



Aspirations Academies Trust

in association with AUI and QISA

HEALTH AND SAFETY POLICY

Date of last review:	November 2019	Review period:	1 year
Date of next review:	November 2020	Owner:	AAT DFO
Type of policy:	Statutory/network	LAB or Board approval:	LAB

Health and Safety Policy Statement, Organisation and Arrangements

This Health and Safety Policy incorporates

The Statement of Intent (Part 1)

- The declared commitment by the AAT Board to the health, safety and welfare of employees, pupils and of other users of their premises.

The Organisation (Part 2)

- The roles and responsibilities of those entrusted with the management of health and safety

The Arrangements (Part 3)

- The means by which the management of health and safety is achieved

The Appendices (Part 4)

- Containing summaries of regulations, guidelines, advice, etc.

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Statement of Intent

The AAT Board recognises and accepts that it is responsible for providing a safe and healthy environment for the staff employed across the group, for the pupils attending the academies and for other persons on their premises.

The Board will ensure that all reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety Regulations 1999 and those other Regulations made under the Act. To this end, the Board have designated that the District Team have strategic oversight of each Academy's Health and Safety Organisation and Arrangements on its behalf and that each Academy's Principal/Head teacher is expected to reinforce the Board's intentions on Health and Safety. It furthermore recognises that it also has a corporate responsibility towards the group of Academies, its staff, pupils and others coming on to their premises.

Each Principal recognises and accepts that they are responsible for providing a safe and healthy environment for the staff employed in the Academy, for the students attending it and for other persons on the premises.

Each Principal has taken note of the implications of the Corporate Manslaughter and Homicide Act 2007 and the Health and Safety (Offences) Act 2008 and believe that its Health and Safety Management systems are duly in place and adequately rigorous. They will continue to monitor those systems with due diligence in respect of the health, safety and welfare of staff, pupils and anyone else who may be affected by them.

The Principal will ensure that within the Academy budgets there are adequate resources available to cover the cost not only of the planned maintenance of the grounds, buildings, plant and equipment in a safe condition but also, so far as reasonably practicable, of any emergency action necessary to ensure the health and safety of the occupants of the Academy premises.

The Principal will take reasonable steps to bring to the attention of each and every member of staff that

- under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work
- they must co-operate with their employers in fulfilling their duties under the Act and supporting legislation as well as under the Academy's Health and Safety Policy and
- They each read (and sign that they have done so) the Academy's Health and Safety Policy, including the statements about the **Organisation** and **Arrangements** through which the Academy Management and staff aim to fulfil the relevant requirements.

This Statement of Intent will be displayed in staffrooms

Signed: **Chairman of the Aspirations Academies Trust Board**

Dated:

To be reviewed by:

1. Part 2.1 – Organisation – General

A. Role of the AAT Board

- To accept its collective role in providing Health and Safety leadership
- To ensure all relevant Board decisions reflect its Health and Safety intentions as articulated in the Statement of Intent
- To ensure that Health and Safety risk management systems are in place and remain effective
- To ensure that all academies are adequately funded to meet their statutory health and safety obligations
- To receive a consolidated annual report on risk management issues, significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To review the Aspirations Academies Trust Health and Safety Policy annually

B. Role of the AAT Director of Finance and Operations

- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered throughout the network, supported by the Operations Director
- To ensure all relevant network decisions reflect the AAT Board's Health and Safety intentions as articulated in the Statement of Intent
- To ensure that the necessary advice, resources and support are available to academy Principals including legislation updates
- To receive termly summary reports from Principals on any significant health and safety issues.
- To receive a consolidated annual report from the Operations Director on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution.
- To present a consolidated network report annually to the AAT Schools Board on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To present an annual review of the Health and Safety Policy to the AAT Board

C. Role of the Principal in all Academies

- To manage the Health, Safety and Welfare of staff and other persons on individual academy premises.
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered at their academy
- To ensure all relevant Academy decisions reflect the AAT Board's Health and Safety intentions as articulated in the Statement of Intent

- To ensure suitable instruction, training and information is available to staff within their academy

D. Role of the Operations lead in each academy/district

- To manage the Health, Safety and Welfare of staff and other persons on an individual academy premises as directed by the Principal.
- To act on behalf of the Principal on all Health, Safety and Welfare issues in relation to external bodies and agencies - HSE, Fire Brigade, Local Authority, Insurance Risk Manager, etc.
- To consult with staff in accordance with the Health and Safety (Consultation with Employee) Regulations 1996
- To receive reports from Senior Leaders/Site Managers/ Senior Caretakers/Staff/Safety Representatives of risk management issues, significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To inform the Principal/AAT District of relevant Health and Safety risk management issues, significant failures, outcomes of investigations as considered appropriate.
- To present a consolidated annual report to the district team on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To review the Academy's Health and Safety Policy annually

E. Role of the Health and Safety Team

The aim of the Safety Team will be promotion of co-operation between management and all employees at the Academy in achieving and maintaining a safe and healthy workplace for all users of the premises.

Within that aim the Safety Team will consider certain specific matters:

- accidents which have occurred since the previous meeting, and remedial action taken to prevent a recurrence
- arrangements of the next inspection of the premises, and matters arising from the previous inspection
- implementation within the Academy of safety instructions/ advice issued by the Health and Safety Adviser
- progress on remedying any specific hazards which may have been identified
- review, on an annual basis, of the content of the Health and Safety Policy and the monitoring of its implementation

The exact composition of the Health and Safety Team will be determined by each individual academy but would include members of the Senior Leadership Team and Staff Representatives

F. Role of Staff and Union Representatives

- to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he represents) and to examine the causes of accidents at the workplace;
- to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- to investigate to make representations to the employer about matters arising out of sub-paragraphs above;
- to make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace;
- to carry out inspections in accordance with the regulations;
- to represent the employees he/she was appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority;
- to receive information from Inspectors in accordance with the Act;
- To attend meetings of safety committees/teams where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.

("Workplace" in this respect means the place or places where the employees represented by the safety representative work or frequent in the course of their work. There is no legal right of access to premises or parts of premises handed over to contractors for work.)

Notification of Safety Representative Appointments

Recognised Trade Unions should notify the Principal of the details of all safety representative appointments and a record of this will be maintained by the Academy.

Time off and Facilities for Safety Representatives

The Academy will grant reasonable paid time off to enable safety representatives to carry out the duties set out above (Safety Representative of each recognised Trade Union and Staff elected Safety Representatives). It will also grant reasonable paid time off, subject to its Trade Unions Facilities Agreement and the 1996 Regulations, to enable Safety Representatives to receive health and safety training.

References –

Section 2(6) of the Health and Safety at Work etc. Act 1974

The Safety Representatives and Safety Committees Regulations 1977

The Health and Safety (Consultation with Employee) Regulations 1996

G. Role of the Health and Safety Adviser

The Adviser will:

- carry out a full inspection of the Academy, annually, and submit a full written report, prioritising the issues identified
- review written procedures (audit)
- provide AAT with up-to-date health and safety information

The Adviser will if requested:

- Provide in-service training
- carry out risk assessments
- review and advise on safe systems of work
- help draft and advise on policy
- Review policy
- arbitrate on health and safety matters

H. Audit and Inspection Schedule

- Formal Health and Safety Inspection by H&S Adviser - Annually
- Formal Health and Safety Audit by H&S Adviser – Every 2 years

I. Dissemination of Health and Safety Information

All relevant information and reports will be made available to staff via staff handbooks, induction, and internal communication streams, posted on notice boards or individually as appropriate.

2. Part 2.2 – Organisation – Academy Specific

*Responsibility for Management of Health and Safety at **Budmouth Academy***

Principal

Vice Principals/Director of Standards

Director of Operations

Head of Logistics & Operational Staff

Faculty Heads

Employees

A. Role of the Principal

- To manage the Health, Safety and Welfare of staff and other persons on the premises.
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered at their academy
- To ensure all relevant Academy decisions reflect the AAT Board's Health and Safety intentions as articulated in the Statement of Intent
- To ensure suitable instruction, training and information is available to staff within their academy.
- To reinforce the AAT Board's Health and Safety intentions as articulated in the Statement of Intent.
- To encourage the staff's active participation in improving Health and Safety
- To consult with staff on the Health and Safety management system of the Academy
- To inform the District Executive Principal of any relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate

B. Role of Vice Principals/Director of Standards

- To manage the Health, Safety and Welfare of staff and other persons on individual academy premises as directed by the Principal.
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered at their academy
- To ensure all relevant Academy decisions reflect the AAT Board's Health and Safety intentions as articulated in the Statement of Intent
- To ensure suitable instruction, training and information is available to staff within their academy

- To ensure all Faculties are operating in a safe manner and have risk assessments in place for their activities.
- To ensure all school trips are operating to the AAT policy.
- To ensure the appropriateness of all COSHH and Fire Risk Assessments for their Faculties.
- To monitor their implementation and to review them.
- To provide information, instruction and training on them.

C. Role of the **Director of Operations**

- To manage the Health, Safety and Welfare of staff and other persons on an individual academy premises as directed by the Principal.
- To act on behalf of the Principal on all Health, Safety and Welfare issues in relation to external bodies and agencies - HSE, Fire Brigade, Local Authority, Insurance Risk Manager, etc.
- To be responsible for organising and meeting with the Health and Safety Committee
- To liaise with the independent Health and Safety Adviser
- To arrange Health and Safety Audits and Inspections as laid down in this Policy
- To investigate safety matters raised by staff or students and to take any necessary action
- To consult with the Principal for advice and guidance where his/her normal executive authority does not allow him/her to resolve the matter effectively
- To produce, for the Academy, a written Health and Safety Policy ensuring (i) that all members of staff are aware of its contents and fully understand their responsibilities (ii) training is provided where necessary for Responsible Persons so that they can act with knowledge (iii) it is monitored and (iv) revised as necessary.
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To inform the Principal/AAT District of relevant Health and Safety risk management issues, significant failures, outcomes of investigations as considered appropriate
- To take note of Health and Safety bulletins, instructions, etc., issued from time to time, ensuring that where required these are distributed and maintaining a file of all such material which is readily accessible to all employees
- To be readily available to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions
- To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time
- To ensure that the circumstances of accidents are properly reported, examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence
- To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect the occupants
- To encourage the staff's active participation in improving Health and Safety
- To consult with staff on the Health and Safety management system of the Academy
- To be responsible for other Health and Safety matters as reasonably requested by the Principal and as indicated in the Organisation and Arrangements contained in this Policy.
- To provide an annual report to the Executive Principal on significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To monitor the safe maintenance of premises plant, machinery and equipment

Commented [AJ1]:

- To ensure the safe maintenance and testing of the Fire Alarm as required by law and of the Intruder Alarm
- To ensure the relevant COSHH and Risk Assessments are being undertaken by the appointed staff.
- To be responsible for the appointment and monitoring of contractors (including in respect of H&S competence)
- To ensure the statutory display of information (H&S poster, H&S Policy Statement, Certificate of Employer Liability Insurance etc.)

D. Role of Head of Logistics & Operational Staff

- To be responsible for Health and Safety matters as reasonably requested by the Executive Head and Principals and as indicated in the Organisation and Arrangements contained in this Policy
- To organise and monitor the administration of First Aid.
- To ensure, within the remit of their responsibilities, that employees new to the Academy are helped to perform their duties in a safe manner, In particular, to ensure that they have all necessary information on health and safety matters including, for staff, a copy of the local arrangements and the opportunity to read and discuss them before starting work.
- To ensure the H&S arrangements for those staff and students with special medical needs
- To ensure the statutory display of information (H&S poster, H&S Policy Statement, Certificate of Employer Liability Insurance etc.)
- To arrange whole Academy H&S training, including induction training and specific training for specialist staff
- To keep an up-to-date list of all safety representatives in the Academy, both teaching and support staff and of their training

E. Role of Faculty Heads

- To take appropriate local action to remove or reduce hazards and risks and to avoid ill-health arising from work or work-related activities
- To receive reports of hazards from users of the area and to take steps, so far as reasonably practicable, to remove or reduce them
- To report to the Director of Operations or Principal cases where their normal executive authority does not allow them to deal effectively with a hazard/ risk or where there is any doubt as to the practicability of a proposed solution and, where necessary, to take appropriate short term measures to maintain safety pending rectification
- To ensure that accidents are reported in accordance with AAT procedure.
- To co-operate with the Operations Director in ensuring that staff are aware of the contents of the Health and Safety Policy and any other information necessary on health and safety issues
- To ensure that materials and equipment purchased are safe and without risk to health when properly used.
- To ensure the appropriateness of all COSHH and Fire Risk Assessments for their Faculties.
- To monitor their implementation and to review them.
- To provide information, instruction and training on them.
- To ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary

F. Duties of Employees

- to take reasonable care of themselves and anyone who may be affected by their acts or omissions
- to co-operate with the Academy management in the interests of health and safety, e.g. fire drills, first aid, training

G. Areas of Responsibility

<u>Area</u>	<u>Managed by</u>
1. Accident Reporting and Recording	Director of Operation
2. First Aid	Head of Logistics & Operational Staff
(a) Accidents involving blood	First Aid Staff
(b) Infectious Diseases	First Aid / Health & safety
(c) Administering Medicines to students	First Aid Staff
3. Emergencies	
(a) Emergency Procedures and Drills	Director of Operations

	(b) Evacuation Notices and Signs	Senior Caretaker
4.	Fire Fighting Equipment	
	(a) Checking	Senior Caretaker
	(b) Maintenance/ Servicing	Director of Operations
5.	Control of Substances Hazardous to Health	Heads of Faculty/ Director of Operations
6.	Electrical Safety	
	(a) Mains	Director of Operations
	b) Portable Appliances	Senior Caretaker
7.	Gas Safety	Director of Operations
8.	Smoking	Principal
9.	Display Screen Equipment	Head of Logistics & Operational Staff
10.	Defect and Hazard Reporting	Director of Operations
11.	Health & Safety Information	Director of Operations
12.	Risk Assessments	
	(a) Equipment, activities, etc.	Heads of Faculty
	(b) New and Pregnant Mothers	Head of Logistics & Operational Staff
	(c) Fire	Director of Operations
13.	Clear Passageways	Senior Caretaker
14.	Security	Director of Operations
15.	Alarm Systems	Director of Operations
16.	Intruders	Director of Operations
17.	Violence to Staff	Principal
18.	Academy Journeys and Outings	Vice Principals/Director of Standards
19.	Minibuses, Coaches, Driving Permits, etc.	Director of Operations
20.	Parking	Director of Operations/Principal
21.	Storage	Heads of Faculty/ Senior Caretaker

22.	Manual Handling	Director of Operations
23.	Contractors on Site	Director of Operations
24.	Other Users	Director of Operations
25.	Water Quality	Director of Operations
26.	Hiring of Premises	Director of Operations
27.	Consultation with Employees	Principal
28.	Work Experience	Careers and Enterprise Coordinator
29.	Work Equipment	Heads of Faculty/ Director of Operations
30.	Asbestos	Director of Operations
31.	Work at Height	Director of Operations
32.	Noise/ Vibration at Work	Director of Operations

Schedule of Reviews and Record-Keeping

Task	Frequency	Responsible Person(s)	Comments
Review of Health and Safety Policy Organisation and Arrangements	Every year and when required	AAT BOARD / AAT DISTRICT / Principal	New Regulations, Codes of Practice, Academy Policies, etc. May have to be added in the interim
Review of COSHH assessments	Every 2 years or whenever changes occur	HoFs (or equivalent)DoO	Record to be kept by HoFs/DoO; all contractors to provide COSHH information, if required
Record of water quality testing, temperature taking	As required by the Water Risk Assessment	Senior Caretaker Manager	Training required for Senior Caretaker, Management; log book must be kept
<u>Electrical Safety</u>			
Certification of fixed installations	As advised on current Certificate	Director of Operations	
Record of maintenance inspections of fixed installations	As advised	Director of Operations	
Record of Portable Appliance Testing	Bi-annually and all new items tested on arrival / according to Risk Assessment	Director of Operations	Appliances to be categorised for testing according to vulnerability
Record of Gas appliance testing	At least once a year	Director of Operations	Only a Gas Safe registered person can do this

Task	Frequency	Responsible Person(s)	Comments
Fire Safety			
Record of staff training	Keep up to date	Head of Logistics & Operational Staff	
Record of nominated persons – ‘fire marshals’	Keep up to date	Director of Operations	
Record of Fire Fighting appliances check	Weekly	Senior Caretaker	
Record of Fire Fighting appliances maintenance	Annually	Director of Operations	Contractor carries out
Record of fire Alarm testing	Weekly	Senior Caretaker	Call points to be tested on a rota basis
Record of Fire Alarm and Battery back-up maintenance	3 monthly	Director of Operations	Contractor carries out
Record of Emergency Lighting tests	Monthly	Senior Caretaker	
Record of Fire Drills	Termly	Director of Operations	Log time taken, note problems
Record of False Alarms	As required	Director of Operations	Note reasons
Record of provision	Annually	Director of Operations	

Task	Frequency	Responsible Person(s)	Comments
First Aid			
Record of Accidents / Injuries	As required		To be tabled at Local Advisory Body meetings
Record of number of First Aiders and first aid stock	As required after assessment of needs	FRD	
Review of provision	Annually and as required	FRD	Need for replacement when a first aider leaves
Record of training of First Aiders	Keep up to date	FRD	Important for arranging re-training
Record of Manual Handling training	Keep up to date	Director of Standards	
Record of Display Screen Equipment assessments	Annually		
- Designated users	Keep up to date		
- Visits to Optician	As required	FRD	
- Re-testing	As advised		
- Claims	When necessary		
- Training	When carried out, attendee register		
- Review of assessments	On changes and as required		

Task	Frequency	Responsible Person(s)	Comments
<u>First Aid</u>			
Record of Staff H&S Representatives	Keep up to date		
Record of staff H&S Representative training	On changes	Head of Logistics & Operational Staff	Union and non-Union representation
Record of other H&S training	Keep up to date	Head of Logistics & Operational Staff	
Record of Young Persons on Work Experience	Annually	Careers and Enterprise Co-ordinator	Full details to be kept
Record of Asbestos visual check of condition	Termly or more frequently, if considered necessary	Director of Operations	Where vulnerable to damage
Record of journeys, outings, off-site activities, etc.	On all occasions	Vice Principals / Director of Standards	Full details to be kept. Risk assessment to be made
Record of Risk Assessments	Keep up to date	HoFs / Director of Operations	Records to be kept by HoFs/DoO
Review of Risk Assessments	Annually or after incident / near miss		
Review of security arrangements	Annually and as required	Director of Operations / Principal	
Record of incidents	Keep up to date	Director of Operations	

Task	Frequency	Responsible Person(s)	Comments
First Aid			
Record of maintenance of equipment	Annually	Director of Operations	
Review of Smoking Policy	Every two years or when required	Principal	
Review of Policy on Special Medical Needs	Every 3 years as required	Head of Logistics & Operational Staff	
Record of students with Special Medical Needs	Annually or as required	Head of Logistics & Operational Staff	
H&S Inspection Reports	Annually, as scheduled	Director of Operations	
H&S Audit Reports	Every 2 years	Director of Operations	
Record of all visitors on Academy Premises	Every occasion	Receptionist	Contractors should check in and out, recording times