



SIR WILLIAM ROBERTSON  
ACADEMY

## **HEALTH & SAFETY POLICY**

**July 2019**

## TABLE OF CONTENTS

|                                                          |         |
|----------------------------------------------------------|---------|
| <b>Statement of Intent</b>                               | Page 3  |
| <b>Organisation – Roles and Responsibilities</b>         | Page 4  |
| <b>Arrangements</b>                                      | Page 9  |
| <b>Appendices:</b>                                       |         |
| <b>Appendix One – Organisational Chart</b>               | Page 16 |
| <b>Appendix Two - Supporting Policies and Procedures</b> | Page 18 |

**This policy will be available on the Staff Shared Area of the school network, in the 'Policies' folder and in hard copy in the Policies file in the Staffroom**

## REVIEW PROCEDURES

The Health and Safety Policy for Sir William Robertson Academy 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 Governing Body for acceptance.

## AMENDMENTS

It is the responsibility of the Headteacher to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

| Amdt No | Date of Issue | Incorporation Details |           |      |
|---------|---------------|-----------------------|-----------|------|
|         |               | Name                  | Signature | Date |
| 1       | March 2015    | Sancha Maggs          |           |      |
| 2       | July 2017     | Sancha Maggs          |           |      |
| 3       | July 2019     | Sancha Maggs          |           |      |
| 4       |               |                       |           |      |
| 5       |               |                       |           |      |
| 6       |               |                       |           |      |
| 7       |               |                       |           |      |
| 8       |               |                       |           |      |

## STATEMENT OF INTENT

Sir William Robertson Academy recognises that ensuring the health and safety of staff, pupils and visitors is essential to the success of the academy.

We are 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 all 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 effective information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements 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 academy.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All governors, staff and pupils are expected to play their part in its implementation.

# ORGANISATION – ROLES AND RESPONSIBILITIES

## 1.0 INTRODUCTION

In order to achieve compliance with the Statement of Intent the academy's Senior Leadership Team will have additional responsibilities assigned to them as detailed in this part of the policy.

## 2.0 THE GOVERNING BODY

The Governing Body is responsible for ensuring that:

- a) The Health and Safety Policy statement is clearly written and promotes a positive attitude towards safety in staff and pupils.
- b) The Headteacher is aware of his/her Health and Safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and Safety performance is monitored, failures in Health and Safety Policy or implementation recognised, and policy and procedure revised as necessary.

## 3.0 THE HEADTEACHER

3.1 Reporting to the Governing Body, the Headteacher has overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

3.2 The Headteacher will:

- a) Plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) Provide the final authority on matters concerning health and safety at work.
- c) Make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.
- d) Delegate specific responsibility for the day-to-day management of safety arrangements to the School Business Manager and the Premises Team.

**Note:** The Deputy Headteachers shall be fully understanding of the above responsibilities, and with the Senior Leadership Team, effectively support the Headteacher and provide the necessary leadership in his/her absence.

## 4.0 SCHOOL BUSINESS MANAGER

The School Business Manager is responsible for:

- a) Overall control of health, safety and welfare related costs within the academy.
- b) The sourcing and procurement of services deemed to be necessary to ensure the maintenance of the premises and associated services meets the highest standards.

- c) The engagement of external competency for health, safety and welfare matters to support the academy's organisation and arrangements for health and safety.
- d) Working with the Premises Team to establish the competency of companies or individuals (contractors) to provide professional services meeting required health and safety standards, prior to engagement.
- e) With the Premises Team, ensuring that appropriate information on significant risks is given to visitors and contractors.
- f) Ensuring all staff are provided with adequate information, instruction and training on health and safety issues.

## **5.0 THE PREMISES TEAM**

The Premises Team is responsible for ensuring that:

- a) Risk assessments of the premises and working practices are undertaken.
- b) Safe systems of work are in place as identified from risk assessments.
- c) Emergency procedures are in place.
- d) Site services, machinery and equipment are inspected and tested to ensure they remain in safe condition.
- e) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- f) Arrangements are in place to inspect the premises and monitor performance.
- g) With Heads of House, ensure that accidents are investigated and any required remedial actions are taken or requested.
- h) The activities of contractors are adequately monitored and controlled.

## **6.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY (Heads of House)**

All of the above staff are expected to:

- a) Apply the academy's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Headteacher any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.
- h) Include health and safety in the annual report for the Headteacher.

## **7.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety in education.
- e) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the academy without prior authorisation.
- f) Regularly check their classrooms for potential hazards and report any observed to the Premises Team.
- g) Report all accidents, defects and dangerous occurrences to the Headteacher or Premises Team.
- h) Ensure the use of personal protective equipment and safeguarding as/where necessary.
- i) Make recommendations to the Headteacher, School Business Manager or Premises Team with regards to health and safety equipment and additions or necessary improvements to plant, tools, equipment or machinery.

## **8.0 OBLIGATIONS OF NON-TEACHING/SUPPORT STAFF**

All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Governing Body or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific health and safety training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.

- g) Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their line manager of any shortcomings they identify in the academy's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with the any appointed/elected safety representative(s) and the enforcement officers of the Health and Safety Executive.
- k) 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.

## 9.0 PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

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

## 10.0 OBLIGATIONS OF CONTRACTORS

- 10.1 When the premises are used for purposes not under the direction of the Headteacher e.g. the provision of academy meals then, **subject to the explicit agreement of the Governing Body**, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 10.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher or the School Business Manager of any risks that may affect the academy staff, pupils and visitors.
- 10.3 All contractors must be aware of the academy Health and Safety Policy and emergency procedures and comply with these at all times.
- 10.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher (or his representative) will take such actions as are necessary to protect the safety of academy staff, pupils and visitors.

## **11.0 VISITORS**

- 11.1 All visitors must sign in and out at the academy reception desk. This includes parents and peripatetic teachers/specialists. A pass will be issued which must be worn and clearly visible at all times in academy.
- 11.2 Visitors to the academy will be made aware of the emergency procedures and other safety information as is relevant.
- 11.3 Contractors undertaking maintenance work on the academy will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

## **12.0 EXTERNAL HEALTH & SAFETY ADVISOR**

- 12.1 Judicium Consulting Ltd is the external Health & Safety advisor for the academy with Anna Camm being our named representative. She is contracted to visit the academy on a regular schedule, advise on our responsibilities, make recommendations and report back to us on our progress.
- 12.2 In accordance with the open management style of the academy, Health & Safety matters arising are openly discussed with staff via meetings and briefings, and staff are encouraged to raise any concerns at these times or as agenda items at departmental staff meetings.

# **ARRANGEMENTS**

## **Introduction**

The following procedures and arrangements have been established within our academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a brief summary of all the key health and safety arrangements applicable to the academy. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

## **Accident and Incident Reporting**

All staff are required to ensure that all accidents are reported to the School Business Manager in the first instance who will ensure that the accident is investigated and reported to the Headteacher, Governing Body and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

## **Contractors**

The School Business Manager and Premises Team are responsible for the selection and management of contractors in accordance with academy policies.

## **Curriculum Safety (including out of academy learning activities)**

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, Association for Physical Education (afPE) - formerly BAALPE, and other lead bodies should be adopted as appropriate.

## **Display Screen Equipment**

The Headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff that regularly use laptops or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

## **Educational Visits and Journeys**

The Headteacher is responsible for ensuring that all academy trips are managed in accordance with the academy policy for Educational Trips which all teachers must be familiar with.

## **Electrical Safety**

The Premises Team is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Premises Team will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with academy procedures and report any problems to the Premises Team.

Staff are reminded that they must not bring electrical equipment into academy without the permission of the Headteacher.

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

The Headteacher is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the academy emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken every term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The Premises Team is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the academy Fire Safety Risk Assessment, the academy Emergency Plan and Evacuation Procedures.

### **First Aid**

The names of the academy's qualified First Aiders are displayed in Reception and a copy is emailed to each staff member for their information / display in their area.

First Aid supplies are kept in the cupboard next to the reprographics area and it is the responsibility of the Reprographics Administrator, as a qualified First Aider, to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the academy arrangements for First Aid.

### **Hazardous Substances**

The Cleaning Supervisor and Premises Team are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances 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 staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The Premises Team will be responsible for ensuring assessments are carried out and communicated for any authorised products.

### **Inclusion**

All teaching and support staff should be familiar with the academy's policy on Inclusion and supporting guidance.

The Headteacher is responsible for ensuring that there are adequate facilities and support staff

to ensure the health, safety and welfare of any pupil with special educational needs (SEN).

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The Inclusion Leadership Team and Curriculum Managers must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Headteacher.

### **Lettings/shared use of premises/use of Premises outside Academy Hours**

- Out of hours activities using the academy facilities will be controlled by others (the organisers).
- The Headteacher is responsible for ensuring that any use of the premises outside academy hours is managed in accordance with the academy health and safety policy and lettings policy.
- The Premises Team is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

### **Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Site services and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal academy hours or during holiday times.

Any member of staff working after hours must notify the Headteacher, School Business Manager and the Premises Team of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

The school has a system in place for lone worker callouts. Designated staff with lone worker responsibilities may nominate emergency contacts – these details are shared with Stance Security and in the event that a member of staff does not return home from a lone working shift, the nominated contacts are to telephone Stance Security, who will visit the school to check on the member of staff.

### **Managing Medicines & Drugs**

No pupil is allowed to take medication on the academy site without a letter of consent from his/her parent/carer.

Staff must notify the Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

The academy policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

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

The detailed arrangements for the maintenance and inspection of equipment are described in the

site maintenance procedures under the control of the Premises Team.

All faulty equipment must be taken out of use and reported to the Premises Team. Staff must not attempt to repair equipment themselves.

### **Manual Handling and Lifting**

The Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the School Business Manager for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Staff/support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

### **Outdoor Play Equipment**

The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.

The Premises Team undertakes weekly checks of the play equipment and play areas

Supervisory staff should make a visual check of all play equipment before it is used.

Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

Pupils and pupils' siblings are not permitted to use play equipment after academy hours. Any member of staff who observes unauthorised use of the play equipment must report it to the Headteacher or Premises Team immediately.

### **PE Equipment**

The PE Leaders are responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments are completed for PE activities and all staff must be familiar with these.

Equipment is formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of PE who must ensure appropriate remedial or replacement action is taken.

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

Where the need for PPE has been identified in Risk Assessments, it is the Headteacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil 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 the Headteacher, Finance Manager or Premises Team.

### **Risk Assessments**

It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the academy.

Heads of Departments and teachers will undertake risk assessments for their areas.

The Premises Team will undertake risk assessments for the general site, maintenance and cleaning activities.

Employees who become pregnant shall inform the Headteacher (or delegated SLT member) so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled.

### **Security/Violence**

Reporting to the Headteacher, the School Business Manager and Premises Team are responsible for the security of the academy site.

The Premises Team will ensure that regular checks of the boundary walls/fences, entrance points, outbuildings, external lighting and CCTV camera positioning are undertaken.

The Premises Team is also responsible for the security of the site during any after academy use and lettings.

Where an electronic pass (swipe card) door access system is in operation the issuing and control of these passes will be controlled by the ICT Network Manager. Staff must report the loss of a card immediately to the School Business Manager or Headteacher.

When in use, the numbers on digital security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent.

Staff must question any visitor on the academy 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 in an area of the academy where assistance is available. The Headteacher should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher.

### **Site Maintenance**

The Premises Team is responsible for ensuring the basic maintenance of the academy premises and grounds. The Cleaning Supervisor is responsible for ensuring cleaning standards are maintained.

Site services will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the School Business Manager or Headteacher.

The Premises Team will also carry out inspections of the premises to ensure the required maintenance and cleaning standards are achieved.

Planned and reactive maintenance and inspections and examinations of a more complex nature are carried out by suitably competent contractors.

All staff are responsible for reporting any damage or unsafe condition to the Premises Team immediately.

### **Smoking**

Smoking anywhere on the academy premises is prohibited.

### **Staff Training & Development**

The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the academy induction process.

All staff will receive health & safety; fire safety awareness; manual handling; and working at heights training, as a minimum on an annual basis. In addition to this, staff are encouraged to engage with a stress management training module.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties. It is each staff member's duty to alert the School Business Manager or Headteacher if they feel underqualified to carry out their duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new academy year.

### **Stress**

The academy governors and Headteacher are 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.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

### **Swimming**

Swimming classes are not currently on the school curriculum.

Should a special set of circumstances identify a need for swimming classes, provision would be made to ensure:

- Pupils are instructed by ASA Qualified Instructors who are police vetted and health checked. The programmes take place in local authority pools and Sports Centres and are subject to the Swimming Programme Service Specification.
- All staff must ensure that they are familiar with the local authority swimming guidance before accompanying any swimming groups.

### **Working at Heights**

Staff are reminded that working at heights applies to any activities which cannot be undertaken whilst standing on the floor.

The Premises Team is responsible for ensuring risk assessments are carried out for working at height tasks in the academy.

The Premises Team and School Business Manager are responsible for the purchase and maintenance of all ladders and other access equipment in the academy.

Only the Premises Team or a member of staff who is suitable trained are authorised to carry out work requiring the use of leaning ladders.

Ladders conform to BS/EN standards as appropriate.

Higher level, higher risk, longer duration work at height is carried out by trained contractors.

If there is a need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not stand on the top two steps of stepladders to carry out work. Never stand on the top step of stepladders unless it is a platform with handrails.

## APPENDICES

### Appendix One

#### Organisational Chart

Please note that the responsibilities listed here are not exhaustive and a complete list of responsibilities for each post are available in the 'Organisation' section of this policy (pages 5-9).

| <b>Title</b>                             | <b>Name(s)</b>                                                                                                                                                                     | <b>Responsibility</b>                                                                                                                                                                                                                                    |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Governing Body - designated H&S Governor | Bob Sampson                                                                                                                                                                        | To ensure the H&S Policy is fit for purpose and that the Headteacher has all the resources necessary to implement it.                                                                                                                                    |
| Headteacher                              | Mark Guest                                                                                                                                                                         | Reports to Governing Body and has overall responsibility for ensuring the H&S Policy is effectively implemented.                                                                                                                                         |
| School Business Manager                  | Sancha Maggs                                                                                                                                                                       | Control of costs related to H&S, overview of day-to-day H&S managing Premises Team and point of contact for external H&S advisor.                                                                                                                        |
| Premises Team                            | Arthur Berridge<br>Richard Cobb                                                                                                                                                    | Undertake necessary risk assessments and implement safe systems of work. Ensure equipment is inspected/maintained and records kept of all proceedings.                                                                                                   |
| Heads of Department / Subject Leadres    | Andrew Barnes<br>Bryony Burrough<br>Martin Davies<br>Paul Fox Goddard<br>Jacqueline Lawson<br>Kerry Symmons<br>Martin Phillips<br>Helen Phillips<br>Lindsey Porter<br>Mike Willson | Apply the H&S Policy to their departments/curriculum areas ensuring staff are also familiar with it. Carry out risk assessments and inspections for their areas and document these including reference to H&S in their annual report to the Headteacher. |
| Teaching Staff                           | See school website for current list                                                                                                                                                | Know and follow H&S procedures and effectively supervise their students. Check their classrooms and report any H&S needs to Premises Team.                                                                                                               |

| <b>Title</b>                     | <b>Name(s)</b>                      | <b>Responsibility</b>                                                                                             |
|----------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Non-Teaching and Support Staff   | See school website for current list | Know and follow H&S procedures, report any shortcomings.                                                          |
| Pupils                           | See school database                 | Follow instructions from staff and exercise personal responsibility for their own H&S.                            |
| Visitors                         | Various                             | Follow instructions from staff at the school and be aware of the H&S procedure.                                   |
| Contractors                      | Various                             | Identify and control any risks when working in school. Be aware of the school H&S Policy.                         |
| External Health & Safety Advisor | Mike Wright, Judicium               | Advise the academy of its H&S responsibilities and give support and assistance with carrying out recommendations. |

## **Appendix Two**

### **Supporting Policies and Procedures in Health and Safety Management Folder**

- Fire Safety Management Policy & Fire / Evacuation Procedure – July 2017
- Managing Contractors Policy – Feb 2017
- Outdoor Education (Educational Visits) Policy – June 2017
- School Medicine (First Aid & Medicine) Policy – June 2017
- Control of Infections Policy – Jan 2016
- Crisis Management Policy – June 2016
- Asbestos Management Policy – May 2017
- Water Safety Hygiene (Legionella Management) Policy – Sept 2017
- *Wellbeing Policy – draft*

### **Other Supporting Documentation**

- Job Descriptions – those with key H&S responsibilities
- Pro-forma Expectant Mothers Risk Assessment
- Premises Risk Assessment documentation (Fire Doors, Fire Extinguishers, Ladders, Working at Heights, Manual Handling & General Premises Risk Assessment)
- Trips and Visits Risk Assessment documentation
- Accident Tracker
- HSE guidance (RIDDOR, DSE, Manual Handling, Working at Heights, COSHH, Workplace H&S Welfare)