issues, and training records are maintained.
- Where additional responsibilities for health, safety and welfare are allocated to specific individuals, they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.
- Monitoring that records are kept by the relevant staff and departments of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.
- Ensuring that emergency procedures are in place for the academy, including fire evacuation and lockdown procedures.
- Investigating that any accidents, incidents and near misses are investigated by the Principal or their designate, and co-ordinating the completion of any remedial actions to be implemented.
- Compiling a termly report to the Local Governing Body (in accordance with the Trust's Scheme of Delegation) on the health and safety performance of the academy.

## 2.8 Academy Health and Safety Committee

The Academy Health and Safety Committee provides a forum for joint employer/employee discussions of health and safety matters.

- This Committee will meet once per term as a minimum.
- All employees are encouraged to bring health and safety concerns to this Committee either directly or through their safety representative.
- The Committee will review all health, safety, fire safety and security matters, including a review of Policy at least annually.
- The Committee will advise the Principal and/or the manager responsible for health and safety, of any current issues.
- Safety Representatives, whether appointed by a recognised trade union or elected by the workforce, are automatically members of this Committee.

The Health and Safety Committee will comprise of:

- |                                                                                         |                                                                                                                                    |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 1. Principal                                                                            | 9. Leadership Team Member with responsibility for Child Protection, Student Welfare and First Aid                                  |
| 2. Academy Health and Safety Co-ordinator                                               | 10. Person with responsibility for First Aid                                                                                       |
| 3. Trust COO or designate (Trust H&S Compliance Manager)                                | 11. Union H&S representative                                                                                                       |
| 4. Regional Estates Manager                                                             | 12. Academy Governor (e.g. staff governor, subject to scheme of delegation responsibilities)                                       |
| 5. Academy Facilities Lead                                                              | 13. Others as nominated (e.g. Safety Representatives, Educational Visits Co-ordinator, Careers/Work Experience Co-ordinator, etc.) |
| 6. Academy IT Manager                                                                   |                                                                                                                                    |
| 7. Academy HR Administrator                                                             |                                                                                                                                    |
| 8. Curriculum Department Representatives (specifically Science, Art, PE and Technology) |                                                                                                                                    |

Specific functions include to:

- Review of accident, incident, violence and near-miss information for the academy, and monitor trends and any issues arising.
- Examine the findings of annual H&S Audit inspections.
- Consider input/feedback from staff, students and others on health and safety matters generally.
- Assist in developing risk assessments and academy safety procedures and safe systems of work.
- Monitor the availability and effectiveness of staff health and safety training, and ensure adequate numbers of staff are trained.
- Monitor the effectiveness of health and safety communication and publicity within the academy.

## **2.9 Academy Staff Holding Posts/Positions of Special Responsibility**

This includes the Senior Management Team, Heads of Departments/Curriculum Leaders, and other academy staff with special responsibilities. They must:

- Apply the Trust's Health and Safety Policy to their department or area of responsibility and be directly responsible to the Principal for the application of the health and safety procedures and arrangements in their areas of responsibility.
- Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Principal and the Health and Safety Co-ordinator.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them and refer to the Principal any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe and record these inspections where required.
- Ensure the provision of sufficient information, training and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their health and safety.
- Ensure all accidents, incidents and near misses are recorded and investigated appropriately.

## **2.10 All Teaching Staff**

Class teachers are responsible for:

- Exercise adequate supervision of their students and to know the procedures in respect of fire, lockdown, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to students.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Principal or Head of Department/Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment, or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with curriculum requirements for safety in education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation.
- Regularly check classrooms for potential hazards and report any observed to the Facilities Lead.
- Report all accidents, defects, and dangerous occurrences to the Principal or Facilities Lead.

## **2.11 Trust Estates and Facilities Management Team (Head of Estates and FM)**

The management of the academy buildings and facilities is the responsibility of the Head of Estates and Facility Management (to be appointed), who reports to the COO. Some aspects of this may be delegated to the Regional Estates and Facilities Lead, the Academy Facility Manager/Lead and the local site team.

The duties are to:

- Oversee the management of the buildings and facilities to minimise risks, including ensuring that the academy is kept clean and tidy to reduce the risk of slip and trip accidents.
- Ensure all maintenance and minor work arrangements are suitable and minimise the risk of accidents or ill-health.
- Ensure all inspections and maintenance of plant and equipment are carried out in line with statutory requirements and guidance, and that adequate records are kept.

- Maintain adequate records for testing works carried out, such as the inspection of water systems and weekly fire alarm tests, and whole academy drills, such as emergency evacuation and lockdown procedures.
- Act as Asbestos Duty Holder for the Trust and each academy, manage the Asbestos Management Plan, and communicate appropriately with staff and contractors regarding the location of known asbestos in each academy.
- Act as Legionnaires Duty Holder for the Trust and each academy, ensuring that a water management survey, legionella risk assessment and associated control measures, testing and monitoring are in place.
- Liaise with the COO and the Principal in respect of the arrangements for major capital works.
- Undertake risk assessments for works carried out by the premises staff and contractors.
- Ensure site staff have adequate training which is recorded and are provided with satisfactory personal protective equipment (PPE) as needed.

### **2.12 Trust Catering Manager (Outsourced)**

The Catering Manager is responsible for the safe operation of the catering facilities and must:

- Be familiar with the academy Health and Safety Policy and other associated policies.
- Prepare risk assessments for all catering activities.
- Ensure that all kitchen staff are instructed and informed to work following policies, risk assessments, and procedures in place.
- Inform the Facilities Lead, or the Principal, of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the academy is concerned.
- Ensure that non-catering staff do not use the catering facilities and equipment without the prior agreement from the Principal.

### **2.13 Other Contractors and Visitors**

- All visitors (including contractors) must report to reception and sign in on arrival.
- Visitors are not to be left unsupervised, must wear identification at all times and follow the correct safeguarding measures that are in place in the academy.
- Visitors and contractors must report any injuries to their host as soon as possible.
- All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Principal and/or Trust Estates and Facility Management Team of any risks that may affect the premises, staff, students and visitors.
- All contractors must be aware of this Health and Safety Policy, other relevant policies such as the Asbestos Management Plan, and emergency procedures and comply with these at all times.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal, Head of Estates and FM, or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

### **2.14 All Staff**

All staff have a responsibility for the health and safety of students, their colleagues, visitors and themselves. They also have a duty under the Management of Health and Safety Regulations 1999 to report to their line manager, any perceived shortcomings in the Trust's health and safety arrangements. All staff are responsible for reporting any unsafe conditions or events that may lead to an unsafe environment.

All staff must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.

- Observe all instructions on health and safety issued by the Trust, or any other person delegated to be responsible for a relevant aspect of health and safety.
- Follow the guidance given in health and safety training received.
- Report all accidents and near misses as per the reporting procedure.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Cooperate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those who are at serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify with regards to health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Cooperate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

### **2.15 All Students**

Students are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

### **3. Arrangements**

#### **3.1 Introduction**

The following procedures and arrangements have been established in the Trust to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. This section provides a summary of all the key health and safety arrangements applicable to the Trust, and is supported by additional detailed policies and procedures.

#### **3.2 Accident, Incident and Near Miss Reporting**

- All staff are required to ensure that all accidents, incidents and near misses are reported to the Principal (or designated responsible person) who will ensure that the accident is investigated and reported to the COO, the LGB and Trust Board, and the Health and Safety Executive, as appropriate. This also applies to non-staff and students.
- All incidents or near misses (something which has the potential to cause harm even if it has not caused harm on a particular occasion) must also be reported so they can be investigated and appropriate steps are taken to prevent a more serious reoccurrence.
- Accident and incident forms can be obtained from the local academy office, will be collated by the H&S Co-ordinator, on behalf of the Principal. The report must be completed within seven days of the accident or incident.
- The RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reporting requirements of the Health and Safety Executive will be complied with.
- Pupils and staff with medical conditions including allergies will be highlighted to the relevant staff teams (i.e. First Aiders and catering staff).

#### **3.3 Asbestos**

- All employees must have access to, read and understand the Trust's Asbestos Management Policy, and understand the presence of asbestos in each academy.
- The Head of Estates and FM delegates responsibility to the Academy Facilities Lead to ensure that the Academy Asbestos Log is read and signed by all contractors before starting any work on the premises.
- Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Facilities Lead.
- Staff must report any damage to asbestos materials immediately to the Facilities Lead and the Principal.
- Where damage to asbestos material has occurred the area must be evacuated and secured. The Principal will immediately notify the CEO, COO and Head of Estates and FM.

#### **3.4 Contractors**

- The selection and management of contractors must be in accordance with the Trust's Managing Contractors' Policy.
- The Contract Manager (which may be the Facilities Lead in the example of managing facilities-related contractors, or the IT Manager in the case of IT-related works) is responsible for ensuring that all contractors have access to and understand all our relevant policies (including this Health and Safety Policy) and are aware of current known hazards on the site, such as locations of asbestos in accordance with the Asbestos Management Plan.
- Only contractors who have been approved by the Trust and/or Facilities Lead will be deemed suitable to work within the academy.
- Contractors will not be allowed to carry out lone work, and will always be required to be DBS cleared.
- Contractors must be able to produce a method statement and risk assessment addressing the hazards they will present to students, staff and others. This will detail the controls that will be adopted to protect them.

- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Facilities Lead, Head of Estates and FM, COO or Principal, or their representative, will take such actions as are necessary to protect the safety of staff, students and visitors.

### **3.5 Curriculum Safety (including off-site learning activities)**

- All Curriculum Leaders/Heads of Department are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.
- The risk assessments must be published and made known to all teaching and support staff and reviewed regularly.
- Guidance from CLEAPSS, AfPE and other lead bodies must be adopted, as appropriate.

### **3.6 Display Screen Equipment**

- The Principal (co-ordinated by the H&S Co-ordinator) is responsible for ensuring that DSE assessments are completed for new staff that regularly use laptops or desktop PCs.
- Regular laptop users will be provided with docking stations.
- Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces, and will be reminded periodically of the opportunity to update DSE assessments.

### **3.7 Educational Visits and Journeys**

The Trust recognises that educational visits, away from the safety of the academy sites, can expose staff, students and non-employee volunteers to potentially unknown risk.

- All visits require parental consent and risk assessments to be carried out.
- Residential, adventurous and overseas trips require the approval of the Academy Governing Body. Local and frequent trips can be authorised by the Principal of the academy.
- Injuries occurring during an offsite visit must be handled as those in an academy. Information about injuries or incidents must be relayed back to the academy immediately.
- The Principal is responsible for appointing an Educational Visits Coordinator (EVC) and providing them with suitable training and the necessary resources for them to complete their duties.
- The Principal and the EVC are responsible for ensuring that all academy outings are managed in accordance with the Trust's Educational Visits Policy (where one exists).
- Staff involved in Educational Visits should be familiar with the Trust Educational Visits Policy.

### **3.8 Electrical Safety**

- The Head of Estates and FM and Academy Facilities Lead are responsible for ensuring that the hard electrical wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay. A schedule and checklist of inspection timescales will be maintained.
- The Facilities Lead will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive (HSE). A competent person or organisation will be responsible for the testing of portable appliance testing (PAT) and ensuring that they are certified as safe.
- All staff must be familiar with academy procedures and report any problems to the Facilities Lead. Staff must not bring electrical equipment into the academy without the permission of the Principal and notifying the Facilities Lead. Staff must under no circumstances, attempt any repairs. They should alert the local Facility Lead and site-team.
- Personal mains powered electrical equipment must not be brought into the academy, unless it has been subjected to the same tests as Trust equipment.

### **3.9 Fire Precautions and Emergency Procedures**

All students and staff will be provided with information on fire safety initially as part of their induction, and then through periodic fire drills and fire awareness briefings.

The Principal is responsible for ensuring:

- That a Fire Risk Assessment is undertaken and reviewed annually.
- That an Emergency Evacuation Procedure is in place regularly reviewed.
- All staff complete Fire Safety Awareness (normally at least every 3 years).
- A fire drill is completed at least twice per academic year (ideally termly), with additional drills for lockdown procedures (at least annually).
- That Personal Emergency Evacuation Plans (PEEPs) are prepared for staff and/or students with special needs and/or temporary needs that would impact on safe evacuation.
- That all staff are familiar with the key findings of the Fire Risk Assessment (FRA), the Emergency Evacuation Procedure and the Fire Safety Management policy.

The Trust Estates and FM Team, including the Facilities Lead, is responsible for:

- The maintenance and inspection of fire safety systems and reporting significant findings to the Head of Estates and FM and the Principal.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking 'hot work'.
- Periodic checks and tests of the fire safety systems and the maintenance of records. Records of checks and maintenance, including test certificates, will be retained in the "Fire Record" book.

### **3.10 First Aid**

- Each academy will have a First Aid Risk Assessment, and operate in accordance with the Trust's Supporting Pupils with Medical Needs Policy. All staff must be familiar with the arrangements for first aid provision in the specific academy and the First Aid Risk Assessment.
- In order to determine the sufficiency of first aid provision in each academy, the Principal will undertake a First Aid Risk Assessment, addressing the number of staff and students, hours of operation, including out-of-hours, and specific medical needs of students and staff. This will determine the number of first aiders required in the academy.
- First Aid instructions and lists of named First Aiders are held in each academy. The responsibilities of trained First Aiders are to ensure persons injured or ill at the academy are adequately treated and, where necessary, to make other appropriate special arrangements.
- First Aid boxes are stocked as per the HSE guidelines and are located in accordance with the procedures for each academy. The contents are regularly checked by an appointed person and it is their responsibility to ensure that stocks of supplies are adequate and up to date.
- Records of all first aid treatments must be maintained and held in the academy.
- Any accidents and communicable diseases must be reported to the Principal (via the H&S Co-ordinator) and investigated as necessary.
- First aiders will determine when parents, guardians or carers will be informed of any injury or illness to their child by their teacher, a first aider or the appointed person.
- Where Automated External Defibrillators (AEDs) are provided in the academy, First Aid trained staff will be given adequate briefings/training on the use of the equipment.

### **3.11 Hazardous Substances**

Any hazardous substances on Trust sites must be managed safely.

- The Head of Estates and FM, supported by the Facilities Lead, is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health, including those in use by outsourced contracts such as cleaning contractors, are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.
- Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product. All identified substances, including cleaning materials, will be stored in lockable cupboards to restrict access. Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students under supervision.

- All staff are reminded that no hazardous substances should be used without the permission of the Principal and/or Head of Estates and FM. A member of staff who has completed COSHH Risk Assessment training will complete an assessment for any authorised products.
- Activities which create or use hazardous substances will be assessed for risk to students and to staff and to any others who may be affected by them. The COSHH assessment form is used for this. The assessment record will be located at the point of use, at the point of storage and on academy sites. Trained personnel will carry out these assessments.
- Substances used in Design and Technology (D&T), Art and Science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.
- The Academy Head of Science will hold CLEAPSS records on all science related activities in order to record hazard and risk information on common laboratory chemicals and processes for use by students.

### **3.12 Radiation and Radioactive Materials**

- The Trust will appoint an external Radiation Protection Advisor and Radiation Protection Officer to undertake annual external inspections and monitoring of radioactive sources, which are commonly used in KS4 and KS5 Physics curriculums. Audit findings and reports will be communicated to the COO, Trust H&S Compliance Manager and the Principal of the relevant school.
- A member of staff, normally the Head of Science or Physics, will be designated to act as the Academy Radiation Protection Supervisor (RPS) and will be informed of their appointment and duties in respect of this responsibility. Prior to appointment, the RPS will complete relevant training for the role.
- Radiation sources will be managed in accordance with CLEAPSS and the HSE's guidance on 'Working with ionising radiation. Ionising Radiations Regulations 2017. Approved Code of Practice and guidance'.
- Each academy will hold a Standard Operating Procedure for the usage of radioactive sources, in compliance with the HSE and CLEAPSS guidance.
- Each academy will hold an inventory of sources in storage and/or use at the Academy.
- Each academy will hold and maintain records on the required leak tests.
- Training will be provided by the academy (co-ordinated where possible via a Trust network of RPS staff) to science teachers, teaching assistants, site staff and cleaning operatives (as appropriate).
- Staff will be made aware of the presence and location of radioactive sources in the school, including in respect of fire safety management.
- Where the academy is in a geological area known to have naturally occurring radon gas, the Head of Estates and FM (or designate) will undertake a radon risk assessment and, where applicable, undertake routine monitoring and surveys for radon gas. Appropriate remedial action will be taken if radon gas is found.

### **3.13 Inclusion**

Inclusion is managed in accordance with the Trust's Special Educational Needs (and Disability) (SEND) Policy available on the Trust website.

- The academy complies with the Trust's Policy for inclusion, and all teaching and support staff should be familiar with this Policy and supporting guidance.
- The Principal is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEND requirements.
- All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

- The SENCO and Curriculum Leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any student with SEND. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.
- Where it is considered essential to exclude a student from all or part of activity this exclusion must be authorised by the Principal.

### **3.14 Lettings/shared use of premises/use of premises outside normal hours**

- The Head of Estates and FM, supported by the Lettings and Projects Manager, is responsible for ensuring that any use of the premises outside normal hours is managed in accordance with this policy and the Fire Safety Management Policy.
- The Lettings and Projects Manager, together with the Facilities Lead, is responsible for managing the day-to-day arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

### **3.15 Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Site and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday times.

- Any member of staff working after hours must notify the Principal and Facilities Lead of their location and intended time of departure.
- Lone workers should not undertake any activities which present a significant risk of injury.

### **3.16 Managing Medicines and Drugs**

- No student is allowed to take medication on the academy site without a letter of consent from their parent or carer.
- Staff must notify the Principal if they believe a student to be carrying any unauthorised medicines/drugs.
- The Trust's Supporting Pupils with Medical Needs Policy and Academy First Aid Risk Assessment provide detailed guidance, and all staff should be familiar with these documents and follow the requirements.

### **3.17 Maintenance and Inspection of Equipment**

- The Head of Estates and FM will periodically arrange for an inspection of the academy sites and equipment. Risk assessments and audits will be carried out and these may also be reviewed.
- Where immediate action is required to prevent injury, the Head of Estates and FM and the Principal will be informed and arrangements made to address the hazard.
- Heads of Department will be granted budgets for the maintenance of curriculum-based equipment (such as fume cupboards, PE equipment, kilns, etc.) and they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.
- All faulty equipment must be taken out of used and reported to the Facilities Lead. Staff must not attempt to repair the equipment themselves.

### **3.18 Manual Handling and Lifting**

Injuries can be caused by incorrect lifting and handling of objects (not necessarily heavy or large). Any operation where excessive lifting or handling is involved should be avoided where possible.

- Information on manual handling is provided to all staff on induction.
- No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Facilities Lead for assistance.
- Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

- Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.
- Both generic, and where appropriate specific, risk assessments are undertaken for all potentially hazardous handling activities, including objects and people. Manual handling training will be provided where this is identified by a risk assessment. The Head of Estates and FM and/or Principal will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible. Only competent persons may carry out these risk assessments.

### **3.19 Physical Education (PE) and Playground Equipment**

- The member of Senior Leadership and/or Head of PE in each academy is responsible for ensuring that all PE and playground equipment is suitable and safe for the activities planned and the age and abilities of the students.
- Risk assessments must be completed for all playground and PE activities, and all staff must be familiar with these.
- In the case of playground equipment, the Facilities Lead is responsible for ensuring playground equipment is inspected at least annually, by a competent person and regularly by the Premises team.
- In the case of PE equipment (such as trampolines, wall bars, ropes, beams, vaulting horses, benches and mats), the Head of PE must ensure that equipment is formally inspected in accordance with relevant PE risk assessments by a competent contractor. Heads of Department will be granted budgets for this purpose.
- All PE equipment must be visually checked before lessons and returned to the designated storage area after use.
- Students must not use the PE or playground equipment unless supervised.
- Any faulty equipment must be taken out of use and reported to the Head of Department or the Premises team.

### **3.20 Personal Protective Equipment (PPE)**

- Where the need for PPE has been identified in risk assessments, it is the Principal's responsibility to ensure adequate supplies of suitable PPE.
- Where a need for PPE is identified by risk assessment, staff and students should wear PPE as instructed on the risk assessment.
- Any staff member or student who refuses to use the PPE will be subject to disciplinary action.
- PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, there should be brought to the attention of the Principal.
- The Facilities Lead should ensure premises staff have adequate training and are provided with satisfactory personal protective equipment (PPE) as needed.

### **3.21 Risk Assessments**

Risk assessments will be undertaken for all activities which present a potential to cause harm. The risk assessment will identify the hazard, the risk and the controls which are present, or remedial action planned to reduce the likelihood of injury or ill health. Risk assessments must be pre-approved by the Principal/ Head of Estates and FM, unless it is a dynamic risk assessment implemented due to unforeseen circumstances.

Risk assessment results will be used to identify priorities for mitigation of potential injuries and shall be shared with staff.

- It is the Principal's responsibility to ensure that potential hazards are identified, and risk assessments are completed for all significant risks arising from the academy undertakings.
- The Principal is responsible for ensuring the responsibility for completing risk assessments is delegated to the person responsible for that area.

- Heads of Department will undertake risk assessments for their specialist areas.
- The Head of Estates and FM, supported by the Facilities Lead, will undertake risk assessments for maintenance and cleaning.
- The Educational Visits Co-ordinator will ensure that risk assessments are completed by all staff who organise and lead Educational Visits.

The risk assessments must be reviewed periodically, or when there is a change in activity or a major incident relating to the risk assessment. Areas where risk assessments may be carried out include (this list is not exhaustive):

- Premises slips and trips.
- Fire and arson.
- IT and technology equipment.
- Control of substances hazardous to health (COSHH) including the science and food technology departments, catering areas and cleaning.
- Estates and Facilities Management activities including working at height.
- PE activities.
- Educational visits.
- Manual handling.
- Students working (16-18 years) i.e. on work experience.
- Other educational enrichment areas.

### **3.22 Security**

- The Head of Estates and FM, supported by the Facilities Lead, is responsible for the security of the academy site and will undertake regular checks of the boundary walls/fences, entrance points, outbuildings, and external lighting.
- The Facilities Lead is also responsible for the security of the site after normal academy hours (including liaison with the Lettings and Projects Manager in relation to lettings).
- All visitors must sign in and be made aware of the Health and Safety Policy (and other applicable policies). Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception.
- If an intruder becomes aggressive staff should seek assistance.
- Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone, if this is not possible, then these should take place in the reception area, where assistance is available. The Principal should be notified in advance of these meetings where possible.
- Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Principal, and the requirements set out in relation to Violence, Harassment and Aggression (Section 3.32) should be followed.

### **3.23 Site Maintenance**

- The Head of Estates and FM, supported by the Facilities Lead, is responsible for ensuring the safe maintenance of the academy premises and grounds and for ensuring cleaning standards are maintained.
- The local site team will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Facilities Lead, Head of Estates and FM, and Principal.
- The buildings will be cleaned regularly. The responsibility for ensuring the work environment is kept clean and tidy is applied to all staff and students.
- The disposal of small amounts of waste can be treated as ordinary household waste, i.e. placed in appropriate bins within each Academy. Any excessive amounts of waste must be arranged in advance with the local site team by request.
- Stacking and storage of materials, equipment and any other items should be kept in appropriate storage areas. Where this is not possible for temporary periods, the staff responsible for those

materials will ensure they are stacked tidily to a height which does not constitute a hazard and in such a way that they do not impede the movement of students, staff or visitors.

- Stairs, cloakrooms and exits will be kept clear of obstructions (including electrical cables and other trip hazards).
- All staff are requested to be vigilant with regard to identifying any potential hazards in this area as visitors are not so familiar with the surroundings and have a duty to report incidents, such as spills, to local site team their helpdesk. If the potential hazard can be removed without risk to yourself or others, you are expected to do so. When the matter is urgent, this should be communicated by phone/radio.

### **3.24 Slips and Trips**

Trust sites, both internally and externally, shall be assessed at least annually for potential hazards that that may cause slip or trip accidents. This assessment may be carried out by a competent person trained in risk assessment identified by the Head of Estates and FM/COO or the Principal and will be part of the regular auditing process. The risk assessment should include areas such as

- Internal and external steps and stairways.
- Carpets and floor coverings.
- Dining Hall cleanliness and spillages
- Facilities management and cleaning activities
- Outside paving, walkways and other hard surfaces.
- Grounds including pitches
- Effectiveness of external lighting

Any slips and trips should be reported using the normal accident reporting process. All colleagues have a duty of care to report any slip or trip hazards if observed around the premises so that action can be taken immediately to remove the risk. Please do not assume someone else has reported.

### **3.25 Smoking**

Smoking and electronic cigarettes (vaping) are prohibited within the Trust's sites and 50 metres away from academy entrances. Signs are posted at entrances.

### **3.26 H&S Training and Development**

- The Principal is responsible for ensuring that staff health and safety training needs are identified and completed, and where appropriate for providing relevant training within their academy.
- The COO and H&S Compliance Manager are responsible for sourcing and implementing access to Trust-wide health and safety training and/or refresher training that can be deployed in consultation with the Principal(s) and subject to line management responsibilities.
- All new staff will receive specific H&S information and training as part of their induction.
- All staff will receive health and safety and fire safety awareness training from time-to-time.
- Staff given specific health and safety responsibilities will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.
- H&S training records will be kept for all staff.

### **3.27 Stress and Wellbeing**

The Trust is responsible for taking steps to reduce the risk of stress in the academy by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- The provision of training to enable staff to carry out their jobs competently.
- Enabling staff to control and plan their work (where appropriate) and seek advice as required.
- Involvement in any significant changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.

- Individual support, mentoring and referral to outside agencies where appropriate.

An individual risk assessment will be carried out in the instance that an individual has been identified as suffering from stress.

### **3.28 Swimming**

External venues used by the academy are visited by the educational visit leader and/or Head of PE, and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility normal operating procedures.

### **3.29 Visitors**

- All visitors must sign in and out at the reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times whilst on the premises.
- Visitors are not to be left unsupervised, must wear identification at all times and follow the correct safeguarding measures that are in place in the academy.
- Visitors will be made aware of the emergency procedures and other safety information relevant to them. Visitors will be made aware of the emergency procedures and other safety information as is applicable.
- Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g. asbestos, fragile roofs.

### **3.30 Working at Height**

Working at height poses a higher than normal risk of injury to those carrying out the work and to those below them. It is therefore necessary to consider carefully whether there is a real benefit or necessity to carry out this work before starting.

- Staff should ensure they have the correct equipment needed and risk assessments provided when working at height.
- Staff are not to carry out work at height (anything above floor level) unless it is agreed by their line manager that it is necessary.
- The Head of Estates and FM, supported by the Facilities Lead, is responsible for the purchase and maintenance of all ladders on the premises. All ladders must conform to BS/EN131 standard.
- The Head of Estates and FM is also responsible for ensuring that risk assessments are completed for all working at height tasks on the premises, including those commissioned by the IT department. Risk assessment will be carried out by a competent person for all working at height activities. In some cases, these will need to relate to specific activities, although in most cases, such as display work, it may be acceptable to produce a generic assessment.
- All staff that carry out work at height will have some training, appropriate to the task, which will be recorded in the academy safety training records. This training will include the use of any risk assessments that may be available for the task.
- Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.
- When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.
- Staff must not work at height when they are alone. If planning to use a step ladder, staff must ask the Facilities Lead to assist.

### **3.31 Control of Infections**

The Principal is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in consultation with the COO and H&S Compliance Manager.

### **3.32 Harassment, Violence and Aggression**

Violence, threatening behaviour or abuse to staff will not be tolerated so that all members of the Future Academies community and all visitors can be confident that they are operating within a safe environment.

Violence is behaviour which produces damaging or hurtful effects, physically or emotionally.

- Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff.
- Government guidance from the Department for Education, the Health and Safety Executive and Unions are taken into account when risk assessments are completed.
- Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault.
- Individual student risk assessments or Care Plans will be completed when necessary.
- Regular reviews to monitor the effectiveness of the control measures are completed.
- Where appropriate, the design of the academy premises may take into consideration the risks of violence, aggression and harassment.
- Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities.
- Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure, staff shall report all incidents of this type to their line manager. Appropriate action will in the first instance be taken by the Trust. Where the report alleges a member of staff being the source of such behaviour, disciplinary investigations will be initiated.
- If a member of staff is subject of workplace harassment, aggression or violence, the academy will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.
- To enhance the learning environment and achieve a safe and secure community, the academy will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

### **3.33 New and Expectant Mothers**

- A member of staff that is a new or expectant mother should notify their line manager as soon as practicable.
- The Principal is responsible for ensuring that risk assessments are undertaken, in conjunction with the HR Administrator and Trust HR Team, and that appropriate controls are in place.
- The relevant manager should review the risk assessments with the member of staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother. The following should be considered:
  - Working with hazardous substances
  - Stressful environments
  - Movement around the site (including stairs and distances between classrooms etc.)
  - Doing duties that involve physical effort which might be too arduous,
  - Standing for long periods and manual handling
  - Inherent risks in certain departments, e.g. PE, Science
  - Working in a confined working space and/or using an unsuitable workstation
  - Infectious diseases
  - The provision of appropriate sanitary and rest facilities.

### **3.34 Supervision of Students**

- Staff will actively promote sensible, safe behaviour to students. Dangerous or risk averse behaviour displayed by students will be addressed and dealt with in the academy rules,

- Students will only be allowed into or to stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

### **3.35 Water Hygiene Management (control of Legionnaire' disease)**

- The Head of Estates and FM will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be specialist external contractors, supported by in-house staff, as needed.
- The Trust will ensure a suitable and sufficient assessment, as detailed in the COSHH Regulations and Approved Code of Practice (L8), is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.
- Where the risk assessment shows that there is reasonable foreseeability of harm, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be established by a competent person, and will specify measures to be taken to ensure that it remains effective.
- The Trust will ensure that a suitable monitoring regime is in place and that records are kept.

## 4. Conclusions

### 4.1 Monitoring, Evaluation and Review

The Trust is subject to regular audits, at least annually, to ensure that the policies, organisation structure, planning and implementation, performance standards and performance review are in compliance with current legislation and reflect good industry practice. These will be reported to the COO, CEO and Trust Board.

The COO, supported by the H&S Compliance Manager, will identify topics and locations for each audit, with agreed terms of reference, so that each year the management structures and facilities of the academies are subject to review and audit.

The responsibility for review of the Health and Safety Policy will rest with the COO. The policy will be reviewed annually and its implementation and effectiveness assessed. The Health and Safety Committees will be involved in this ongoing review.

Health and safety will form part of the Trust's Risk Management procedures and be reviewed at the Trust Board.

### 4.2 Associated Policies

The Trust is planning to consult on and develop the Health and Safety Policy during 2022 – 2023, including developing and/or reviewing and updating additional detailed policies such as:

- Educational Visits Policy
- Managing Contractors Policy
- Fire Safety Management Policy
- Asbestos Management Policy
- Special Educational Needs (and Disability) Policy
- Supporting Pupils with Medical Needs Policy
- First Aid and Administration of Medicines Policy

### 4.3 Further Guidance and Resources

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples.

- Health and Safety Executive (HSE) <https://www.hse.gov.uk/>
- HSE - Sensible health and safety management in academies  
<https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>
- Department for Education - Health and safety: responsibilities and duties for academies  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-academics/responsibilities-and-duties-for-academics>
- National Education Union (NEU) – Health and Safety Advice  
<https://neu.org.uk/health-and-safety-advice>

#### Further Resources

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Academies and Colleges  
<https://www.rospa.com/rospaweb/docs/advice-services/academy-college-safety/managing-safety-academics-colleges.pdf>

## Appendix 1 H&S Responsibilities and Contacts

Health and Safety contacts for each academy across the Trust will be maintained as follows:

Key Health and Safety Contacts	Academy Contact(s)
Principal	
Health and Safety Co-ordinator	
Chief Executive Officer (CEO)	
Chief Operating Officer (COO)	
Head of Estates and Facilities Management	
Regional Estates and Facilities Manager	
Facilities Lead	

Specific Health and Safety Responsibilities	Academy Contact(s)
Fire Marshall	
Asbestos Duty Holder and Legionnaire’s Duty Holder	
Radiation Protection Supervisor	
Educational Visits Co-ordinator	

Other Key Health and Safety Committee Representatives	Academy Contact(s)
IT Representative(s)	
Estates and Facilities Representative(s)	
HR Representative(s)	
Science Representative(s)	
D and T Representative(s)	
Art Representative(s)	
PE Representative(s)	
DSL / Child Protection and Student Welfare	
First Aid Representative(s)	
Health and Safety Governor (member of LGB)	
Trades Union Representative(s)	

## Appendix 2 Schedule of Academy Requirements

### 2.1 Policies and Procedures

These procedures comprise part of a suite of controls to manage the risk.

Policies and Procedures	Responsibility	Frequency of Update
Emergency Evacuation Procedure, including Personal Emergency Evacuation Plans (PEEPs)	Principal	Annually
Lock Down Procedure	Principal	Annually
Fire Risk Assessment	Facilities / Principal	Annually
Winter Weather/Snow Closure Procedure	Principal	3 Yearly
First Aid Risk Assessment	Principal	Annually
Asbestos Management Plan	Asbestos Duty Holder/ Facilities	Annually
Trips/Visits Procedure	Principal/ EVC	3 Yearly
Minibus Procedure (if the academy has minibuses)	Principal	3 Yearly
Critical Incident Management Data and Resources	Principal /COO	Annually

### 2.2 Actions

These actions, as for procedures, comprise part of a suite of controls to manage the academy's risk.

Action	Responsibility	Frequency
Fire Drill	Principal	At least twice per academic year
Lock Down Drill	Principal	At least once per academic year
Critical Incident Management Plan Review/Drill	Principal and SLT (with support from COO)	Annually
Health and Safety Committee Meetings	Principal and H&S Co-ordinator	Termly
Health and Safety Report to Trust Board/ LGB (includes Accident statistics)	Principal and COO	Termly
Annual Health and Safety Briefing	Principal (supported by COO)	Annually
Staff Health and Safety induction (on joining)	Principal (supported by HR Manager and H&S Co-ordinator)	As needed
Health and Safety Training Records	H&S Co-ordinator	As needed
Annual Health and Safety Audit (external audit)	COO and H&S Compliance Manager	Annually

### 2.3 Communications

To maintain emphasis in relation to health and safety, communication is necessary, for example:

Communications	Responsibility	Frequency
Publication for all staff will include: <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• Risk Assessments (Fire Risk Assessment)</li> <li>• Asbestos Management Plan</li> <li>• Health and Safety Committee minutes/papers</li> <li>• Health and Safety Bulletins (from external advisors)</li> <li>• Annual Health and Safety Audit</li> </ul>	H&S Co-ordinator	As needed