

WAYCROFT

MULTI ACADEMY TRUST

Living and Learning Together



Health, Safety and Wellbeing Policy



Document 2:

The HS&W policy details of the organisation and the arrangements for ensuring health, safety and wellbeing.

September 2023

Signed (chair): 	Name: Andrew Bowden	Date: September 2023
Signed (Executive Head): 	Name: Tracy French	Date: September 2023
Ratified by: Board of the Trustees		Next Review: September 2024
Policy updates		

Section	Contents	Page numbers
	Part 1: Introduction	4
	Part 2: Organisation	4
1.	Role of the Multi Academy Trust	7
2.	Role of the Role of Councillors on the Local Academy Council (LAC)	7
3.	Role of the Executive Headteacher / Headteacher	7
4.	Role of Executive School Business Manager/ Health and Safety Coordinator	10
5.	Role of Educational Visits Co-ordinator (EVC)	11
6.	Role of Designated Safeguarding Lead (DSL)	11
7.	Role of the manager of the Single Central Record	12
8.	Role of Assistant Headteacher	12
9.	Role of senior early years phase leader	12
10.	Role of SENDCO	12
11.	Role of the Caretaker	12
12.	Role of the Cleaning Staff	13
13.	Role of the Catering Contractor	14
14.	Role of the First Aiders	14
15.	Role of the Administrator of medicines	14
16.	Role of the Fire wardens	15
17.	Role of Trade Union Health and Safety Representatives	15
18.	Role of Employee Health and Safety Representatives	15
19.	Role of Employees	15
20.	Role of pupils	16
21.	Role of parents and carers	16
22.	Role of external advisors	16
23.	Role of external regulatory agencies	16
	Part 3: Arrangements (a to z)	18
	Introduction to this section	18
	A to Z	21
1.	Accident Reporting	21
2.	Administration of Medicines	22
3.	Asbestos management	22
4.	Buildings and premises	22
5.	Caretaking and premises management	22
6.	Communicating information to employees and other persons who are not employees	22
7.	Computers and other IT equipment and systems	22
8.	Contractors	23
9.	Control of Substances Hazardous to Health -COSHH	23
10.	Curriculum activities – high risk	23
11.	Defect reporting	24
12.	Display Screen Equipment -DSE	24
13.	Educational Visits	24
14.	Electricity	24
15.	Emergency procedures	24
16.	Fire precautions	24
17.	First aid provision and medical support	24

18.	Gas	25
19.	Health	25
20.	Health and Safety Representatives, trade union and staff	25
21.	Health, Safety and Wellbeing Trustees	25
22.	Housekeeping	25
23.	Incident reporting	26
24.	Infectious disease and infection control	26
25.	Inspections	26
26.	Ionising Radiation	26
27.	Lettings	26
28.	Lifts and Lifting Equipment	26
29.	Local Exhaust Ventilation (LEV) and Air Extraction	27
30.	Lone working	27
31.	Manual Handling i.e., lifting and carrying of objects and the lifting & carrying of children or adults as part of care arrangements	27
32.	Monitoring and auditing health and safety performance	27
33.	Noise: high sound levels and vibration	28
34.	Outdoor structures, play equipment and seats etc	28
35.	Plant, machinery and equipment	28
36.	Playing fields	29
37.	Playground equipment	29
38.	Portable electrical equipment	29
39.	Portable appliance testing –PAT	29
40.	Reporting of injuries, diseases and dangerous occurrences or RIDDOR	29
41.	Risk assessment	29
42.	Safeguarding and Child protection	30
43.	Security	30
44.	Solar PV system	30
45.	Trade Union/ Staff Consultation	30
46.	Training	30
47.	Warning and Banning	31
48.	Water hygiene and Legionella management	31
49.	Wellbeing	32
50.	Working at Height	32
51.	Work experience	32
52.	Wrap-up of issues	32
	Part 4: Other Health Safety or Wellbeing linked issues	33
1.	Environmental Issues	33
2.	Food Safety	33
3.	Road Transport and Highway issues	33
	Appendices	34

Document 2: Health and Safety Policy Details

Part 1: Introduction

This is Document 2 of 2 documents. Doc 1 contains the statement of general policy and arrangements. This document illustrates our organisation and the arrangements for ensuring health, safety and wellbeing.

The two documents are therefore the overall health, safety and wellbeing policy. The policy is then implemented through sub-policies, risk assessments and the resulting procedures and actions needed to manage significant risks.

The policy mentions several other important topics relevant to educational premises which have different statutory origins from employee health and safety. These are:

- Safeguarding children;
- Food safety;
- Environmental protection;
- Transport safety

They also have their own policies or sub-policies and procedures. They need to be managed in a way that avoids gaps and ensures the health, safety and wellbeing of employees, children and the public.

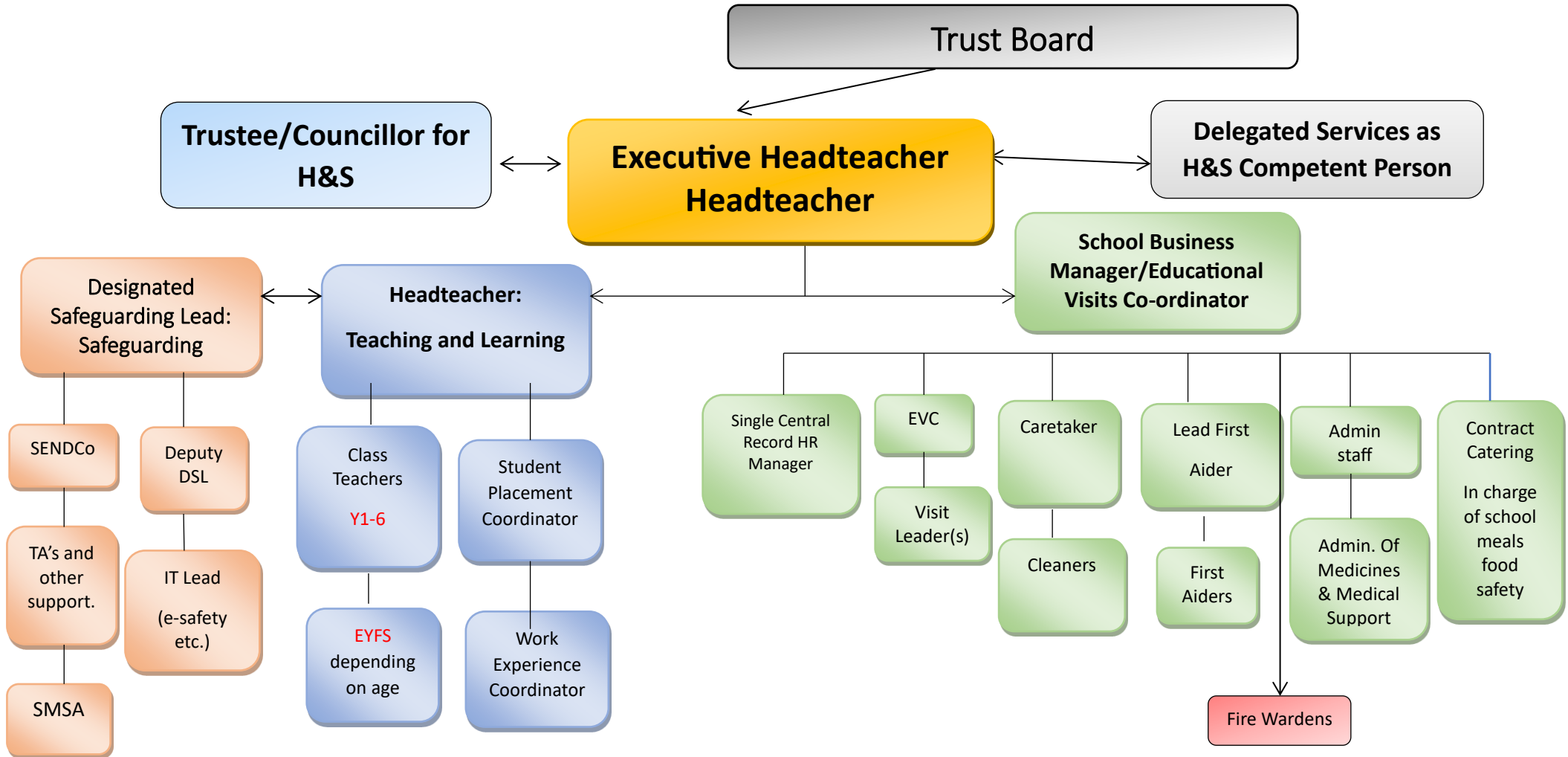
Part 2: Organisation

The following sections describe the organisational role and the responsibilities of key post holders for ensuring significant risks are managed. The sections following the arrangements heading describe how we go about operating our safety system.

There are additional risk management issues for the organisation which are not dealt with in detail in this policy. They include:

- a. Financial risk
- b. Reputational risk

They are controlled through other policies and procedures.



Waycroft Academy		Staffing Structure		2023/24		Executive Headteacher Tracy French			
Headteacher Adam Smith Teaching and Learning/Safeguarding/Health and Safety									
Assistant Headteacher (0.8) (Tu-Fri) Emma Sweet - Assessment, Behaviour, PP									
Finance House Pauline Warburton, Jo Parmenter, Sue Rogers, Jo Muscat and Jackie Friday		EYFS phase leader Betsi Thomas		Y1/2 phase leaders Troy Randall		Phase leaders Y3/4 phase leader Jo Dennis			
		Y5/6 Phase leader Emily Leek				Amanda Finch SENCO Naomi Trickey FLW 0.8 (M-Th)			
Laura Stevens Administrator Catherine Bennett 0.8 (M – Th) Administrator Emmaline Stoodley 0.6 Mam, Tam, Tham Fri all day) Administrator Dave Simmons (M-Th) IT Technician Rich Palmer Caretaker Cleaners Julie Packer Justin Salmon Ellie Clarke Amy McMahon Denise Foster Louise Andrews Kayleigh O'Rourke 2 Year Olds Teresa Verrinder 0.5 am Gillian Watkins 0.5 am Breakfast club Trudi Alloway Kelly Jacobs		Nursery Alison Ferguson Reception Betsi Thomas Phonics Reception Freya Williams Maths		Year 1 Troy Randall Computing and DT (+E- Safety Team) Year 1 Greer Daniels Year 2 Michael Whitlock RE Year 2 Hayley Morris 0.5 (M, T, Wpm) PE Lottie Rimmer 0.6 MFL (W-F)		Year 3 Susie Pick PSHE/School Council Year 3 Jess Pool Year 4 Jo Dennis Geography and Art (+Eco-Team) Year 4 Sam Blythe 0.5 History (M, T, Wpm) Jo Horwood 0.6 Science(W-F)		Year 5 Carly Langmead Year 5 Grace Connors Writing/spelling Year 6 Emily Leek Reading/Speaking and Listening Year 6 Rachael Wright Music Dining room assistants Claire Morgan P/L Caroline H P/L Frances Helley S/D Claire W S/D Vacancy (Covered temp by SJ/KH) Nicola Lenaghan Play Maker 1 Justin Salmon Play Maker 1 Suchada Bown Play Maker 1 Jackie Fowles Play maker 1 Sarah Thomas 1:1 XS/IP Amanda Young 1-1 XS/IP Kelly Webb 1-1 MA/JS Mia Sampson * 1:1 Ma/JS Claire Bertram 1:1 AS (30 mins) Laury Bateman Zac/Liam Sarah Chilcott Zac/Liam Jamie Ryan Play Leader 2 Helen Hooper Play Maker 2 Trisha Savage Play Maker 2 Katie Genge Play Maker 2 Sophie Devonald 1-1 Ja (30 mins) Caron Barry Play Maker* 2 30mins diabetics (JH/PW) Vacancy Play Maker* 2 (RG) (AK doing 30 mins W-Fri temp) Hannah Surman Play Maker* 1-1 LD (12-12.30) Rose (agency) 12-30 LD Caroline Hucker 1-1 RR (11.30-12) Agency cover (Zoe) 1-1 RR Nursery lunch team Jayne Webber Play Maker (Tu-Fri) Stacey Belsten*/Racheal Amos* Sian Kibbey* (Tu-Fri) Gillian W-Monday from 12.05-12.30	
Learning Support									
		Nursery Rachael Amos Stacey Belsten 0.9 (M, T, W Th, Fam) Reception Sarah Thomas Kelly Webb		Year 1 Laury Bateman Shelley James 0.5 (am) Sarah Chilcott 0.5 (pm) Year 2 Karen Harris 0.5 (am) Jackie Fowles 0.5 (pm) Hannah Surman		LKS2 Sian Kibbey 0.8 (Tu, W, Th, F) Tina Kelson 0.8 (M, T, W, Th am, F am) (Library)		UKS2 Caron Barry 0.9 (doesn't work Fri pm) Allison Kibbey 0.6 (W, Th, F)	
HLTAs Fleur Moore (0.8 not Tuesdays) Sue Geen Michelle Archer Jayne Nicholls (0.8 not Fridays) Shannon Todd									
1:1 learning support									
EYFS XS/JP-Amanda Young MA 0.5 and JS 0.5- Mia Sampson		KS1 Caroline H 0.5 GH pm Claire Bertram-AS Gillian Watkins MN 0.5 pm Teresa Verrinder 0.5 (M, T, W, Th) DD		LKS2 Rose (Agency) 0.5 LD am Rose (Agency) 0.5 DP pm Zoe Agency RRR		UKS2 Sophie Devonald Jack, (Y5) Frank (Y6)			
Issue number 1		September 2023		September 2024		Page 6 of 37			

1.		Role of the Multi-Academy Trust
	1.	Waycroft is an academy
	2.	It is part of the Waycroft Multi Academy Trust
	3.	Our setting is not linked with a diocese or directly with any religious organisation.
	4.	Our settings vision is: Living and Learning Together
5.	Our settings values are the following: Ready, Respectful, Resilient	
2.		Role of Trust Board and Local Academy Council.
	1.	The Trust Board has agreed our settings overall ethos and values which are described above in Section 3.
	2.	The Trust Board of Waycroft Multi Academy Trust recognise the need to identify organisational details in our setting for implementing, monitoring and controlling HS&W matters. They also accept the need to consult individuals before allocating particular health and safety functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow.
	3.	The all stakeholders are committed to meeting the safeguarding requirements set out in the government guidance “ <i>Keeping Children Safe in Education and Working Together to Safeguard Children.</i> ” Our settings Safeguarding Policy and connected documents link with this health, safety and wellbeing policy. *There are currently 3 main documents: For schools and colleges, for staff and also about regulated activity. See the links below: <ul style="list-style-type: none"> • Keeping Children Safe in Education • Keeping Children Safe in Education (part 1) • Regulated Activity in Relation to Children • Working Together to Safeguard Children
	4.	The Trust Board and Local Academy Councillors will make preparations to deal with: Critical incidents at our setting such as fire, flood, illness, threats of violence and terrorism, bereavement; Continuity of business in the event of a threat such as that created by a critical incident; The Contribution by the school to help the community at large cope with some kind of major incident. An example would be providing a rest centre if a fire meant people were unable to stay at their homes. These are the 3 C’s as set out by our competent support Delegated Services in a parallel and supporting documentation. Some of the preparation is mentioned here because of the obvious overlap with health, safety and wellbeing.
5.	The Trust Board and Local Academy Councillors will ensure that related “health and safety” topics such as food safety and road safety are also considered. These are mentioned in sections below but will also be covered elsewhere.	
3.		Role of Executive Headteacher / Headteacher
	1.	The Executive Headteacher is appointed by the Trust Board. They are accountable to the Trustees for implementing the school’s HS&W Policy and for all matters relating to HS&W within our Trust. Safeguarding issues and the 3C’s cross-relate to health, safety and wellbeing.
	2.	The Trust Board require the Executive Headteacher to ensure that the HS&W policy is implemented effectively and understood at all levels and is effectively controlled, regularly monitored, and revised as necessary.
	3.	The Executive Headteacher may delegate the management of HS&W matters to an appropriate competent member of staff who will be designated the Health and Health and Safety Coordinator such as the Headteacher.
4.	The Executive Headteacher will delegate the:	

	<ul style="list-style-type: none"> ● Safeguarding Single Record (DBS) to an admin assistant overseen by the HR manager reporting to the Headteacher ● Special Educational Needs and Disability issues to a staff member holding the title Sendco who will report to the Headteacher. ● Co-ordination of off-site visits/trips to a member of staff who will be designated the Educational Visits Co-ordinator (EVC) and who reports to the Assistant Headteacher. ● Leadership of off-site visits/trips to Party Leaders and Deputy Party Leaders reporting to the EVC. ● Student Placements and Work Experience to a coordinator reporting to the Headteacher
5.	<p>The Executive Headteacher will be designated the Asbestos Duty Holder for our setting and will ensure compliance with the Control of Asbestos Regulations 2012 and any update, in so far as they relate to preventing the release of asbestos fibres in the school.</p> <p>Reference: http://www.hse.gov.uk/asbestos/index.htm</p>
6.	<p>The Executive Headteacher is responsible for managing the potential risks from Legionella bacteria, which may arise from work activities. The Management of Health and Safety at Work Regulations and more specifically the Control of Substances Hazardous to Health Regulations 2002 assist and support the assessment, prevention or control the risk from the bacteria by taking suitable precautions.</p> <p>Reference: http://www.hse.gov.uk/legionnaires/index.htm</p>
7.	<p>The Executive Headteacher will be designated the Responsible Person for the school in accordance with the Regulatory Reform (Fire Safety) Order 2005, and will ensure that Fire Risk Assessments are regularly undertaken of the school and its activities, and as a consequence appropriate Fire Precautions are put in place.</p> <p>Fire is a 3C's issue as well.</p> <p>References: https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises</p>
8.	<p>The Headteacher will seek volunteers to take on the role of First Aiders at various skill levels, an Administrator of Medicines and Fire Wardens. All will be trained and their competence regularly assessed in accordance with arrangements and risk assessments attuned to the school's activities and responsibilities.</p> <p>Medical support for those pupils who need it will be provided in line with DfE guidance.</p>
9.	<p>The Executive Headteacher will ensure that competent contractors are employed and will oversee the planning and safe execution of construction, refurbishment, and maintenance work on buildings, plant, and equipment carried out by contractors or other third parties. This is part of their client duty under The Construction (Design and Management) Regulations 2015.</p> <p>The Executive Headteacher will delegate the day-to-day co-ordination of all contractual and maintenance work carried out on school premises to the Executive School Business Manager, who will liaise with caretakers and others to ensure safety procedures and policy agreements are observed.</p> <p>Reference: http://www.hse.gov.uk/construction/cdm/2015/index.htm</p>
10.	<p>The Headteacher is responsible for ensuring that all new, amended or updated documentation and information regarding Health, Safety and Wellbeing matters are</p>

	brought to the attention of the relevant pupils, employees, contractors, volunteers, and members of the general public.
11.	The Headteacher must ensure that accidents and all other H&S incidents, including near misses, are reported in accordance with legal requirements such as the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and local procedures, and that the agreed procedure for reporting all defects, hazards and problems regarding H&S matters function efficiently and effectively. Accidents involving pupils may need to be reported through safeguarding requirements as well. Reference: http://www.hse.gov.uk/riddor/index.htm
12.	The Headteacher will be a member of, and participate in, the Local Academy Council and will actively seek Trade Union Safety Representatives, consulting with them on all HS&W matters and co-operating with them in the execution of their duties. In the absence of these representatives, volunteers will be sought from the teaching and support staff with whom to consult. Reference: http://www.hse.gov.uk/involvement/index.htm
13.	The Headteacher will, with the Local Academy Council, review on an appropriately proportionate and prioritised rolling programme on a rolling basis: <ul style="list-style-type: none"> ● Fire and Evacuation procedures; Lockdown and terrorism procedures; ● First Aid provision both in the school and on off site visits; and from time to time, according to a proportionate plan; ● All other HS&W policies, procedures, codes of practice, risk assessments, and guidelines; ● When doing these reviews, the links with safeguarding and the 3C's will need to be anticipated so there are no gaps in policy and practice. Reference: http://www.hse.gov.uk/pubns/books/hsg65.htm
14.	The Headteacher will seek advice, when appropriate, from the Executive Headteacher, Health and Safety Trustee and/or outside agencies that are able to offer informed and expert opinions. These may be advisory organisations such as CLEAPSS, DATA, AfPE or Delegated Services CIC. References: https://www.bristol.gov.uk/resources-professionals/trading-with-schools http://www.delegatedservices.org http://www.cleapss.org.uk/ https://www.data.org.uk/ http://www.afpe.org.uk/
15.	The Headteacher will have the authority to stop what is considered unsafe practices, or the use of any plant, machinery, equipment, tools, materials, and substances.
16.	The Executive Headteacher will make arrangements, with appropriate members of staff for improvements to premises, plant, machinery, and equipment.
17.	The Headteacher will ensure that appropriate training has been or will be given to employees (including temporary and part-time employees), agency and other contract staff, and volunteer helpers, to enable them to fulfil their responsibilities. This must include newly appointed staff and staff transferred within our setting to other duties.
18.	The Headteacher will ensure that appropriate HS&W information, instruction, training and supervision is in place for all schemes of work for pupils, including both internal and external work experience arrangements.
19.	The Headteacher, shall have authority to act as 'landlord' and determine those who may or may not be welcome on the site and premises. If necessary, proportionate warning and/or banning action will be taken in accordance with natural justice expectations.

	<p>In addition, they are authorised to warn individuals, in the event of unacceptable behaviour, such as nuisance or trespass, about “Section 547 of the Education Act 1996” and as updated, powers available under the education legislation, (or any successor legislation) and the risk of criminal procedures.</p> <p>In the event of a ban being imposed following the appropriate procedure, should there be an appeal, a panel of Trustees not involved in the matter will hear the case in accordance with the rules of natural justice and make their conclusions on the matter on the balance of probabilities.</p> <p>References: https://www.gov.uk/government/publications/school-and-college-security https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises</p>
20.	<p>The Executive Headteacher and the HR Manager are responsible for our settings approach to staff “Wellbeing”. Risk assessment will be done when needed to put in place, the controls needed to remove or reduce risks to physical and mental health.</p> <p>This will include the commissioning of a competent Occupational Health provider with a full range of services, which, if necessary, could include health surveillance to ensure compliance with the law and the protection of the staff team.</p> <p>Reference: http://www.hse.gov.uk/stress/</p>
4.	<p>Role of Executive School Business Manager</p> <p>The member of staff designated as the Health and Safety Coordinator is the Executive School Business Manager and the postholder will administer and manage day-to-day health and safety matters</p>
1.	<p>Acting as the day-to-day link between the school and:</p> <ul style="list-style-type: none"> ● The Headteacher ● The Competent Person(s)* (or body) from whom support and advice is obtained or purchased; this may be a member of staff, the trust, local authority and other help as required from for example Delegated Services; ● The Trust Board and ● other providers of HS&W services such as water services organisations, asbestos management companies, electrical, gas and other utilities, radiation advisors and trips and expedition consultants. <p>* http://www.hse.gov.uk/business/competent-advice.htm</p>
2.	<p>Working with personnel in the school, who have a lead role in HS&W e.g., the Assistant Headteacher, the Educational Visits Coordinator; Catering Contractor; Caretaker; Special Educational Needs and Disability Coordinator (Sendco);</p>
3.	<p>Taking a pro-active interest in the HS&W aspects of all activities: see Appendix 2</p>
4.	<p>Attending Trust Board meetings as frequently as appropriate to give time and full consideration to all aspects of HS&W, and, in so doing arrange for the:</p> <ul style="list-style-type: none"> (i) The attendance of occasional contributors as needed (ii) Actions of the minutes and action points (ii) Meeting agendas e.g. <ul style="list-style-type: none"> ● Logging indicators such as accident and near-miss incidents; ● Risk assessments and safe systems of work; ● Inspection reports and action plans resulting from the outcomes of those reports; ● Areas of particular relevance to safeguarding and the 3C’s which overlap or link up with health, safety and wellbeing; ● Food safety; ● Transport and trip safety; ● Environmental matters where applicable, and ● Security and personal safety

	5.	Each member of the Trust Board should however lead on following up their own areas of work and responsibilities.
	6.	Recommending revisions to the HS&W Policy to the Executive Headteacher
	7.	Referring irresolvable matters via the Executive Headteacher to the Trust Board.
	8.	Representing the academy on relevant HS&W Working Groups, professional bodies etc.
	9.	Being familiar with the content of local Policies, Procedures, Codes of Practice and all other guidance bringing appropriate information to the attention of the Headteacher, Lead Teachers, specialist practitioners and others contributing to the safety system, as necessary
	10.	Staff members are expected to be familiar with their own areas of work and responsibilities.
	11.	<p>The Executive School Business Manager to check that contractors have adequate safety procedures in force and that they are aware of the school’s HS&W Policy as it affects them and will:</p> <ul style="list-style-type: none"> ➤ compile a ‘Buildings Register’ identifying known hazardous substances and materials (e.g. Asbestos, Legionella, lead, flammable materials and substances etc). ➤ ensure that: <ul style="list-style-type: none"> (i) a seasonal inspection is completed three times a year by a representative team including staff, with defects reported accordingly (ii) a property survey of the school ’s buildings/ premises are carried out annually. ➤ establish Emergency Procedures for the evacuation (e.g., gas leaks, fire, bomb warnings), lockdown (e.g., severe weather, trespassers, industrial incident) of the school ’s site/ premises and emergency procedures for lost or missing children. ➤ ensure that competent person(s) or specialist(s) are consulted as necessary to advise on HS&W matters and, in particular, technical issues, sampling, monitoring and auditing requirements.
5.		Role of Educational Visits Coordinator (EVC)
	1.	Be a champion for all aspects of visits and outdoor learning.
	2.	Challenge colleagues across all curriculum areas to use visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards Establishment effectiveness.
	3.	Support/oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable Visits/outdoor learning.
	4.	Mentor leaders and aspirant leaders, supporting their ongoing development and training. Sample monitor their activity to identify any further training needs.
	5.	Ensure that planning complies with your Employer’s requirements and that the arrangements are ready for approval within agreed timescales.
	6.	Support the Headteacher and Local Academy Council in approval decisions so that all those with responsibility have the competence to fulfil their roles.
	7.	Ensure that activity is evaluated against its aims for learning and development, that good practice is shared and any issues are followed up and comply with statutory and Employer’s requirements.
	8.	Keep your Senior Leadership Team informed about the Visits/outdoor learning taking place and their contribution to Establishment effectiveness.
6.		Role of Designated Safeguarding Lead (DSL)
	1.	The Executive Headteacher and the Headteacher should liaise with the DSL so that any relevant activities or procedures will improve child protection.
	2.	Examples are:

	<ul style="list-style-type: none"> ● First aid ● Administration of Medicines ● Trips and expeditions ● Coaching activities ● E-safety
	3. Policies relating to safeguarding and child protection should make reference to health and safety issues as appropriate.
7.	Role of Manager of the “Single Central Record”
	1. The Headteacher should liaise with the manager so that any relevant activities or procedures will improve child protection.
	2. Case studies (Serious Case Reviews and major national investigations as well as press reports of prosecutions) will be used to learn how to improve child and vulnerable adult protection.
8.	Role of Assistant Headteacher
	1. The Assistant Headteacher will work primarily with teaching personnel in school who have a lead role in managing higher risk activities. See Appendix 3
	2. The Assistant Headteacher should encourage teachers and other practitioners to be risk aware rather than risk averse. Coping with risk is part of a child’s learning and is often considered by OFSTED and equivalent inspection organisations during their visits.
	3. Areas of their work and output related to that area can be found in Appendix 4
9.	Role of the early years phase leader
	The requirements of the EYFS framework will be met or exceeded in regard to health, safety and wellbeing. Input from medical practitioners and other advisors will be sought where this will improve the outcomes for the child and their family. Ref: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2
10.	Role of SENDCo
	The person with lead responsibility for SEN and disability issues will give advice to colleagues and liaise, when necessary, on health and safety related matters. There will be links with the Equality Policy and similar documents and actions.
11.	Role of the Caretaker
	1. The Caretaker will be team leader for the cleaning team and working with the Executive School Business Manager to co-ordinate all contractual work and maintenance carried out on the premises. He must make the Executive School Business Manager aware of all contractors and/or third parties entering the school to undertake maintenance, service, or works contracts whilst also liaising with others, as appropriate, to ensure safety procedures and policy agreements are observed.
	2. The Caretaker will have authority from the Executive School Business Manager to check that contractors have adequate safety procedures in force and that they are aware of the school’s HS&W Policy as it affects them and will: <ul style="list-style-type: none"> ● ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes. ● ensure that HS&W matters regarding Grounds Maintenance and Cleaning, and in particular ensuring that the Cleaning manager is aware of any implications of the school’s HS&W Policy as it affects their work activities e.g., the storage arrangements for materials, equipment, and substances.

	<ul style="list-style-type: none"> ● keep a Premises Log Book and online compliance system up-to-date with the results of repair and maintenance, taking action to organise work when equipment is overdue for attention. ● ensure that all plant, machinery, equipment, tools, materials, and substances etc, received from suppliers for the school's use are accompanied by appropriate information, including in particular, Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc, prior to use.
3.	The Caretaker must be familiar with the school's Health, Safety and Wellbeing Policy and its implications for their activities and working arrangements for the employees.
4.	The Caretaker should work in accordance with the Health, Safety and Wellbeing Policy and other guidance issued by the school. In addition, they should apply industry specific best practice.
5.	Grounds maintenance related contractors such as tree works using the school premises will be required to follow school health and safety procedures.
6.	The Executive School Business Manager should receive copies of maintenance and inspection for all plant and equipment used in the school grounds maintenance service. This includes Portable Appliance Testing (PAT) and vehicle safety checks.
7.	Defects and other problems should be reported to the Executive School Business Manager. The Caretaker will be delegated with the authority to organise everyday repairs of equipment and grounds maintenance tools with the remit for this reviewed at least annually.
8.	The Executive School Business Manager and the Caretaker are responsible for a fire risk assessment for their activities to be done in liaison with the school.
9.	The Caretaker is responsible for risk assessing their work and related activities such as vehicle and pedestrian interactions or the supply of new equipment. This covers both safety and health related issues.
10.	All employees in caretaking team should be given suitable induction training and continuing professional development training. School procedures for health and safety as well as safeguarding are to be included in their training.
11.	The Caretaker needs to ensure safeguarding best practice is followed.
12.	Role of the Cleaning staff
1.	The cleaners must be familiar with the establishment's Health, Safety and Wellbeing Policy and its implications for cleaning activities and working arrangements for the employees.
2.	The Cleaners should work in accordance with the Health, Safety and Wellbeing Policy and other guidance issued by our setting. In addition, they should apply industry specific best practice.
3.	The Executive School Business Manager should receive copies of maintenance and inspection for all equipment used in the school. This includes Portable Appliance Testing (PAT).
4.	Defects and other problems should be reported to the Executive School Business Manager.
5.	The caretaker is responsible for carrying out COSHH assessments on all substances used within our setting, risk assessments, method statements and references, ensuring their staff have suitable training, and that the HS&W policy is followed.
6.	The caretaker is responsible for risk assessing all activities undertaken. This covers both safety and health related issues.
7.	All employees in should be given suitable induction training and continuing professional development training. School procedures for health and safety as well as safeguarding are to be included in their training.
8.	The Cleaners needs to ensure safeguarding best practice is followed.

13.	Role of the Catering Contractor	
	1.	The Catering Company must be familiar with and follow the school's Health, Safety and Wellbeing Policy and its implications for catering activities and working arrangements for the employees.
	2.	The Catering Contractor should work in accordance with the Health, Safety and Wellbeing Policy and other guidance issued by the school. In addition, they should apply industry specific best practice. Where the catering is contracted out the contractor's health and safety procedures should be followed as well. If there is any conflict then this should be resolved by discussion.
	3.	The Catering Contractor is expected to be familiar with the Food Safety Act 1990 and relevant legislation. The advice and guidance from the Food Standards Agency and other regulators must be followed. This includes having a Hazard Assessment and Critical Control Point food safety management system in place.
	4.	The Catering Contractor is expected to achieve not less than 4 stars and preferably 5 stars under the local government environmental health "Scores on the doors" rating system. All inspections and inspection reports must be supplied to the Executive School Business Manager
	5.	The Executive School Business Manager should receive copies of maintenance and inspection for all plant and equipment used in the school catering service. This includes Portable Appliance Testing (PAT) and gas safety checks.
	6.	Defects and other problems should be reported to the Executive School Business Manager.
	7.	The Catering Contractor is responsible for risk assessing catering and related activities such as food deliveries or the supply of new equipment. This covers both safety and health related issues.
	8.	All employees in catering should be given suitable induction training and continuing professional development training. School procedures for health and safety as well as safeguarding are to be included in their training.
	9.	The Catering Contractor needs to ensure safeguarding best practice is followed.
14.	Role of the First Aiders	
	1.	The First Aiders are for meeting the requirements of the Health and Safety (First-Aid) Regulations 1981.
	2.	They also provide a first aid service to pupils and visitors.
	3.	Any first aid situation requires a dynamic risk assessment to identify if the area is safe to administer first aid. In particular checks must be made regarding electricity, dangerous substances including gases like carbon monoxide and risk from height or water.
	4.	First aiders will be trained to a suitable level as published in guidance by the Health and Safety Executive.
	5.	Special circumstances may require additional training, arrangements and equipment. Examples are sports events, educational trips and expeditions.
15.	Role of the Administrator of medicines	
	1.	To provide support to pupils that require medicine during the school day by prior agreement with the parent/ carer
	2.	Ensure medicines held at school are secure, in date, labelled and available when needed as specified in individual HCPs
	3.	Ensure any controlled drugs are recorded/counted and secured in a double locked container
	4.	They will have regular training in the administration of medication

	5.	They will document all medicines taken, including pupils name, time, date, amount and medicine type
	6.	They will encourage pupils to self-administer where possible
16.		Role of the Fire Wardens
	1.	Fire wardens support fire safety procedures such as prevention, inspection, detection and alarm and evacuation.
	2.	Although all staff have a role in these items and in an emergency would be expected to support leadership staff as far as they are able the Fire Wardens have a defined list of tasks.
	3.	As part of the fire and other emergencies plan, they support leadership staff in organising an evacuation if needed or other movement of colleagues, pupils and visitors.
	4.	They will sweep the building where safe to do so and close windows and doors behind them.
17.		Role of Trade Union Health and Safety Representatives
	1.	Trade Union representatives have rights given to them under the <i>Safety Representatives and Safety Committees Regulations 1977</i> . The academy recognises these and will include them within employee consultation.
	2.	The Trustees will encourage the appointment of Trade Union (TU) Safety Representatives from both teaching and support staff.
	3.	The Headteacher will consult regularly with TU Safety Representatives on HS&W matters.
	4.	In the absence of TU representatives, the Headteacher will seek volunteers from teaching and support staff areas with whom to consult and comply with the <i>Consultation with the Health and Safety (Consultation with Employees) Regulations 1996</i> . (See Section 21 below)
18.		Role of the Employee Health and Safety Representatives
	1.	In the absence of TU representatives, the Headteacher will seek volunteers from teaching and support staff areas with whom to consult.
	2.	The academy will ensure there is consultation with all employees in order to meet the general obligations under the <i>Health and Safety at Work etc Act 1974</i> and specific requirements under regulations.
19.		Role of Employees
	1.	Every employee has a responsibility under the <i>Health and Safety at Work etc. Act 1974 Section 7</i> and <i>The Management of Health and Safety at Work Regulations 1999 Section 14</i> to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with their employer in the performance of the employer's health and safety duties.
	2.	All employees will be given access to the academies HS&W policy and need to be familiar with all documents relating to HS&W in the academy. Employees will pay particular attention to the policy and risk assessments as they relate to particular work activities.
	3.	Employees must be familiar with the HS&W Policy, its implications and any procedures, arrangements and practices as applicable to their roles and responsibilities.
	4.	Employees are responsible and accountable to the Trustees, Headteacher and those delegated various responsibilities as described above for the implementation of the academies HS&W Policy in the performance of their duties.
	5.	Employees must conform to responsibilities as laid down in safe working arrangements for specific roles and responsibilities.
	6.	The academies staff members must ensure that all pupils or persons under their control receive instruction and are provided with suitable training to enable them to behave in a safe and efficient manner.

	7.	If staff find a problem, they must first isolate, then take immediate safety action, then report, (verbally and in writing) all problems, defects and hazards to their line manager or the caretaker as soon as they become apparent.
20.		The role of pupils
	1.	Anyone who is not employed by the academy is covered by the general duties described in Section 3 of the Health and Safety at Work etc Act 1974.
	2.	Contractors are external to the academy and are covered under the arrangements section below.
	3.	Pupils and students are expected to follow the behaviour requirements of the academy and to cooperate in the health and safety management processes. Teachers and academy staff generally are responsible for making pupils and students aware of health and safety procedures whether during lessons, trips or more generally.
	4.	The academy has an overall responsibility for safeguarding young people which includes health and safety issues. There are separate policies (linked as necessary with other policies) on safeguarding and child protection. Related policies and procedures are for example e-safety, food safety and environmental issues.
	5.	The academy will encourage pupils and students to learn life-skills which include assessing and managing hazards and risks, exploring risky activities so they can be achieved safely and learning how to prepare for adult life and work.
	6.	Pupils and students will be encouraged to take part in the academy community and contribute to health, safety and wellbeing initiatives.
21.		Role of parents and carers
	1.	Anyone who is not employed by the academy is covered by the general duties described in Section 3 of the Health and Safety at Work etc Act 1974.
	2.	Parents and carers, other relatives and visitors in general are expected to follow the instructions and guidance of the academy in regard to health, safety and wellbeing.
	3.	The academy hopes that are parents, carers and all others connected with the work of the academy will contribute to the high standard of health, safety and wellbeing required.
	4.	The friends of the academy agrees to abide by the academies policies and procedures where these involve premises, facilities, staff and pupils.
22.		The role of external advisors
	1.	Where possible the academy will have its own staff trained to provide advice and expertise.
	2.	External advisors will be used, when necessary, on health, safety and wellbeing issues such as gas safety, critical incidents, trips and health and safety management.
23.		The role of external regulatory agencies
	1.	The academy will make use of the statutory requirements and non-statutory guidance published by regulatory agencies including: <ul style="list-style-type: none"> ➤ Avon Fire and Rescue Service ➤ Local authority ➤ Department for Education ➤ The Environment Agency ➤ The Food Standards Agency ➤ The Health and Safety Executive ➤ OFSTED
	2.	The academy will cooperate fully with any informal visit, inspection or investigation by the above agencies or other authorised bodies.

Table 1: Table of posts with major health and safety roles: academy and governors

Post	HS&W Role	Position with Responsibilities
1.	H&S Governor	Joshep Fox-Bowen
2.	Governance Professional	Sue Burns
3.	Headteacher	Adam Smith
4.	Health and Safety Coordinator	Pauline Warburton
5.	First Aid Coordination	Shannon Todd
6.	Key Holder(s), fire and burglar alarms	Rich Palmer Adam Smith
7.	Premises management day to day	Rich Palmer
8.	Premises functions	Rich Palmer
9.	Curriculum Health and Safety	Emma Sweet
10.	Phase leaders	Early Years – Betsi Thomas KS1 – Troy Randall LKS2 – Jo Dennis UKS2 – Emily Leek
11.	Subject leaders	See staffing structure

Table 2: Other academy posts with important health, safety and safeguarding roles.

	HS&W Role	Position with Responsibilities
12.	Catering Contractor	Chartwells
13.	Educational visits co-ordinator	Jo Horwood
14.	Visits leader	Teacher identified for each trip
15.	Visits deputy	Teacher identified for each trip
16.	Inclusion	Amanda Finch and Amy Lucus
17.	Single central record manager Admin	Jo Parmenter Catherine Bennett
18.	Safeguarding	Adam Smith
19.	Safeguarding deputy	Emma Sweet Naomi Tricky
20.	Administration of medicines	Various trained staff
21.	Fire Marshalls co-ordinator	Various trained staff
22.	Lead SMSA	Jamie Ryan
23.	Student Placement Co-ordinator	Emma Sweet
24.	Work Experience	Emma Sweet

Table 3: Table of *external contractor's* posts with major health and safety roles.

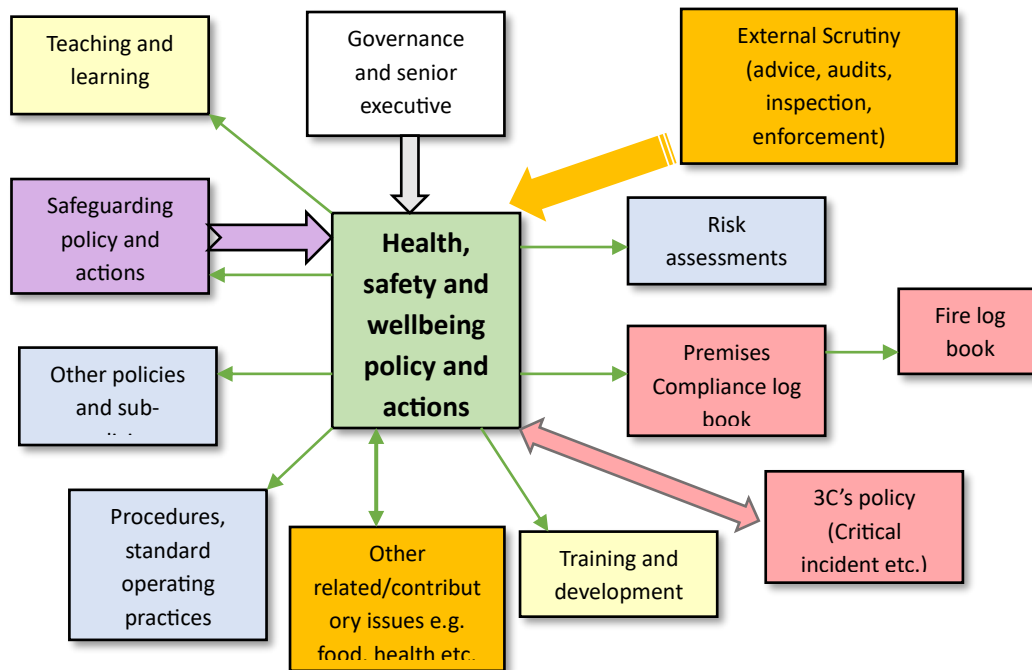
	HS&W Role	External contractor
25.	HS&W advisor and academies “competent person”	Delegated services
26.	Utility services advice	Unitary
27.	Grounds Maintenance	Cornish
28.	Fire Alarms	Avon Alarms
29.	Fire-fighting equipment	A and E Fire Equipment
30.	Emergency Lighting	B D Carter
31.	Entry systems. security CCTV	Avon Alarms
32.	Alarms monitoring	Avon Alarms
33.	Electrical	B D Carter
34.	Heating and hot water	Unitary
35.	Water hygiene and Legionella control	Kimera

36.	Overnight security call-out	Bristol City Council
37.	Counselling services	Schools Advisory Services

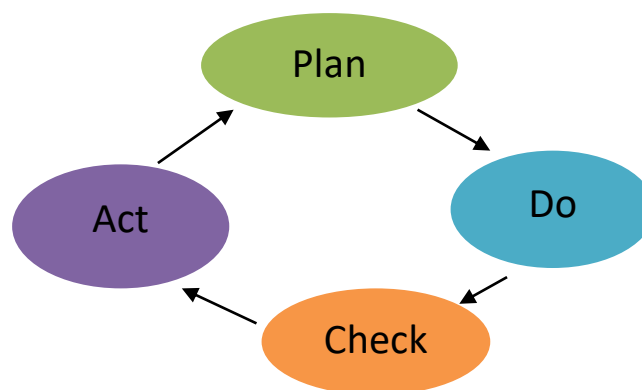
Part 3: ARRANGEMENTS – what do people do?

Introduction: When roles, titles, etc., change, they will be updated in this document at its next review

This policy is part of the trusts overall health, safety and wellbeing system and the graphic below illustrates how it fits with some other parts of the system.



The Trust will follow the advice in HSE document HSG 65 “Managing Health and Safety” and in particular the approach summarised as “Plan, Do, Check, Act” as illustrated below:



The Trust is aware of the key elements of the Sentencing Council guidelines. In a court case, if a guilty verdict is reached the elements considered include the following matters.

Culpability: Where there are factors present in the case that fall in different categories of culpability, the court should balance these factors to reach a fair assessment of the offenders’ culpability.

Risk rating	Factors present
Very High	Deliberate breach of or flagrant breach of the law
High	Offender fell far short of the appropriate standard, for example by: <ul style="list-style-type: none"> Failing to put in place measure that are recognised standards in the industry Ignoring concerns raised by employees or others Failing to make appropriate changes following prior incident(s) exposing risk to H&S Allowing breaches to subsist over a long period of time
	Serious/ systematic failure within the organisation to address risks to H&S
Medium	Offender fell short of the appropriate standard in a manner that falls between descriptions in high and low culpability categories
	Systems were in place but these were not sufficiently in place/ adhered to
Low	Offender did not fall far short of the appropriate standard, e.g., because: <ul style="list-style-type: none"> Significant measures were made to address the risk although they were inadequate on this occasion There was no warning/ circumstance indicating a risk to H&S
	Fallings were minor and occurred as an isolated incident

Harm: Health and safety offences are concerned with failures to manage risks to health and safety and do not require proof that offence caused any actual harm. **The offence is in creating a risk of harm**

Use the table below to identify an initial harm category based on the risk of harm created by the offence. The assessment of harm requires a consideration of **both**:

- The seriousness of the harm risked (A, B or C) by the offenders’ breach; **and**
- The likelihood of that harm arising (high, medium or low)

Likelihood of harm	Level A	Level B	Level C
	<ul style="list-style-type: none"> Death Physical/ mental impairment relying on lifelong third-party care for basic needs Significantly reduced life expectancy 	<ul style="list-style-type: none"> Physical/ mental impairment, not amounting to level A, which has a substantial and long-term effect on the sufferer’s ability to carry out normal day-to-day activities or on their ability to return to work A progressive, permanent or irreversible condition 	<ul style="list-style-type: none"> All other cases not falling within Level A or Level B
High	Harm category 1	Harm category 2	Harm category 3
Medium	Harm category 2	Harm category 3	Harm category 4
Low	Harm category 3	Harm category 4	Harm category 4 (bottom of range)

Magistrates and Judges are given guidelines for sentencing, and also the penalties that these offences are to incur. This will depend on the category of the breach, and also the size of the organisation, more information and fining structures can be found below:

For Magistrates see: <https://www.sentencingcouncil.org.uk/offences/magistrates-court/item/organisations-breach-of-duty-of-employer-towards-employees-and-non-employees-breach-of-duty-of-self-employed-to-others-breach-of-health-and-safety-regulations/>

For Judges see: <https://www.sentencingcouncil.org.uk/offences/crown-court/item/organisations-breach-of-duty-of-employer-towards-employees-and-non-employees-breach-of-duty-of-self-employed-to-others-breach-of-health-and-safety-regulations/>

Small	Starting Point	Range
Very high culpability		
Harm category 1	£450,000	£300,000 – £1,600,000
Harm category 2	£200,000	£100,000 – £800,000
Harm category 3	£100,000	£50,000 – £400,000
Harm category 4	£50,000	£20,000 – £190,000
High culpability		
Harm category 1	£250,000	£170,000 – £1,000,000
Harm category 2	£100,000	£50,000 – £450,000
Harm category 3	£54,000	£25,000 – £210,000
Harm category 4	£24,000	£12,000 – £100,000
Medium culpability		
Harm category 1	£160,000	£100,000 – £600,000
Harm category 2	£54,000	£25,000 – £230,000
Harm category 3	£24,000	£12,000 – £100,000
Harm category 4	£12,000	£4,000 – £50,000
Low culpability		
Harm category 1	£45,000	£25,000 – £130,000
Harm category 2	£9,000	£3,000 – £40,000
Harm category 3	£3,000	£700 – £14,000
Harm category 4	£700	£100 – £5,000

The level of fines awarded are also influenced by other factors that need to be taken into account:

Factors increasing seriousness

Statutory aggravating factors

- Previous convictions, having regard to a) the nature of the offence to which the conviction relates and its relevance to the current offence; and b) the time that has elapsed since the conviction

Other aggravating factors include

- Cost-cutting at the expense of safety
- Deliberate concealment of illegal nature of activity
- Breach of any court order
- Obstruction of justice
- Poor health and safety record
- Falsification of documentation or licences
- Deliberate failure to obtain or comply with relevant licences in order to avoid scrutiny by authorities
- Targeting vulnerable victims

Factors reducing seriousness or reflecting mitigation

- No previous convictions or no relevant/recent convictions
- Evidence of steps taken voluntarily to remedy problem
- High level of co-operation with the investigation, beyond that which will always be expected
- Good health and safety record
- Effective health and safety procedures in place
- Self-reporting, co-operation and acceptance of responsibility

A to Z Arrangements by topic

The following health, safety and wellbeing topics are listed alphabetically. They are intended as an outline of the arrangements made. The health and safety management systems are extensive and consists of documents, posters, training, standard operating procedures and many other aspects. Within a basic structure there are day to day decisions, dynamic risk assessments and risk assessments being updated, new guidance being received and new training being absorbed. The trust and academy management are aware that there is additional law other than occupational health and safety law that may affect what is commonly called “health and safety”. This includes licensing law, highway and transport legislation, food safety, environmental management and the area of civil law.

1.		Accident (this includes near-miss incidents and cases of aggression/ violence) Reporting.
	1.	There is a legal requirement to report certain accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 usually called RIDDOR. Accident and incident forms, which are available online, are to be sent to the Headteacher. This procedure will be brought to the attention of all employees through training and the staff handbook
	2.	All employees and pupils will be encouraged to report near misses so that potentially hazardous situations can be dealt with.

	3.	See also – Reporting of Incidents, Disease and Dangerous Occurrences Regulations (RIDDOR)
2.		Administration of Medicines
	1.	Arrangements for the Administration of Medication in the Academy will be in accordance with the ‘Policy for Supporting pupils with medical conditions etc.’
	2.	This procedure will be brought to the attention of all employees, volunteers and parents. The aim is to ensure the academy knows of any medical conditions requiring either day to day medication or emergency medication.
	3.	Parents and carers know they will be informed of medication administered and any additional information which will help in the longer-term management of the medical condition.
3.		Asbestos Management
	1.	There is asbestos on site and the academy manages the risk in line with the Asbestos management plan and risk assessment held in the premises log book.
	2.	The procedures include the training of senior staff, the site manager, the caretaker and other staff members.
	3.	In addition, there will be supervision and management of contractor and volunteer activity to prevent damage to or exposure of asbestos containing materials. For more information see the ESBM, caretaker
4.		Buildings and premises
	1.	The management of the academies premises will be assisted by the keeping and use of documentation. This will enable planned maintenance, asset protection, audits and provide references for future work.
	2.	Key documents (paper or electronic) will include: <ul style="list-style-type: none"> ● Records of compliance, maintenance, inspections and repairs; ● Defect reporting procedure; ● Fire, Asbestos, Legionella, radiation and other key matters as required –if they are required; ● Grounds maintenance, including tree surveys/ inspection reports; ● Insurance inspections; ● Defect reports; ● Other documents as needed.
	3.	The Delegated Services Premises Listings are used as a helpful aide-memoire and can be found at https://docs.google.com/document/d/1sKjpsC2uK4HBzW99Qkv-gmySjQVu7fGP/edit?usp=sharing&oid=101369525141078725504&rtpof=true&sd=true .
5.		Caretaking and Premises Management
	1.	Building and Premises
6.		Communicating information to employees and other persons who are not employees.
	1.	There will be staff noticeboards, staff meetings, academy and staff newsletters and e-mail briefings.
	2.	Contractors will get briefings appropriate to their work or project. This will include hazard warnings including asbestos locations and know high risk areas. See Contractors below
	3.	Perimeter and site posters signs or other markings will be used as suitable for example to warn that the site is not generally open to the public
7.		Computers and other IT equipment and systems
	1.	This covers a wide range of items. Traditional information systems such as the academy network wired or wireless and attached terminals are only part of the current “wired society”. Other aspects include mobile devices, equipment linked to the Internet, the World Wide Web and so on.

	2.	Equipment related to information, technology and communications will be managed by the Trust IT technician with support from Digital Assure.
	3.	Display screen assessments when required will be organised through the IT Technician
	4.	E-safety is managed by DSL and IT lead. See Safeguarding and Child Protection
	5.	Data Protection requirements are dealt with by Integra.
	6.	All IT facilities are subject to the relevant safety risk assessments relating to for example work on electrical equipment, lone working, manual handling and work at height.
8.		Contractors
	1.	Contractors are all paid workers not employed directly by the academy. This will include building maintenance staff, construction personnel, visiting advisors and supply staff.
	2.	All contractors entering or working on academy premises will do so only with the permission and authorisation of the Headteacher and Caretaker.
	3.	Any 'Hot Works' carried out will require notification and permits detailing the works, lock offs etc. to be signed and dated by the Executive Business Manager
	4.	Any work that might disrupt teaching and learning will be arranged to minimise this as far as possible.
	5.	Health and Safety documentation including references, risk assessments, method statements, and safe systems of work, appropriate to the working circumstances will be examined when contractors are considered.
	6.	The Caretaker will be overall responsible for liaising with contractors. They will ensure safe working arrangements by providing: <ul style="list-style-type: none"> ● A copy of the academies Policies, Procedures, Codes of Practice and other guidelines; The academies Asbestos Survey; ● Other documents as needed; ● Checking contractors' documents and other details as necessary.
9.		COSHH (Control of Substances Hazardous to Health)
	1.	For the purposes of this policy the Trust recognise the everyday understanding that all chemicals should be considered here and any other similar things. In law certain items such as lead and asbestos have their own regulations so they are also mentioned separately.
	2.	Other COSHH related matters will be considered by the Caretaker
	3.	The legislation involved includes: <ul style="list-style-type: none"> ● Control of Asbestos Regulations 2012 ● Control of Lead at Work Regulations 2002 (CLAW) ● Control of Substances Hazardous to Health Regulations 2002 ● The Dangerous Substances and Explosive Atmospheres Regulations 2002 ● Explosives Regulations 2014 ● Explosives Regulations 2014 (Amendment) Regulations 2016 ● Ionising Radiation Regulations 1999 (IRR99) ● Petroleum (Consolidation) Regulations 2014
	4.	The academy subscribes to advice from CLEAPSS which is recognised by the Health and Safety Executive as a source of guidance.
10.		Curriculum Activities – High Risk
	1.	The establishment has identified that certain curriculum activities will pose higher risk, such as food technology, PE, D & T and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils.
	2.	The establishment will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS, DATA, AfPE Delegated services, to ensure relevant and up to date information is provided

11.		Defect reporting
	1.	There will be a defect reporting procedure so that problems can be dealt with quickly and effectively.
	2.	All employees are expected to act as follows. If staff find a problem, they must first isolate, then take immediate safety action, then report, (verbally and in writing) all problems, defects and hazards to their line manager or the Site Manager as soon as they become apparent. See Appendix 5
12.		Display Screen Equipment (DSE) and Workplace risk assessment
	1.	The <i>Health and Safety (Display Screen Equipment) Regulations 1992</i> require that regular users of all types of display screen equipment are risk assessed and steps are taken as needed to protect their health and safety.
	2.	The trust will arrange risk assessments as necessary. All employees and anyone else on academy business such as volunteers can ask for a risk assessment regarding their workplace and the use of DSE. (Other issues to do with IT are covered under “Computers”.)
13.		Educational Visits
	1.	Arrangements for all Educational Visits such as field trips and extra-curricular activities will comply with the ‘Procedures and Code of Practice for Educational Visits’ and the academies ‘Educational Visits Policy’.
14.		Electricity
	1.	The use of electrical systems will follow the current legal requirements. These include the general duties within the Health and Safety at Work etc Act 1974 Section 2 (2) and the Electricity at Work Regulations 1989.
	2.	Electrical systems will be inspected on a 5-year basis
	3.	Electricity within teaching and learning will also follow the guidance available from CLEAPSS and DATA.
	4.	See also Portable Appliance Testing (PAT)
15.		Emergency Procedures
	1.	The specific procedures are as contained in the following documents. These are based on the 3C’s advice from Delegated Services (Policy for Critical Incidents, Business Continuity and supporting the Community) and government guidance. The academy accepts that the nature of an emergency means that they may not fit into a previously encountered scenario and staff will need to react using their training and judgement.
	2.	Fire evacuation procedures are available as part of the Fire Risk Assessment to meet the obligations under the Regulatory Reform (Fire Safety) Order 2005
	3.	First aid and medical support arrangements are made in relation to the First Aid at Work Regulations 1981 and statutory guidance from DfE.
16.		Fire Precautions
	1.	The arrangements for general fire safety as required under the Regulatory Reform (Fire Safety) Order 2005 will be in accordance with the outcome of a Fire Risk Assessment and reviewed annually unless requiring revision due to substantial change, or if legislation changes.
	2.	The establishment’s Fire Log Book and IAM Compliant will be used to record weekly system tests, practice and unplanned evacuation drills, training on equipment, visits by the Fire and Rescue Service, emergency crate inspections, etc. The establishment will hold the Fire Log Book, repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting, etc. together in the premises log and on IAM Compliant
17.		First Aid Provision and medical support
	1.	The arrangements for first aid in the Academy will be in accordance with the policy as laid down in the ‘First Aid Policy’.

	2.	The names of First Aiders and others with appropriate skills must be posted on the academies HS&W notice board and at strategic locations within the academy.
	3.	Training and resources will be considered and provided in relation to the location (proximity to emergency medical facilities) and occupants e.g., paediatric first aid training provided if the occupants are at EYFS as set out by the EYFS framework
18.		Gas
		The use of gas systems/ equipment will follow the current legal requirements. These include the general duties within the Health and Safety at Work etc Act 1974 Section 2 (2) and the Gas Safety (Installation and Use) Regulations 1998.
		Gas equipment and systems will be inspected every year in accordance with regulations and manufacturers guidance
		Further guidance is available from the HSE: Safety in the installation and use of gas systems and appliances
19.		Health
	1.	The arrangements for supporting pupils and staff with medical conditions are set out in the 'Supporting pupils and staff with medical conditions policy'
	2.	Where necessary training will be provided to ensure conditions requiring additional support will be met, such as asthma, diabetes, epilepsy, anaphylaxis.
	3.	Guidance on infection control within a school setting is followed provided by the UK Health Security Agency, details can be found at https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities
20.		Health and Safety representatives, trade union and staff
	1.	The Trust is committed to consultation with employees and other relevant or helpful people and organisations to ensure the best possible health, safety and wellbeing performance.
	2.	This includes the legislation illustrated in the graphic below. (See Appendix 6)
	3.	There are requirements in other legislation such as: <ul style="list-style-type: none"> ● Health and Safety at Work etc Act 1974 Section 2(2) (c), 2(6) and 2(7) ● The Management of Health and Safety at Work Regulations 1999 ● The Regulatory Reform (Fire Safety) Order 2005 <p>These require consultation and information sharing which the Trust accepts in the spirit of the legislation to ensure the health, safety and wellbeing of all persons affected by their activities so far as is reasonably practicable.</p>
	4.	Health and Safety representatives (Trade Union or staff reps) will be given support and a health and safety committee will be formed.
21.		Health, safety and wellbeing Trustees
	1.	A consultative health, safety and wellbeing Trustees and Local Academy Councillors will meet 6 times a year.
	2.	The minutes from these meetings will be presented to Local academy council/ Trust within 2 weeks of the meeting
22.		Housekeeping
	1.	The Caretaker/cleaning staff and others will ensure adequate arrangements are in place to keep the academy clean and tidy through good housekeeping. In particular, rubbish and other combustible materials will not be allowed to accumulate. Boiler rooms, battery rooms, the area under the stage, other storage areas and all designated escape routes will be kept clear at all times. Rubbish bins, skips, etc will be located away from academy buildings and secured to suitable fixed points.
	2.	Lead Staff will make regular checks of their areas, maintaining tidiness, arranging adequate storage and ensure appropriate cleaning arrangements.

23.		Incident reporting This is described under ‘Accident reporting’ regarding accidents and ‘Defect reporting’ for defects around the site.
24.		Infectious diseases and infection control
	1.	Many lessons were learnt from the Coronavirus Pandemic. The academy will continue to encourage and educate the community to ‘catch it, bin it, kill it’
	2.	The staff will be encouraged to report any concerns regarding infectious diseases. The advice available from the UK Health Security Agency will be followed and can be found at https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities
	3.	The academy will implement increased hand washing and touch point cleaning if an outbreak of an infectious disease is identified at the academy
25.		Inspections
	1.	Regular inspections, walk rounds and checks will take place to assist in the management of the academy premises. For further information see: Headteacher or caretaker
	2.	Formal inspections are to be carried out 3 times a year/termly. The focus can be on themes/particular areas and we understand this would be beneficial as a ‘fresh eyes’ approach involving other members of staff/ Trustees/Local Academy Councillors or pupils
	3.	Summarised reports of findings from inspections to be given to the health and safety Local Academy Councillor
	4.	Further guidance can be found in the ‘Audit and Inspection folder’ available in DS resource website, Go To or here
	5.	See also Monitoring and auditing health and safety performance
26.	1.	Ionising Radiation
	2.	In using Ionising Radiation for educational purposes, we ensure that we will comply with the Ionising Radiation Regulations 2017
	3.	To ensure the safety of all, we will follow guidance set out in CLEAPSS document L093- Managing Ionising Radiations and Radioactive Substances in Schools and Colleges
	4.	Radon levels will be monitored, high risk areas will be identified, such as boiler rooms, and control measures implemented where necessary
27.		Lettings
	1.	The Academy has a range of lettings. These include sports and fitness arts and craft. The Trust will ensure that its ‘Letting Terms’ are explicit regarding the respective roles and responsibilities of both itself and the Hirer for HS&W matters including: Insurance arrangements, Risk Assessments, First Aid, and Emergencies.
	2.	All hirers of the academy premises, including the hall, other rooms or grounds must be given instructions regarding all relevant procedures operating in the academy. All emergency exits must be unlocked, and a telephone must be available for emergency calls. The premises or grounds must be inspected and secured after use. Emergency information will be available for the hirer to use in evacuation and liaison with the Fire and Rescue Service if they are in sole use of the site.
	3.	The lettings emergency information will have: <ul style="list-style-type: none"> ● Site plans; ● Key locations except where this affects security; ● Fire safety information such as how to turn off equipment; ● Important contacts and their details; ● Other relevant information.
28.		Lifts and lifting Equipment (including hoists)
	1.	In using passenger lifts and /or lifting equipment, the academy will comply with Lifting Operations and Lifting Equipment Regulations 1998 and follow guidance provided by the HSE Safe Use of Lifting Equipment https://www.hse.gov.uk/pubns/books/l113.htm

	2.	Passenger lifts will only be used by authorised people, when safe to do so. Procedures are put in place to manage this and signage installed to notify users if these are disabled during a fire evacuation
	3.	An inspection and maintenance system will be put in place for all lifts and/or lifting equipment at a frequency established by the manufacturer
29.		Local Exhaust Ventilation (LEV) and air extraction
	1.	The Trust recognises there will be occasions when it will be necessary to refer to outside specialists for air monitoring and the checking of ventilation systems installed for the removal of dusts, vapours, gases etc, (e.g., fume cupboards, woodwork extraction, heat treatment, soldering etc). Provision will be made to ensure this takes place at least every 14 months (from Schedule 4, COSHH). A record of all such tests will be kept in the Premises Log Book/IAM Compliant compliance system.
	2.	Air extraction in kitchens and other types of air extraction such as cooker hoods and other catering ventilation will be installed to ensure adequate removal of waste gases from cooking equipment and to maintain a suitable temperature and humidity for the staff members.
	3.	Other air extraction will be provided and maintained as needed around the premises in for example: <ul style="list-style-type: none"> ● Kiln rooms; ● Toilets and washrooms, ● Rooms where there are photocopiers or other equipment; ● Rooms that may become hot during parts of the year. ● Kitchen/canteen
30.		Lone Working
	1.	The precautions to be taken in relation to lone working will be in accordance with the Lone Working guidance
31.		Manual Handling (i.e., lifting and carrying of objects) and the lifting & carrying of children or adults as part of care arrangements
	1.	Responsibility for organising the safe manual handling of significant loads will rest with the Caretaker. He will assist other staff for example teachers where loads need to be carried.
	2.	The lifting and carrying of children or adults as part of care arrangements will be managed by the SENDCo and First Aiders.
	3.	All lifting and carrying of objects or people will only be permitted after suitable risk assessment has been undertaken by a competent person and all the precautions and control measures identified are in place.
	4.	Where possible standard operating procedures will be used as part of premises management or care plans.
	5.	Equipment such as hoists, trolleys, wheelchairs will be inspected and maintained.
	6.	The SENDCO will ensure safe and considerate manual handling of pupils to eliminate or if this is not possible minimise risks. In addition to a suitable and sufficient risk assessment, it will be identified if there is another way to undertake the task so that greater consideration of the person's personal wishes and right to dignity are respected.
	7.	Appropriate equipment will be purchased and specialist training provided if needed; review and amendment of local policies will take place as necessary and all manual handling accidents and near misses will be investigated
32.		Monitoring and auditing health and safety performance
	1.	The academy will apply the Health and Safety Executive recommended process of Plan, Do, Check and Act as mentioned above.
	2.	There will be a rolling programme of updating documents (and hence procedures)

	3.	Audits will be carried out at Waycroft Academy at regular intervals to maintain or improve overall performance. The frequency will depend on the outcomes of each audit.
	4.	Audit findings will be presented to the Trust and Local Academy Council. An action plan will be created and items actioned in a priority order
	5.	Monitoring includes regular walkabouts and meeting employees, pupils and contractors. Walkabouts may be formal and recorded or day to day “walking the job” picking up issue before they become a problem.
33.		Noise: high sound levels and vibration (such as from machinery and music)
	1.	The Trust recognise there may be problems experienced with noise, high sound levels and vibration. Lead Staff will report all such cases to the Caretaker
	2.	If required, specialist advice will be sought to monitor the hazard, assess risk and take remedial action if necessary to comply with the Control of Noise at Work Regulations 2005
	3.	For music staff exposed to long durations of high levels of noise, regular health surveillance will be carried out and if necessary, ear plugs fitted to prevent damage.
34.		Outdoor structures, seating, monuments and other miscellaneous features
	1.	This item covers the wide range of external features from fences to gazebos and roof gardens. The principle is of regular inspection and maintenance. This is carried out by the Caretaker
	2.	Specific risk assessment may be necessary for some things although some items commonly in use such as benches are “everyday risks” and unlikely to need detailed risk assessment.
	3.	Control measures include day to day walking the job picking up issues before they become a problem.
35.		Plant, Machinery, and Equipment
	1.	The provision and use of plant, machinery and equipment in the academy will be in accordance with the Provision and Use of Work Equipment Regulations (PUWER) 1998. This will ensure that it is <ul style="list-style-type: none"> • suitable for the intended use • safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate • used only by people who have received adequate information, instruction and training • accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include guarding, emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices • used in accordance with specific requirements, for mobile work equipment and power presses
	2.	The Trust recognise that specialist advice is required to determine the safety requirements for the: <ul style="list-style-type: none"> ▪ adequate and correct guarding of machinery ▪ run-down and emergency stopping of machinery ▪ general inspection of plant, equipment and machinery ▪ storage and transportation of toxic substances, gases etc, and ▪ disposal of toxic and other waste substances and materials. Specialist advice will be obtained as necessary by hiring contractors and advisors as needed.
	3.	Caretaker will be responsible for ensuring that periodic checks are carried out of plant, machinery, and equipment within their area of activity. Maintenance and inspection reports will be kept with or near the equipment to which they relate and copies kept in the Premises Log Book/online IAM Compliant

	4.	A thorough inspection of work areas will take place three times a year in the presence of the Local Academy Councillor as decided by the academies Health and Safety Committee.
	5.	Lead Staff/Caretaker will be responsible for undertaking risk assessments and producing safe systems of work for cleaning and maintaining plant, machinery and equipment.
	6.	Lead Staff/Caretaker will be responsible for selecting and providing the correct type of personal protective clothing and equipment (PPE) according to the needs of individual members of staff.
36.		Playing Fields
	1.	An inspection of the playing fields will be included as part of the seasonal three times a year inspection programme. This will be to look for physical defects to the grounds which may increase the likelihood of slips, trips, and falls, as well as checking that fields are free from broken glass and other sharps. Responsibility for the inspection will rest with the PE lead and will include goal posts, goalpost/marker flag location etc.
	2.	A visual inspection of playing fields will also be carried out before all organised games and contact sports and all debris will be removed. This duty is delegated to the member of staff leading the activity. This also applies to away sporting fixtures as far as is reasonably practicable.
37.		Playground Equipment
	1.	Playground equipment will be installed in accordance with the current BS/EN standards, and will be maintained in sound condition with: <ul style="list-style-type: none"> • an annual condition inspection by a competent person • a risk assessment at least annually by a competent person • daily visual inspections by the Caretaker.
38.		Portable Equipment (all types)
	1.	Portable equipment can be moved around and used by various people. It ranges from small stationery equipment usually regarded as low risk to grass cutting equipment, electrical equipment and other potentially high-risk items.
	2.	Inspection reports will be kept in the Premises Log Book/IAM Compliant. Timely inspection appropriate to the type and use of equipment will be carried out, to maximise efficiency, minimise cost and ensure brought in items by staff are pro-actively dealt with and items such as portable device transformers are not on when not in use, etc.
	3.	Suitable training will be given where required.
	4.	The persons responsible for maintenance and inspection will be agreed by the academy as it may vary between department or activity.
	5.	See also Plant, Machinery and Equipment
39.		Portable appliance testing (PAT)
	1.	Although most equipment of concern here is electrical it also applies to other equipment that may need testing.
	2.	The Health and Safety Executive guidance and the manufacturer's instructions will be the basis for frequency and type of testing.
40.		Reporting of injuries, diseases and dangerous occurrences or RIDDOR
	1.	The legal requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met.
	2.	The Executive Business Manager will liaise with the establishment's external health and safety advisor.
41.		Risk Assessment
	1.	The procedure for assessing and managing risks will be in accordance with the 'Management of Risk Assessments'. See DS Go To: https://docs.google.com/document/d/1hV6EdpMatJ89QbuK3jR2y_FD3wNdNBr4/edit?usp=sharing&oid=101369525141078725504&rtpof=true&sd=true

	2.	In line with Health and Safety Executive guidance risk assessment will focus on serious and substantial risks as a priority.
	3.	The risk assessment process will follow the HSE guidance (previously called “5 Steps to Risk Assessment”. It will be in mind the directions in the Sentencing Council Guidelines for criminal cases involving health and safety prosecutions.
	4.	Risk assessments will be suitable and sufficient. They will use the best available guidance from advisory bodies such as: <ul style="list-style-type: none"> • AfPE for sport and other PE activities; • ASE for Science; • Association of British Theatre Technicians • CLEAPSS for Science, DT and Art; • Institute of Physics; • DATA for DT and Art; • One Dance UK • Royal Society of Biology; • Royal Society of Chemistry;
42.		Safeguarding and Child Protection
	1.	The management of Safeguarding is set out in the Safeguarding policy
	2.	National guidance published by Department for Education and OFSTED is followed and there are additional policies and procedures set out by the academy
	3.	All staff are to be trained to a suitable level depending on their role as stated in the latest Keeping Children Safe in Education documents
43.		Security
	1.	The security management of the premises, staff members and pupils are set out in the Trusts Security Policy.
	2.	This is part of the overall safeguarding procedure as well as asset protection and personal safety.
	3.	Some procedures are accessible only to authorised personnel including: <ul style="list-style-type: none"> • Personal data; • Cash protection; • IT security.
	4.	See also – Emergency procedures and Warning and Banning
		Solar PV system
44	1	In the event of an emergency, the Solar PV System DC Disconnect is located above the flat roof outbuilding next to the bin store on the LH side of the main building as you face the main entrance.
	2	A site plan showing the location of the Solar PV System DC Disconnect and instructions for shutting the system down can be found in the school's emergency bags; the school caretaker also has a copy
		In the event of an emergency call being made to the Fire Service, the location of the Solar Panel DC Disconnect must be confirmed to them during the call.
45.		Trade Union/ Staff Consultation- See Health and Safety representatives trade union and staff
46.		Training
	1.	The Management of Health and Safety at Work Regulations 1999 Sections 10, 13 for example require that the academy provides suitable information and training regarding risk assessment and health and safety management.
	2.	The Trust recognises that: <ul style="list-style-type: none"> • training is always a constant requirement, based on the ability to recognise who

		<p>requires it and when,</p> <ul style="list-style-type: none"> new employees, transferred staff and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme, taking into account new technology, legislation, regulations and standards to determine a fresh approach to training requirements and a re-training programme for existing staff.
	3.	<p>There are various categories of training requirements defined as induction training, informative/ awareness training and specific ‘hands-on’ training;</p> <ul style="list-style-type: none"> Induction Training: This will apply to new employees, employees transferred within the academy to other activities, contract and agency staff, and volunteer helpers, all of whom will need to be shown over the academy and host area, and be issued with, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements, etc Informative and Awareness Training: A more in-depth approach, in-house, showing employees what they must and must not do; providing supervision until they gain an understanding of what is required; making them aware of their tasks and providing written procedures and arrangements. Specific Training: This is a hands-on training approach where it is recognised by the Trust that employees will require an accepted level of competence to perform their tasks. Curriculum subjects may require particular competencies and support staff such as Caretakers/Site team may require others.
	4.	<p>Examples are:</p> <ul style="list-style-type: none"> Sports and PE; First Aid; Administering medicines and supporting pupils with medical needs; Safeguarding roles; Fire safety duties
47.		Warning and Banning
	1.	The trust will give warning in writing to any parent/carer that is behaving in a manner thought to be threatening or abusive to explain this behaviour is unacceptable and will not be tolerated.
	2.	Section 547 of the Education Act 1996 and its updates make it a criminal offence to commit nuisance and trespass on academy sites. The following posts and DS are authorised to act on our behalf in taking proportionate action, in accordance with natural justice, in exercising those powers on our behalf.
	3.	Schools are not public places and trust can decide who is welcome, or not, using their rights as Landlord of the site.
	4.	If necessary, Delegated Services are authorised by the trust to act on our behalf in taking proportionate action, in accordance with natural justice, to warn and if necessary, ban an individual or individuals from our site
	5.	Parents/Carers will be given a home/school contract to explain expectations of their behaviour and procedures if these expectations are not met
	6.	See also - Security
48.		Water Hygiene and Legionella Management
	1.	There is a specific requirement to manage the risk of Legionnaire’s Disease due to Legionella bacteria in water supplies. This is described in the Health and Safety Executive publication at: http://www.hse.gov.uk/pubns/books/l8.htm
	2.	Water Hygiene/Legionella will be managed in accordance with the report/risk assessment held in the premises logbook and site management procedures including, training, regular monitoring, flushing and cleaning regimes.

49.		<p>Wellbeing</p> <p>1. The Trust recognise the benefits of a Wellbeing programme which identify the links between improved staff Wellbeing and improved academy performance. These are:</p> <ul style="list-style-type: none"> • Increased staff morale, helping to encourage staff retention and recruitment; • Lower supply costs and greater stability as a result of fewer staff absences; • Improved emotional wellbeing, which has contributed to a reduction in staff members absence; • Improved standards through increased stability and motivation; • A contribution to self-evaluation processes through an online self-review of the organisation; • Improved communication and school effectiveness; • Strengthened relationships and mutual understanding, and • A framework in which to monitor change. <p>2. A commitment is made to invest in the programme or take equivalent or better steps to, at minimum, meet the requirements of the HSE Management Standards addressing Stress. These include:</p>
	3.	Procedures are regularly reviewed and shared with all staff and feedback sought
50.		<p>Working at height</p> <p>1. The main legal requirements are set out in the Work at Height Regulations 2005.</p> <p>2. The Health and Safety Executive guidance based on the legal requirements will be followed. Risk assessments will be carried out, and the control measures put in place.</p> <p>3. Working at height will be avoided where possible, ensuring displays/ windows/ equipment/ items can be accessed at ground level</p> <p>4. Training will be provided to all key staff that access any areas that require access above ground level. Staff will be instructed they must NOT work at height without suitable training</p> <p>5. Sufficient access equipment such as step ladders will be provided and stored at key sites throughout the site to ensure it is easy to access to avoid inappropriate methods to access areas at height</p> <p>6. Access equipment will be inspected every year and findings recorded in the 'ladder log'/ IAM compliant</p>
51.		<p>Work Experience</p> <p>1. The HSE guidance on work placements will be followed. In most cases existing risk assessments can be used though each placement will be checked for any special requirements. Special requirements may be:</p> <ul style="list-style-type: none"> • Language issues; • Adaptations for accessibility; • Other personal requirements <p>2. Lead Staff will be responsible for internal work experience placements in their areas of activity and will ensure that appropriate personal protective equipment (PPE), induction and training is provided. This will be done in advance of the placement in conjunction with the trainee's supervisor.</p> <p>3. For primary age pupils gaining work experience (for example helping out in an office environment within the school) the procedure will be similar</p>
52.		<p>Wrap-up of other issues relating to occupational health and safety</p> <p>This policy is intended to be a demonstration of the serious commitment to health, safety and wellbeing by the Trust. There are many detailed issues that are not specifically mentioned which however are covered by the general processes mentioned such as risk assessment.</p>

Part 4: Other health and safety or wellbeing linked issues

1.		Environmental
	1.	The Environment Agency and local authorities enforce legislation regarding waste and pollution and a range of other issues. The academy will comply with all requirements.
2.		Food Safety
	1.	Food safety is managed through the Food Standards Agency advice and guidance. It is linked to occupational health and safety through the equipment and utilities used and the activities.
	2.	Food safety and hygiene uses a HACCP (Hazard Analysis and Critical Control Point) system similar in framework to risk assessment and risk control systems.
	3.	All activity using food including catering, curriculum activities and PTA events are controlled using the same standards.
3.		Road transport and highway issues
	1.	Most issues are included under the occupational health and safety sections above. Vehicles, driver authorisation and highway behaviour are controlled by additional legislation with the Police being the first enforcement agency in most cases.

Section 5: References

The Health and Safety Executive website provides an extensive range of information.

Visit: www.hse.gov.uk

Key useful documents include:

- HSG 65 Managing for Health and Safety which can be downloaded free at <http://www.hse.gov.uk/pubns/books/hsg65.htm>
- INDG 417 Leading health and safety at work <http://www.hse.gov.uk/pubns/indg417.pdf>

and from DfE:

- Department for Education Governors' Handbook
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf
- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf

Early Years <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

NHS <http://www.nhs.uk/pages/home.aspx>

UK Health Security Agency <https://www.gov.uk/government/organisations/uk-health-security-agency>

Food Standards Agency <https://www.food.gov.uk/>

Produced by the Chief Executive Officer, Delegated Services,
(CEO), as Competent Person

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Issue number 1	September 2023	September 2024	Page 33 of 37
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Appendix 1: Role of Executive School Business Manager

: Working with personnel in the school, who have a lead role in HS&W

Item	Output
Requesting inspections	Actively checking premises and functions
Coordinating inspection reports	Identifying issues including good practice that should be promoted
Reporting issues arising from the inspections to the Headteacher	Senior Management are informed of the current situation and staff are informed and consulted
Requesting risk assessments	Ensuring significant risks are considered
Maintaining the risk assessment action plan	Risk assessments are regularly reviewed (i.e. updated for changes in circumstances)
Reporting issues arising from risk assessment to Headteacher	Senior Management are informed of the issues and staff are informed and consulted
Holding the main risk assessment file in a suitable format that is accessible to users (e.g. A-Z in a folder or online, ideally with document control to keep track of changes)	Risk assessments are available to all staff members and other users unless there is a security or confidentiality restriction. Risk assessments are regularly reviewed (i.e. updated for changes in circumstances)
Giving out information from the local authority, Delegated Services and other advisors such as CLEAPSS, Food Standards Agency etc to all those to whom it will be applicable – by e-mail, on paper, poster, at staff meetings and so on.	Staff, volunteers, governors are aware of the up to date HSW (and safeguarding, food safety, transport safety etc) information
Arranging for instruction and training, professional and personal development through the school system for this	Staff and volunteers have the skills, knowledge and experience to do their work safely and without risk to health.
Maintain records of information, instruction and training and supply these to Headteacher and Governors	Refresher and renewal, induction, development training is done when needed; statutory and recommended competencies and qualifications are achieved

Appendix 2: Role of Executive School Business Manager:

Taking a pro-active interest in the HS&W aspects of all activities

Item	Output
Joining with others to undertake inspections and risk assessments as appropriate	Inspections will actively look for problems that have not been picked up on daily checks for some reason (and ask why not) whilst risk assessments are a key part of health and safety management
Checking that welfare and wellbeing legal requirements are being met (for example The Workplace (Health, Safety and Welfare) Regulations 1992) including such items as meal breaks, eating areas and provision for new and expectant mothers.	Maintaining good or better levels of basic standards in the workplace. The pressure of work may lead to demands that will have to be looked at through a stress risk assessment
Being involved in pre-start contract meeting with contractors	Meeting the client duties under The Construction (Design and Management) Regulations 2015.

Advising the Headteacher, Assistant Headteacher and Trustees of potential breaches of legislation and/or school policy and best practice	Anticipating problems in advance and deal with them before they are serious.
Prohibiting activities which may in the opinion of the post holder, cause harm, injury, or damage, pending the involvement of the school's competent person or other safety advisor	Meeting the duty in for example Health and Safety at Work etc Act 1974 Section 2 and Section 37 and in the Corporate Manslaughter and Corporate Homicide Act 2007 and preventing "serious management failures resulting in a gross breach of a duty of care.

Appendix 3: Role of Headteacher and/or Assistant Headteacher: The Headteacher(s) will work primarily with teaching personnel in school who have a lead role in managing higher risk activities

Subjects and activities	Possible hazards to children and adults
Performing arts	Trips, slips and falls leading to head injury
Forest School	Getting lost, burns from fires, open water, Animal bites, stings, allergies to substances
Science	Chemicals, radiation, explosion, electrical shock.
Art, design and technology	Cuts, bumps, reaction to paints, chemicals, machinery
Off-site trips	Getting lost, road accidents, expedition hazards, disease, criminal action
Sports	Bruises, broken limbs, sudden heart problems
Use of the Internet	E-safety, radicalisation
Working with parents and carers	Some people may be aggressive or violent or have other issues

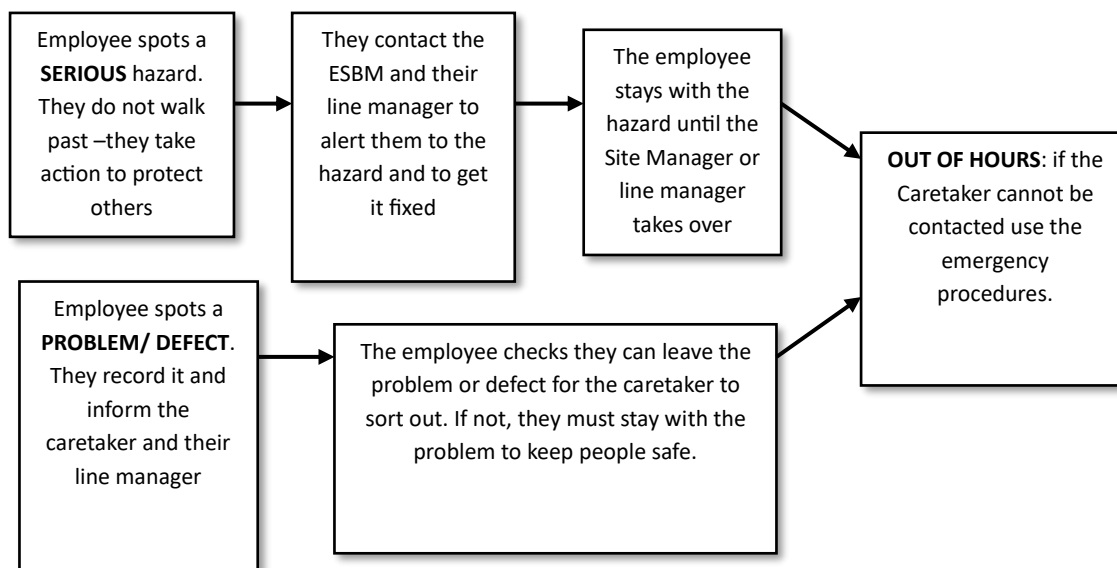
Appendix 4: Role of Assistant Headteacher:

Areas of their work and output related to that area.

Item	Output
Stand in for the in meetings about health, safety, wellbeing, food safety, safeguarding and the 3C's.	The issues are dealt with effectively.
Request inspections in curriculum related areas and coordinate reports. Submit the reports to the Headteacher and the Health and Safety Committee or take action directly as needed	There is management supervision of activities. This should pick up dangerous activities that need to be reviewed, safeguarding concerns that must be resolved and prevent critical incidents
Request and help with risk assessments for curriculum related activities. This will include behaviour and SEN, disability issues and for example Personal Emergency Action Plans for fire safety.	The Trust Board has the legal duty to manage risks. Staff members have to be involved since they have to understand hazard and risk and how to cope with it.
Work with the Executive business manager and other colleagues on the School Risk Register, the school's A-Z risk assessment list and the curriculum related risk assessments list.	Risk assessments (which may be part of teaching plans or separate records, or in some cases dynamic or specialist risk assessments recorded later) are "suitable and sufficient" as

	required for Section 3(1) of the Management of Health and Safety at Work Regulations 1999
Ensure that risk assessments are reviewed when (a) there is reason to suspect that an assessment is no longer valid; or (b) There has been a significant change in the matters to which it relates.	Risk assessments and the records of them are kept active and up to date and remain “suitable and sufficient” as required in Section 3(3) of the Management of Health and Safety at Work Regulations 1999
Pass out information relating to health and safety, safeguarding and related issues from:	Important guidance and learning – including analysing the mistakes of others (e.g., a media report of an accident or a fire) and the successes of others is fed into local practice.
Encourage and monitor professional and personal development of staff members, arrange instruction and training and maintain training and development records.	Staff members are the best they can be in terms of knowledge, practice, skills, experience and confidence.
Report training and development statistics and results to the Headteacher and management team and to the health and safety committee.	Training needs are predicted and planning done.
Support and manage the staff members under their supervision.	Staff members have personal and professional support which may include health and safety, safeguarding questions, online bullying and stress.

Appendix 5: Role of Employees: Illustration of how to report problems



Appendix 6: Health and Safety representatives trade union and staff: Illustration courtesy of Health and Safety Executive: <http://www.hse.gov.uk/involvement/flowchart.htm>

