

# E-ACT

## E-ACT POLICY

### PARKWOOD ACADEMY

# HEALTH & SAFETY

<b>Date agreed by Governors</b>	
<b>Date of review</b>	
<b>Responsible officer</b>	<b>Principal / Business Director</b>

## Parkwood Academy Health and Safety Policy Version 1 - June 2010

### E-ACT Statement of Intent

The Board of E-ACT, the employer of the staff who work in its headquarters and academies, 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.

E-ACT 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. E-ACT will ensure that appropriate policies are in place and kept up-to-date.

To this end, E-ACT will procure the services of appropriate Health and Safety consultants to advise the staff of E-ACT and its academies on all related matters and to provide E-ACT 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 E-ACT Joint National Council.

The responsibility for the implementation of this E-ACT policy at Academy level rests with the Local Governing Body and the Principal.

Each and every member of staff of E-ACT and its academies must recognise that, under the Act, 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 Act and supporting legislation as well as under E-ACT's Health and Safety Policy.

The **Organisation** and **Arrangements** through which E-ACT, the Academy Local Governing Body, the Academy Principal and staff aim to fulfil the requirements are set out in the following policy and its appendices.

E-ACT will ensure that sufficient resources are allocated by itself and its academies to ensure as far as is reasonably practicable that employees, students and visitors are kept healthy and safe.

It is a requirement that all members of staff read the Health and Safety Policy and its appendices, and sign that they have done so.

Signed: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## The Academy Health and Safety Policy

### 1. General

1.1 E-ACT is responsible for the overall health and safety policy.

#### 1.2. Academy Statement of Intent

The following statement will be adopted by the Local Governing Body. It sets out the health and safety objectives for the Academy with the aim of ensuring best practice in the management of health and safety.

The Academy:

- will take all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities;
- take 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;
- 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;
- will set out full details of the organisation and arrangements for the management of health and safety in the Academy in writing and communicate these to all employees.

Signed: \_\_\_\_\_

Chair

Signed: \_\_\_\_\_

Principal

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ (Governor)

Dated: \_\_\_\_\_

1.3 The Local Governing Body and Principal are responsible for the local implementation of the E-ACT 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 Academy.

1.4 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 Principal, and
- within the overall E-ACT policy.

## 2. Aims

The 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' employees and members of the public affected by the work of the Academy;
- arrangements are in place in the Academy to ensure that no work is carried out by the Academy or by contractors that is liable to expose employees, pupils, 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;
- managers 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.

2.2 The Academy's objectives will be to:

- have regard to the E-ACT Statement of Intent, and the provisions of this 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, pupils 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 or visitors or the public, and where necessary appropriate training will be given;
- ensure the provision of means of access and egress which are safe and without risks to health;

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- 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 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 and members of the public are under continuous and reasonable review by managers at all levels;
- appoint a competent person to oversee the implementation of the Academy's health and safety policies and procedures;
- ensure that the Academy has a Health and Safety Committee, which has a clear brief in line with this policy, meets regularly, and reports regularly to the Principal and governing body;
- appoint a member of the governing body to be its health and safety representative;
- provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and
- make reports as directed to E-ACT on the implementation of its health and safety policies and procedures.

### 3. Responsibilities

**3.1** This policy is largely dependent upon the total co-operation of every person who works in the Academy. E-ACT expects all employees to co-operate in ensuring the health and safety of all staff, students and visitors.

### 3.2 E-ACT

#### The E-ACT Board will:

- take into account its 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 the Local Governing Body knows and understands its responsibilities;
- require the Academy to set up and maintain a Health and Safety Committee under the Safety representatives and Safety Committee Regulations 1997
- expect the Academy to appoint competent persons (or bodies) to advise on the implementation of the health and safety policy and procedures in the 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 E-ACT 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;
- provide sufficient funds for the implementation of its policies;

### **3.3 The Local Governing Body will:**

- ensure that local health and safety procedures are in line with this E-ACT, Health and Safety policy and the Statement of Intent on page one;
- set up and maintain an Academy Health and Safety Committee under the Safety Representatives and Safety Committee Regulations 1997;
- ensure that the Principal takes into account the views and recommendations of the Academy Health and Safety Committee;
- appoint a member of the Governing Body to be responsible for liaison on Health and Safety issues with the Principal and Staff, who will also sit on the Academy Health and Safety Committee;
- appoint a competent person (or persons) as the Academy Health and Safety manager (or 'managers') (HSM), 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 E-ACT policy;
- ensure that appropriate standards of welfare are established and maintained for staff, students and visitors;
- ensure that staff are trained in Health and Safety as appropriate;
- provide adequate resources to enable the Health and Safety policy to be carried out;
- agree and maintain any necessary health, safety and security contracts with contractors;
- ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of, and to conform to, the Academy policy and procedures;
- monitor the implementation of health and safety procedures through the Academy's health and safety management system, and ensure that it is used effectively in the Academy;
- receive a termly report on the progress of the Health and Safety policies and procedures, and an annual Status Review from the Principal (or representative); and
- report as directed to E-ACT.

### **3.3 Academy Health and Safety Committee**

**3.3.1** The Committee will consist of at least the Principal or his/her nominee, an Academy Health and Safety manager, the nominated governor for health and safety and three members elected by the trade unions in the Academy.

**3.3.2** The Committee will meet at least three times per year and will report to the Principal,

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

**3.3.4** The Committee may determine its own Chair and proceedings in line with any E-ACT or Academy policy.

**3.3.4** The Committee may invite other members of staff and students to attend a committee meeting for specific agenda items.

### **3.3.5 Function of the Academy Health and Safety Committee**

This committee will:

- take into account the E-ACT Statement of Intent and 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 HSM and determine any necessary response;
- consider any other items raised by management or the staff representatives; and
- report as required to E-ACT.

### 3.4 Designated Member of the Local Governing Body for Health and Safety

This member of the Local Governing Body is responsible for:

- liaising with the Principal and the Health and Safety Manager (HSM) between meetings of the governing body to ensure that the E-ACT and 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 Committee;
- 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 governing body.

### 3.5 The Principal

The **Principal** (or, when absent, a nominated Vice Principal) will be responsible for the overall implementation of the health and safety policy.

The Principal is responsible for:

- the health, safety and welfare of staff, students, visitors and any other person using the premises;
- ensuring safe working conditions for all of the above (staff, students, visitors etc);
- ensuring safe working practices and procedures throughout the Academy, including those relating to the provision and use of machinery and other apparatus;
- ensuring that staff are consulted appropriately on issues that affect them;
- implementing a student behaviour policy that will ensure as far as is reasonably practicable the health and safety of students on site and when engaged in Academy activities off-site;
- appointing members of the Academy management team to the Health and Safety Committee;
- directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the Academy;
- ensure that there is a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;

- ensuring that liaison with contractors is maintained and that regular reports are obtained;
- arranging for appropriate supervision of students;
- carrying out periodic safety reviews and audits;
- ensuring that the health and safety training needs of all staff and students are identified, and appropriate training provided;
- encouraging staff, students and others to promote Health and Safety and to suggest ways of reducing risks;
- ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- delegating to the Health and Safety Manager (HSM) 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 Governing Body; and otherwise
- keeping the Academy Governing Body informed of the progress of the implementation of the policy, and informed about changes to the law and guidance.

### **3.6 The Health and Safety Manager (HSM)**

The Business Director will take on the role of HSM and will be assisted by the HR Manager and Premises Manager.

3.6.1 The Health and Safety Manager(s) will be a suitably qualified and 'competent person' responsible to the Principal for:

- managing, co-ordinating and monitoring health and safety matters within the Academy;
- ensuring that the Academy's Health and Safety Policy and systems are implemented;
- reporting regularly to the Principal on health and safety issues;
- participating in the work of the Academy Health and Safety Committee;
- assisting the Principal in compiling the annual Status Review;
- liaising as appropriate with the member of the 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;
- liaising with any contractors and making reports to the Principal on the progress of the contractual requirements;
- engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action;
- meeting with staff Health and Safety representatives;
- advising on all Health and Safety matters (including safety of buildings, plant and equipment used and operated by the Academy);
- ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the health and safety policy that affect them;

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- ensuring that contractors and persons hiring any part of the premises are aware of the E-ACT 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 and recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the Academy's Fire Safety policy;
- putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety policy as appropriate; and
- overseeing the efficient use of the health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

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

### 3.7 Staff with Departmental Responsibilities

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

- familiarise themselves with the Academy's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- participate as required in the work of the Academy Health and Safety Committee;
- 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 E-ACT template for a Departmental policy at Appendix 1);
- 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 Health and Safety Manager (HSM);
- participate in the work of the Health and Safety Committee if required to do so; and
- assist the HSM in compiling an annual Status review.

### **3.8 Premises Manager**

The Premises Manager is responsible to the HSM 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;
- ensuring that all site and cleaning staff work in accordance with safe working practices issued by the Academy.

### **3.9 Catering Contract**

**3.9.1** As the Academy contracts out the catering arrangements the HSM will ensure that the above responsibilities are fulfilled as part of the contract:, the contract will set out the Head Cook/Catering Manager's responsibilities, and the Contactor's responsibilities.

**3.10 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 E-ACT and 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 Health and Safety Manager 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 Premises 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 this 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.'

3.10.1 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.

3.10.2 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 HSM or Principal as appropriate.

3.10.3 E-ACT 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.

### **3.11 Staff Safety Representative**

3.11.1 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;

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- make representations to the Principal and the HSM, as appropriate, on general matters affecting the health, safety and welfare of employees;
- participate as an elected union representative in the work of the Academy Health and Safety Committee
- carry out workplace health, safety and welfare inspections;
- participate in the work of the Academy Health and Safety committee; and
- have paid time off to carry out their functions and to receive health and safety training.

3.11.2 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.

### **3.12 Confirmation that the policy has been read and understood.**

Under arrangements made by the HSM, all employees with health and safety management responsibilities will sign the Academy logbook to indicate that they have read and understood the policy and their responsibilities.

Under arrangements made by the HSM, other staff without health and safety management responsibilities will sign the Departmental logbook to indicate that they have read and understood the policy and their personal responsibilities.

## **4. Consultation**

### **4.1 Staff**

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 Health and Safety Manager.

### **4.2 Students and Parents**

Students also play a part in overall Health and Safety and welfare of the Academy and will be encouraged to discuss Health and Safety issues at Year and Academy Student Council meetings, and raise any concerns, which will be reported to the Health and Safety Manager.

Academy Governing Bodies or Principals 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.

## **5. Organisation**

### **5.1 Structure**

- **E-ACT** as the employer has overall responsibility for the policies and procedures in the Academy;
- The **Academy Health and Safety Committee** will consider and make recommendations on overall health and safety issues affecting the Academy and will report to the Principal;

- The Academy's **Local Governing Body** reports to E-ACT and will use a Designated Governor for Health and Safety for regular liaison with the HSM and Principal and to participate in the work of the Academy Health and Safety Committee;
- **The Principal** has overall responsibility for the internal management of the Academy policies and procedures and reporting to the Governing Body;
- **Health and Safety Manager** 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 Principal;
- **Heads of Areas/Departments** have responsibility for Health and Safety within their areas and for reporting to the HSM;
- Regular (at least termly) **Department and Team meetings** with reports going to the HSM;
- **Union Safety Representatives** have the right to participate in the Academy Health and Safety Committee and to discuss health and safety issues as necessary with the HSM and/or the Principal; and
- if agreed by the Local Governing Body, the **Student Council** may have an advisory role, reporting to the Health and Safety Committee and HSM.

## 6. Risk Assessment

6.1 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 HSM is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

6.2 The Academy will determine its own risk assessment pro forma, which must be used by all staff. Completed assessments must be sent to the HSM 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.

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

6.4 The HSM will ensure that suitable and sufficient risk assessments are carried out, and determine which can be done locally or at academy level and which by any other outside contractors. The HSM has the discretion to seek advice from E-ACT on appropriate delegation, and will report the reasons and response to the Principal.

## 7. Security

7.1 The Academy will take note of the E-ACT overall Security policy and adapt it to suit the particular situation of the Academy.

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

The security arrangements will cover as relevant:

- The site
- The buildings
- Notices
- Control of visitors to the college

- 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 College in the morning and leaving in the afternoon
- Responsibilities for security aspects

## 8. Health and Safety Management Arrangements

8.1 The Academy will use an appropriate system of health and safety management. All relevant staff will be trained in its use.

8.2 The HSM will be responsible for the health and safety management system, and will make regular reports to the Head on the progress of the annual cycle of health and safety management.

8.3 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.

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

8.5 E-ACT 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 Academy complies with law and regulations.

8.6 The Academy Governing Body will receive termly reports on the implementation of its health and safety policies and procedures, and an annual Status Review.

## 9. Training

9.1 The 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.

9.2 All employees whether permanent or temporary will undergo **Induction training** which will include the following health & safety matters-

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

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

9.3 The HSM will identify with relevant Heads of Department and staff the appropriate Health & Safety training needs.

Staff who feel that they have a need for health & safety training of any kind should notify the Health & Safety Manager in writing.

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

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

9.5 Responsibility for facilitating attendance and funding of training will be allocated according to the Academy's CPD Policy.

## **10. Measuring Performance**

10.1 The Academy will use an appropriate system to support relevant staff in carrying out their responsibilities for Health, Safety and Security in their areas.

10.2 The HSM 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 committee;
- Attendance at health and safety meetings;
- Information coming out of department meetings, and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the Academy.

## **11. Status Review**

11.1 The 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 31 August;
- a review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system;
- a review of the overall decrease/increase in risks and reported incidents from the previous year;
- a review of the overall decrease/increase in accidents/incidents;

- any other findings in the annual audit;
- changes in the Health and Safety organisation, policy or structure;
- new processes and new technology introduced for health, safety and security;
- a reference to external influences - legislation/guidance/British standards/auditors, reports; and
- any proposals for improvements.

11.2 The Principal will ensure that copies of the Status Review will go to the Governing Body, E-ACT, all staff and union representatives

## **12. Staff Training and Involvement**

12.1 All staff will receive this policy and will be expected to read it, and to read the sections and appendices on the arrangements that affect them in their work. E-ACT recognises that time must be provided for this to be undertaken.

12.2 All relevant staff will be trained to use the Academy's management system.

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

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

12.5 The Academy Health and Safety Manager is responsible for prioritising training needs, and engaging appropriate trainers, involving external trainers where necessary.

## **13. Equal Opportunities**

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

In particular the Academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, pupils 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 and visitors.

## **14. Monitoring and Review**

**14.1** The **Health and Safety Manager (HSM)** 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 Principal.

14.1.1 The HSM will assist the Principal in compiling the annual Status Review.

**14.2 The Principal** is expected to show leadership in health and safety management.

The Principal will:

- monitor the implementation of the policy;
- ensure that the Academy's procedures are fit for purpose, and
- ensure that the management system is being used to ensure compliance.
- advise the Governing Body of changes in Health and Safety law, regulations and guidance;
- keep the 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.

**14.3** The **Delegated Governor** will oversee the implementation of the E-ACT and Academy's policies, and will report to the Governing Body.

**14.4** The **Local Governing Body** will:

- receive termly reports on health and safety and security in the Academy from the Principal, and an annual Status Review.
- report as directed to E-ACT on the working of the policy and procedures, and
- ensure that the Academy maintains, monitors and reviews its Health and Safety policy, procedures and organisational arrangements;
- send the annual Status Review to E-ACT.

The Governing Body has the right to recommend amendments and additions to the policy to E-ACT.

**14.5** The Academy Governing Body will review the implementation of the E-ACT policies in the Academy at least once every two years, or as instructed by E-ACT.

## **15. Appendices**

15.1 The attached appendices contain the main additional policies that make up the overall E-ACT Health and Safety policy to which each Academy must have regard.

15.2 Each Academy may decide to add additional sub-policies that are relevant to its situation and needs. If additional sub-policies are made, the Academy Governing Body must ensure that draft copies are submitted to E-ACT for consultation with the National Joint Council before being approved by the Governing Body.

15.4 The Academy Governing Body will take into account any guidance from E-ACT and will incorporate any requirements set out by E-ACT before approving the sub-policy.

**16. Date of the next review:** \_\_\_\_\_

Signed: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

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## APPENDICES

The following policies/procedures will form the Appendices:

Please note these policies are currently being developed

### Appendix

1. Template for the Departments' policies
- 2: Template for risk assessment
3. Accident and Incident Management
4. Administration of Medication
5. Anti-Bullying
6. Asbestos
7. Caretaking and Cleaning
8. Contractors
9. COSHH
10. Crisis/Emergencies
11. Design and technology
12. Disability Accessibility
13. Display screens
14. Drugs, alcohol and smoking
15. Educational Visits
16. Electrical Equipment
17. Fire safety
18. First Aid
19. Legionella bacteria
20. Lettings
21. Lone Workers
22. Manual Handling
23. Mini Buses and Use of Personal Transport
24. Mobile phones
25. Noise
26. PE and Games
27. Personal Protective equipment
28. Pregnancy
29. Safeguarding Students
30. Science
31. Searching Students
32. Security
33. Staff Consultation
34. Staff Welfare
35. Stairs and Landings
36. Stress
37. Student Welfare
38. Sun Protection
39. Trespassers
40. Visitors
41. Voice Care
42. Waste Disposal
43. Work equipment
44. Working at heights

# E-ACT