

WOODARD ACADEMIES TRUST

Health and Safety Policy

Contents

1. General
 2. Aims
 3. Responsibilities
 4. Consultation
 5. Organisation
 6. Risk Assessment
 7. Security
 8. Health and Safety Management Arrangements
 9. Training
 10. Measuring Performance
 11. Status Review
 12. Staff involvement in the management of health and safety
 13. Equal Opportunities
 14. Monitoring and Review
 15. Date of next review
- Appendix – Management of Asbestos Policy

1. General

1.1 With respect to a duty of care to all staff and pupils, The Board is responsible for the overall health and safety policy.

1.2 The Board's Statement of Intent

The following statement has been adopted by the Board of the Woodard Academies Trust (the Trust). It sets out the health and safety objectives for the Trust with the aim of ensuring best practice in the management of health and safety.

The Board:

- will take all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities;
- will assess risks to the health and safety of staff , students and others affected by the academy's actions;
- will take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation;
- will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained;
- accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;

- expects all employees and students to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others;
- is committed to providing the necessary information, instruction, supervision and training to employees and students where applicable;
- acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively and/or the elected representatives of the staff;
- is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation, incidents and other changing circumstances;
- will set out full details of the organisation and arrangements for the management of health and safety in the Academy in writing and communicate these to all employees.

1.3 The Board, Academy Council and Principal are responsible for the implementation of the health and safety policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and students, and the health, safety and security of contactors and visitors to the Academies.

1.4 The Principal will develop local arrangements for delivering effective health and safety management, which will set out the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures, under:

- the overall supervision of the Principal; and
- within the overall Trust policy.

2. Aims

The Trust aims to ensure that so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work;
- safe systems and effective procedures are in place to protect the health, safety, security and welfare of students, and the health, safety and security of visitors to the Academies, including parents, contractors' employees and members of the public affected by the work of the Academies;
- arrangements are in place in the Academies to ensure that no work is carried out by the Academies or by contractors that is liable to expose employees, students, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;
- procedures are in place to enable all contractors to show that they have suitable risk assessments in place, and arrangements for securing proper health and safety of employees and anyone on the Academies' site affected by their work; and that they have a named contact with whom to liaise;
- health, safety, security and welfare managers in the Academies are suitably trained;
- sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the Academies' site or outside the Academies if engaged in Academy business; and

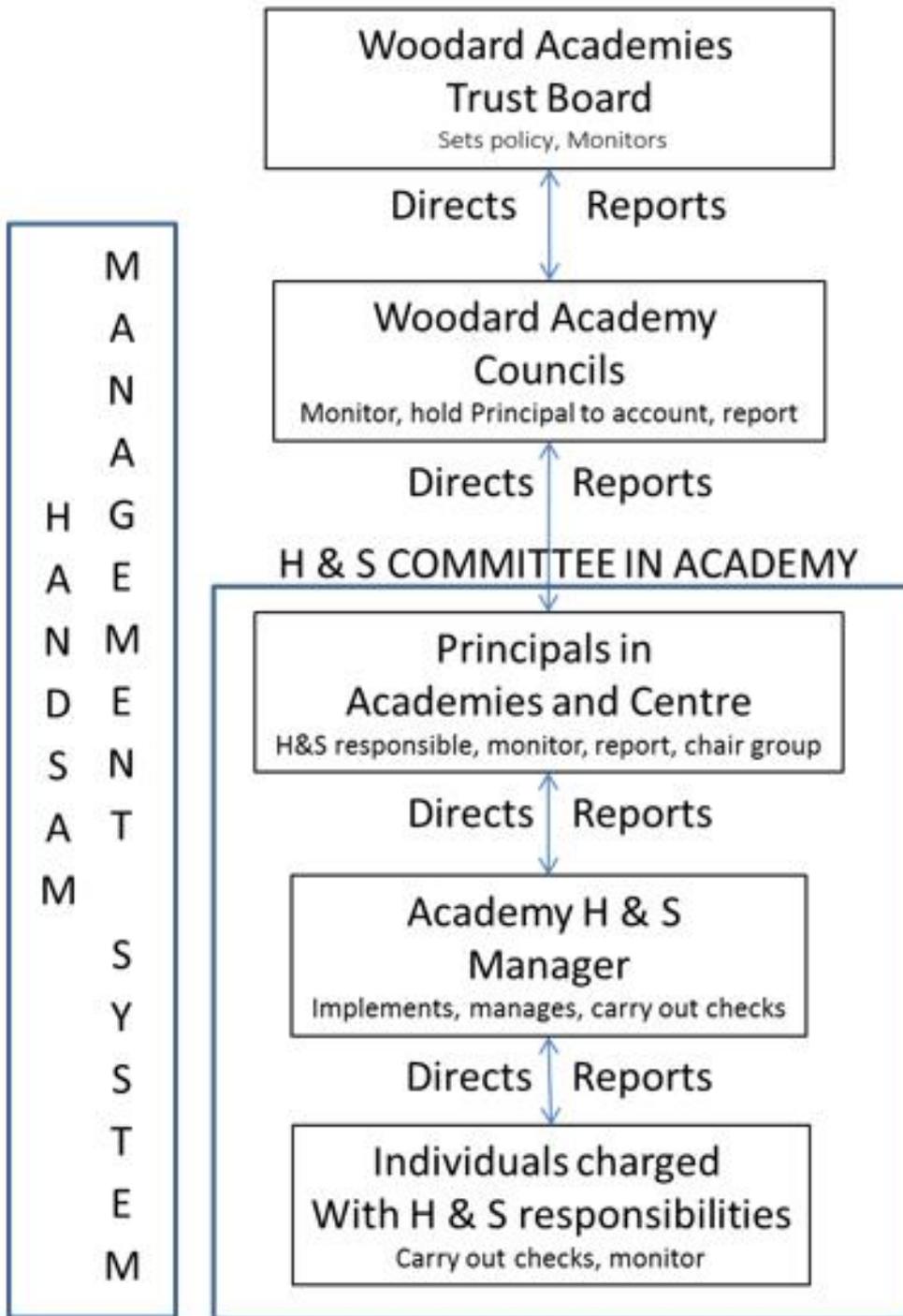
- sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

2.2 The Academies' objectives will be to:

- have regard to the Board's Statement of Intent, and the provisions of this policy;
- establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced);
- ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, students and visitors in their departments;
- provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students;
- ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, students or visitors or the public, and where necessary appropriate training will be given;
- ensure the provision of means of access and egress which are safe and without risks to health;
- ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- ensure that the Academy will have and maintain up-to-date fire safety procedures and documentation, and that all employees and students (and as far as is practicable visitors) are familiar with them;
- develop safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels of staff and students;
- ensure that the health, safety and welfare of all employees, students and members of the public are under continuous and reasonable review by managers at all levels;
- appoint a competent person to oversee the implementation of the Academy's health and safety policies and procedures;
- ensure that the Academy has a Health and Safety Committee, which has a clear brief in line with this policy, meets regularly, and is chaired by the Principal;
- appoint a member of the Academy Council body to have health and safety oversight;
- provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and
- make reports as directed to the Academy Council and Board on the implementation of its health and safety policies and procedures.

3. Responsibilities

WOODARD ACADEMIES TRUST HEALTH AND SAFETY RESPONSIBILITY STRUCTURE



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

3.2 The Academy Council will:

- ensure that local health and safety procedures are in line with this Health and Safety policy and the Statement of Intent;
- set up and maintain an Academy Health and Safety Committee under the Safety Representatives and Safety Committee Regulations 1997 and the Health and Safety (Consultation with Employees) Regulations 1996;
- ensure that the Principal takes into account the views and recommendations of the Academy Health and Safety Committee;
- appoint a member of the Academy Council to be responsible for liaison on Health and Safety issues with the Principal and Staff;
- appoint a competent person (or persons) as the Academy Health and Safety Manager (or 'Managers') (HSM), and ensure that he/she is appropriately trained;
- ensure that there is a system across the Academy for appropriate risk assessments to be carried out, recorded and regularly reviewed in line with the policy;
- ensure that appropriate standards of welfare are established and maintained for staff, students and visitors;
- ensure that staff are trained in health and safety as appropriate;
- provide adequate resources to enable the Health and Safety policy to be carried out;
- agree and maintain any necessary health, safety and security contracts with contractors;
- ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of, and to conform to, the Academy policy and procedures;
- monitor the implementation of health and safety procedures through the Academy's health and safety management system, and ensure that it is used effectively in the Academy;
- receive a termly report on the progress of the Health and Safety policies and procedures at Academy Council meetings, and an Annual Status Review from the Principal (or representative).

3.3 Academy Health and Safety Committee

3.3.1 The Committee will consist of at least the Principal, the Academy HSM, relevant staff and each of the unions will be invited to propose a member, in addition to other staff representatives as appropriate (or elected by the staff).

3.3.2 The Committee will meet at least three times per year and will be chaired by the Principal.

3.3.3 The Committee may determine its own proceedings, in line with the Trust policy on this, if any.

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

3.3.5 Function of the Academy Health and Safety Committee

This committee will:

- take into account the Statement of Intent and the health and safety policies;
- make and review regularly specific health, safety, welfare and security arrangements;
- consider accident, incident and ill health records and statistics;
- consider reports of any internal and external inspections;
- consider risk assessment and the management of risks;
- make recommendations on health and safety training throughout the Academy;
- consider the efficacy of emergency procedures in the Academy;
- consider any changes that affect health and safety;
- receive and consider an Annual Health and Safety Status Review from the HSM and determine any necessary response;
- consider any other items raised by management or the staff representatives; and
- report as required to the Academy Council and Board.

3.4 Designated Member of the Academy Council for Health and Safety

The member of the Academy Council is responsible for:

- liaising with the Principal and the HSM between meetings of the Academy Council to ensure that the Academy policies are carried out;
- ensuring that proper oversight of any contract with contractors is maintained;
- participating in a site inspection at least once a year;
- monitoring the use of the health and safety management system in the Academy;
- inspecting the accident/incidents books at least once a term; and
- reporting as appropriate to the Academy Council.

3.5 The Principal

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

The Principal is responsible for:

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

- ensuring that liaison with contractors is maintained and that regular reports are obtained;
- arranging for appropriate supervision of students;
- carrying out periodic safety reviews and audits;
- determining in consultation with the HSM which risk assessments should be considered significant and be written, taking into account the government's advice. (see section 6.5);
- ensuring that the health and safety training needs of all staff and students are identified, and appropriate training provided;
- encouraging staff, students and others to promote Health and Safety and to suggest ways of reducing risks;
- ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- delegating to the HSM appropriate tasks for the day-to-day implementation of the policy;
- ensuring that the health and safety management system or other (if any) is used effectively by relevant users;
- ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate;
- making termly progress reports and an annual health, safety and security Status Review and presenting it to the Academy Council and Board; and otherwise
- keeping the Academy Council informed of the progress of the implementation of the policy, and informed about changes to the law and guidance.

3.6 The Health and Safety Manager (HSM)

The responsibilities of the HSM may be discharged by a team of competent persons rather than a single individual.

3.6.1 The HSM will be a suitably qualified and 'competent person' (as defined below) responsible to the Principal for:

- managing, co-ordinating and monitoring health and safety matters within the Academy;
- ensuring that the Academy's Health and Safety Policy and systems are implemented;
- reporting regularly to the Principal on health and safety issues;
- participating in the work of the Academy Health and Safety Committee;
- assisting the Principal in compiling the Annual Status Review;
- liaising as appropriate with the member of the Academy Council with health and safety responsibility;
- maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented;
- advising the Principal on which risk assessments should be written having taken into account the government's advice (see section 6.5);
- liaising with any contractors and making reports to the Principal on the progress of the contractual requirements;
- engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action;

- meeting with staff Health and Safety representatives;
- advising on all Health and Safety matters (including safety of buildings, plant and equipment used and operated by the Academy);
- ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the health and safety policy that affect them;
- ensuring that contractors and persons hiring any part of the premises are aware of the Academy policy;
- ensuring that all necessary safety signs and notices are displayed;
- ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the Academy's Fire Safety Policy;
- ensuring an asbestos management plan is in place;
- putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety policy as appropriate; and
- overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

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

3.7 Staff with Departmental Responsibilities

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

- familiarise themselves with the Academy's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- participate as required in the work of the Academy Health and Safety Committee;
- use the health and safety management system to record completion of the relevant tasks;
- set up and implement safe methods of work;
- ensure that the Academy's Student Behaviour policy is implemented within the Department as appropriate;
- apply effectively all relevant Health and Safety regulations, rules, policies, procedures and codes of practice;
- instruct all staff, students and others under their jurisdiction in safe working practices;
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;

- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- make available appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that all departmental staff and students in their areas know the emergency evacuation procedures;
- ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- provide appropriate Health and Safety information to relevant persons;
- report any Health and Safety concerns to the HSM;
- participate in the work of the Health and Safety Committee if required to do so; and
- assist the HSM in compiling an annual status review.

3.8 Site Manager

The Site Manager is responsible to the HSM for:

- implementing the appropriate Academy policies and procedures;
- maintaining an appropriate cleaning schedule;
- ensuring that site staff are competent to carry out their responsibilities;
- arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- ensuring that other site and cleaning staff are adequately supervised;
- ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment;
- ensuring that all site and cleaning staff work in accordance with safe working practices issued by the Academy.
- collecting and reporting on Asbestos Containing Materials (ACMs) when encountered.

3.9 Head Cook/Catering Manager (if an Academy employee)

3.9.1 Where the Academy manages its own catering facilities, the Head Cook/Catering Manager, in addition to the above, will also be responsible for:

- implementing the relevant Academy policies;
- applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
- supervising and training staff appropriately;
- training and instructing all catering staff in the emergency procedures;
- carrying out regular reviews of the procedures and informing the HSM of any issues of concern;
- recording results of the monitoring and review of procedures;
- ensuring that all catering staff have opportunities for raising concerns about Health and Safety issues; and
- assisting with the making of the annual status review.

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

3.10 All members of staff have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care, and any other persons who may be affected by their actions;
- understand and use the Academy reporting systems;
- take reasonable precautions in safeguarding themselves and others;
- know and understand the Academy's and any departmental Health and Safety policies;
- observe all Health and Safety rules and procedures set out by the Academy and use all health and safety equipment provided;
- participate in assessing risks and the management of identified risks;
- follow all relevant codes of safe working practice and local rules and consult with and follow the advice of the site manager;
- alert the HSM or Heads of Areas/Departments as appropriate to any potential hazard noticed;
- report (through the Academy's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- ensure that students' behaviour is regulated in accordance with the Academy's Student Behaviour policy;
- report any unsafe working practices to the Site Manager;
- report any concerns they may have about the health, safety and welfare of any student in their charge in line with the Academy's 'Safeguarding Students' procedures;
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- use the health and safety management system of health and safety management where relevant;
- participate in any relevant paid training; and
- read the Health and Safety policy for the Academy

3.10.1 All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meetings in their departments. Staff also have the right to elect staff representatives to participate in the Health and safety Committee and to raise health and safety issues with the Principal and/or the HSM on behalf of the staff.

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

3.10.3 The Academy recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make reasonable, common-sense decisions about risk assessment and control measures.

3.10.4 The Academy will follow the government's advice that all school staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with the HSM in the first instance and request that it is reviewed.

3.11 Staff Safety Representatives

3.11.1 The Academy will consult employees and their Trade Union representatives over safety matters. Trade Union representatives or staff Health and Safety Representatives have the right to:

- make representations to the Principal and the HSM, as appropriate, on general matters affecting the health, safety and welfare of employees;
- participate in the work of the Academy Health and Safety Committee;

3.11.2 None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person.

3.12 Confirmation that the policy has been read and understood

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

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

4. Consultation

4.1 Staff

The Principal and the HSM will consult staff safety representatives of trade unions recognised by the Trust, and any representative elected by the staff who are not in trade unions recognised by the Trust.

Health and Safety will be a regular item on the agendas of all Departments, pastoral groups, and any formal management meetings in the Academy. Any points raised will be duly minuted and reported promptly to the HSM.

4.2 Students and Parents

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

The Academy Council or Principal may decide to involve students further in the management of health, safety, welfare and security.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding of students; road safety). The Principal may determine the amount and manner of the consultation and will report the decision to the Academy Council.

5. Organisation

5.1 Structure

- **The Trust** as the employer has overall responsibility for the policies and procedures in the Academy;
- **The Academy Council** will monitor and report to the Board on academy health and safety;
- The **Academy Health and Safety Committee** will consider and make recommendations on overall health and safety issues affecting the Academy and will report to the Principal;
- **The Principal** has overall responsibility for the internal management of the Academy policies and procedures and reporting to the Academy Council;
- **The HSM** has the responsibility for the day to day management, co-ordination and implementation of the policy and for liaising with contractors, and reporting to the Principal;
- **Heads of Areas/Departments** have responsibility for Health and Safety within their areas and for reporting to the HSM;
- Regular (at least termly) **Department and Team meetings** with reports going to the HSM;
- **Union Safety Representatives** have the right to participate in the Academy Health and Safety Committee and to discuss health and safety issues as necessary with the HSM and/or the Principal;
- **Staff who are not in a union** have a right to elect a representative who will also participate in the Health and Safety Committee and to discuss health and safety issues with the HSM and/or Principal; and
- if agreed by the Academy Council, the **Student Council** may have an advisory role, reporting to the Health and Safety Committee and HSM.

6. Risk Assessment

6.1 All members of staff in charge of departmental 'Safety Areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. Members of staff must be competent to carry out appropriate risk assessments. The HSM is responsible for ensuring through questioning that all staff who complete risk assessments are suitably qualified and competent.

6.2 The Academy will determine its own risk assessment pro forma. Completed assessments must be sent to the HSM and retained on the health and safety management system, and made accessible to all relevant staff. Relevant staff will be provided with training on the health and safety management system.

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

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

6.5 The government advises that written risk assessments are not required for every activity. Staff should assume they only need to write down a risk assessment in significant circumstances. Where the Principal (through the HSM) determines that a risk assessment must be carried out the HSM will ensure that any significant findings of the assessment are written and recorded. A verdict of 'Risk assessed. No significant finding' is acceptable.

6.6 The government advises that some activities, especially those happening away from the academy, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Principal should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the Principal must ensure that the significant findings of the assessment are recorded. (The advice can be accessed via the Handsam link to the *Department for Education advice on legal duties and powers for local authorities, head teachers, staff and academy councils* in the *Health and Safety Policy* category on the Handsam system.)

6.7 Where the Principal (in consultation with the HSM) determines that a significant risk assessment must be carried out the HSM will ensure that any significant findings of the assessment are written and recorded. A verdict of 'Risk assessed. No significant finding' is acceptable in appropriate circumstances.

7. Security

7.1 The Academy will take note of the requirements of the local security policy.

7.2 The Academy's security arrangements for the relevant areas are available from the HSM.

The security arrangements will cover as relevant:

- The site
- The buildings
- Notices
- Control of visitors to the Academy
- Locks and keys
- Out-of-bounds areas

- Dealing with trespassers
- Security of staff and student property
- Vehicles and cycles
- Movement around the site and buildings
- Transport and pedestrians arriving at Academy in the morning and leaving in the afternoon
- Responsibilities for security aspects

8. Health and Safety Management Arrangements

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

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

8.3 Staff with health and safety responsibilities will be responsible for completing tasks assigned to them and recording completion in the health and safety management records in the manner laid down by the Academy.

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

8.5 The Trust and Academy Council will make arrangements to review the implementation of the management system from time to time to ensure that the system is used to ensure that the Academy complies with law and regulations.

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

9. Training

9.1 The Academy will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

9.2 All employees whether permanent or temporary will undergo induction training which will include the following health & safety matters:

1. Emergency Arrangements
2. Fire Drills
3. First Aid Arrangements
4. Accident Reporting
5. Good Housekeeping
6. Codes of Safe Practice and Guidance including the administration of medicines and asbestos management
7. Health & Safety Handbook and Academy Arrangements
8. Specific Hazards/Responsibilities Associated with Work Activity including school trips, overseas visits and transport arrangements
9. Special Needs of students including students with disabilities

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

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

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

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

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

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

10. Measuring Performance

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

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

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the health and safety committee;
- Attendance at health and safety meetings;
- Information coming out of department meetings, and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the Academy; and
- Updating the Asbestos Management Plan.

11. Status Review

11.1 The Academy will, at the end of each academic year (or appropriate period), draw up a status report on each Safety Management Area covered by the Academy's review. The review will draw on the information on the management system.

12. Staff Involvement in the Management of Health and Safety

12.1 All staff will receive a summary of the Academy's policy and will be expected to read it, and to read the sections and appendices of the full policy on those arrangements that affect them in their work.

12.2 All relevant staff will be trained to use the Academy's management system (currently the Handsam Health and Safety Management system).

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

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

12.5 Staff will have the opportunity to contribute directly to health and safety management through departmental arrangements.

13. Equal Opportunities

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

In particular the Academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students and visitors to use the Academy's facilities and curriculum as far as is reasonably practicable. The Disability Accessibility Plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students and visitors.

14. Monitoring and Review

14.1 The HSM is responsible for:

- monitoring the implementation of the policy;
- advising the Principal on any amendments required to the policy;
- the proper use of the Academy's management system;
- the making of risk assessments;
- the state of training, and
- reporting to the Principal.

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

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

The Principal will:

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

- keep the Academy Council Body up-to-date with any changes in the Academy organisation that may require a fresh look at Health and Safety;
- ensure that the policy is kept up-to-date; and
- present an Annual Status Review to the Academy Council.

14.3 The Delegated Councillor will oversee the implementation of the Academy’s policy, and will report to the Academy Council.

14.4 The Academy Council will:

- receive termly reports on health and safety and security in the Academy from the Principal, and an Annual Status Review.
- ensure that the Academy maintains, monitors and reviews its Health and Safety policy, procedures and organisational arrangements; and
- confirms that the Academy meets the standards laid down in the Independent School Standards regulations 2010 (as amended in 2012).

14.5 The Academy Council will review the implementation of the policy in the academy on a regular basis.

Adopted by WAT Board (F&GP)	April 2018
Review Date	April 2021

APPENDIX TO WOODARD ACADEMIES TRUST HEALTH AND SAFETY POLICY

Management of Asbestos Policy

Introduction

The purpose of this policy is to provide advice and instruction for all persons involved in work with asbestos containing materials (ACM) in connection with Woodard Academies.

The Trust recognises and accepts its responsibilities to ensure the effective and safe management of ACM within its premises in accordance with current Health & Safety legislation.

Woodard Academy conduct surveys of all school premises that identifies the location, type and condition of ACM within the premises. Such information will be recorded on a register and will be relayed to employees, contractors and occupiers as necessary to ensure the Health, Safety and Welfare of all persons who may be affected by work that may present a risk of asbestos fibre release. Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM.

Where the presence of ACM is found or strongly suspected, a hierarchy of control measures will be followed;

- i. Any asbestos products that are undamaged (as determined by a suitably qualified person on an individual basis), such as roofing sheets, guttering and flue pipes, which do not constitute a hazard may remain in place but their condition must be monitored on a regular basis by the person/s nominated as responsible for the building.
- ii. If the material is slightly damaged, but otherwise in a sound condition (as determined by a suitably qualified person on an individual basis) or located in such a position that it may present a future risk to health if it is left untreated, it may be repaired and/or sealed by an approved method and periodically re-inspected to ensure its condition has not deteriorated. All work carried out must be recorded in the register/survey.
- iii. If the material is in such a condition that it presents a risk to health, or may be disturbed by maintenance work, it should be removed by an approved method.

Statement of Intent

It is the policy of Woodard Academy to ensure that, as far as is reasonably practicable, no persons are, exposed to risks to their health due to the exposure of any ACM that may be present within the premises. This includes students, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.

Policy Statement

The Academy's Asbestos Policy conforms to the Health & Safety at Work Act 1974, and the Control of Asbestos at Work Regulations 2006. The policy and procedures will apply to all buildings and all individuals therein, without exception.

The Academy's policy on asbestos and ACM is;

- To ensure the prevention of exposure to hazards associated with ACM to students, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.
- To ensure that all buildings are surveyed to identify any ACM that may be present therein, and to prepare and maintain an asbestos register for all buildings (including regular reviews and to update records of any treatment and/or removal works undertaken).
- All buildings will be assumed to contain ACM unless there is evidence to prove otherwise.
- To ensure that an appropriate system is installed, maintained and implemented for the management of all ACM identified in the register.
- To implement an effective management strategy in order that appropriate measures such as encapsulation, labelling, inspection and working with or removal of the material can be undertaken.
- To provide information on ACM to contractors and others who may be working in areas with, or near, asbestos as identified in surveys or assumed to be present.
- To annually review the Asbestos Management Policy and Procedures.
- To promote awareness of the risks from ACM and the Academy's management procedures and training and awareness are part of the induction of all staff.
- To ensure that all contractors and subcontractors engaged to carry out work on any of the Academy's buildings are provided with a summary listing of all locations that contain, or are strongly suspected of containing, asbestos to ensure that the appropriate procedures and precautions are followed
- To ensure that any ACM that may be present in any of the buildings are maintained in a condition so as to prevent the possibility of any harm to health occurring.
- Ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health & Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.
- Provide adequate resources to ensure the provision of appropriate information, instruction and training.
- Licensed contractors and/or subcontractors, in accordance with HSE recommendations, must carry out all work to ACM, irrespective of the length of time any job is to take or of the type of asbestos to be worked on.

Management of Asbestos – Organisation and Arrangements

The Academy acknowledges the health hazards arising from the exposure to asbestos and therefore it is the policy of Woodard Academy to ensure that as far as is reasonably

practicable, that no persons are exposed to risks to their health due to the exposure to any ACM that may be present in any of the buildings.

The policies and procedures will apply to all buildings and all individuals present on the premises without exception.

The policy will ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health & Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.

The Academy shall be tasked with reviewing and revising, where necessary, the policy and procedures to meet with continuing requirements as necessary. The policy document should be read in the context of Woodard Academy's Health & Safety Policy.

Responsibilities

All those who have responsibility for the control and maintenance and/or repair of the Academy's premises have a duty to manage the ACM present in the premises.

The extent of the legal duty is determined by the terms of any tenancy agreement or contract that applies, and in the absence of any such agreement, on the degree of control the party has over the premises.

Therefore, the Principal, in accordance with the Health and Safety Policy, will;

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Make and keep an up to date record of the location and condition of the ACMs or presumed ACMs on the premises.
- Assess the likelihood of anyone being exposed to fibres from these materials.
- Prepare a plan setting out how the risks from the materials are to be managed.
- Take the necessary steps to put the plan into action.
- Review and monitor the plan periodically.
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.
- Inform staff on a regular basis that they are not to undertake unauthorised works (putting up shelves etc.).
- To maintain and update the NCC Asbestos management Plan.