



HEALTH AND SAFETY POLICY
for schools within the
Excalibur Academies Trust:

Fairfield High School
John O'Gaunt School
St John's Marlborough
Burbage Primary School
Easton Royal Academy
Oare CofE Primary School
Ogbourne CofE Primary School

Approved February 2017

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Document Change Record

Date	Change description	Who
07/12/16	John O'Gaunt School included in the policy	NH
24/09/15	3. addition - If there is no nominated Health and Safety director the duties will be discharged by the Finance, Premises and ICT committee	NH
24/09/15	3.1 Removal of the requirement for the Health and Safety director to report to every Finance, Premises and ICT committee meeting	NH
24/09/15	3.2 Addition of the responsibility of the Health and Safety director to report annually to the Board of Directors on Health and Safety.	NH
24/09/15	6.4 Addition of the responsibility of the Director of Logistics to report three times a year to the Finance Premises and ICT Committee of Excalibur on Health and Safety	NH
24/09/15	8. Clarification of the role of the premises administrator (role is discharged by administrator in each academy not one trust wide administrator)	NH
24/09/15	15.1 Each Academy has in place a Health & Safety procedures manual specific to that institution.	NH
24/09/15	16 Collective responsibility of FP&I committee if no director appointed added to flowchart	NH

1.0 STATEMENT OF INTENT

- 1.1 It is one of the responsibilities of the Board of Directors of Excalibur Academies Trust (EAT) to provide a safe and healthy working and learning environment for staff, students and visitors.
- 1.2 The Board of Directors accepts that it has a responsibility to take all reasonably practicable steps to secure the health, safety and welfare of students, staff and others using the academy premises or participating in academy-related activities.
- 1.3 The Board of Directors believes that the prevention of unsafe incidents, accidents, personal/collective injury or loss is essential to the efficient operation of the academy; it further believes that a secure and safe environment is part of the good education of its students.
- 1.4 The Board of Directors will take all reasonable steps through its employees to identify hazards and reduce them to a minimum. All staff and students must appreciate, however, that their own safety and that of others also depends on individual conduct and vigilance whilst on the academy premises or while taking part in academy-related activities.

2.0 THE DUTIES OF THE BOARD OF DIRECTORS

- 2.1 In the discharge of its duty, the Board of Directors, through the Chief Executive Officer, will:
 - (i) maintain an up-to-date knowledge of Health and Safety legislation and practices.
 - (ii) ensure that there is an effective and enforceable set of policies for the provision of Health and Safety throughout each academy;
 - (iii) periodically assess the effectiveness of these policies and ensure that any necessary revisions are made;
 - (iv) identify and evaluate all risks relating to:
 - academy premises;
 - academy activities;
 - academy-related events.
 - (v) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others;
 - (vi) create and monitor the management structure for full compliance with Health and Safety requirements.
- 2.2 In particular the Board of Directors, through the Chief Executive Officer of Excalibur Academies Trust, undertakes to provide, in conjunction with the relevant authorities:
 - (i) a safe place for staff and students to work including safe means of entry and exits;
 - (ii) plant, equipment and systems of work which are safe;
 - (iii) safe arrangements for the handling, storage and transportation of articles and substances;

- (iv) safe and healthy working conditions which take account of all appropriate:
 - statutory requirements;
 - codes of practice whether statutory or advisory;
 - guidance whether statutory or advisory.
- (v) supervision, training and instruction so that all Local Governing Bodies, staff and students can perform academy-related activities in a healthy and safe manner. All staff will receive Health and Safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, students and others, then the Board of Directors will ensure that such training is provided. Students will receive such training as considered appropriate to the academy-related activities which they are carrying out. All training will be regularly updated;
- (vi) necessary safety and protective equipment and clothing together with information on its use;
- (vii) adequate welfare facilities.

2.3 So far as is reasonably practicable the Board of Directors, through the Academy Principals, will make arrangements for all staff including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- (i) this policy;
- (ii) all other relevant Health and Safety matters;
- (iii) the instruction and training that will be given to all employees in order that they may conduct their duties in a safe manner without placing themselves or others at risk.

3.0 THE DUTIES OF THE NOMINATED HEALTH AND SAFETY DIRECTOR

(If there is no nominated Health and Safety director the duties will be discharged by the Finance, Premises and ICT committee)

- 3.1 The Health and Safety director has responsibility for monitoring the implementation of Health and Safety.
- 3.2 The Health & Safety director will report annually to the Board of Directors on Health and Safety

4.0 DUTIES OF THE LOCAL GOVERNING BODIES (LGBs)

4.1 Each of the Academy LGBs through the Academy Principals will have responsibility for overseeing aspects of Health and Safety in their respective academies. A non-exhaustive list of areas of concern to LGBs includes:

- (i) Specific academy based risk assessments

- (ii) Risk assessments related to specific school trips
- (iii) Specific academy teaching and learning activities, such as e-learning
- (iv) Ensuring regular safeguarding audits are carried out
- (v) Ensuring bullying and behaviour policies are in place and are followed

5.0 THE DUTIES OF THE ACADEMY PRINCIPALS

5.1 As well as the general duties which all members of staff have (see 9.0), the Academy Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for all staff, students, visitors and any other persons using the premises or engaged in activities sponsored by the academy and will take all reasonably practicable steps to achieve this end.

5.2 The Principal is required to take all necessary and appropriate action to ensure that the proper Health and Safety standard is maintained at all times.

5.3 In particular, the Principal will, on a day-to-day basis, be responsible for:

- (i) ensuring that at all times the Health, Safety and Welfare of staff, students and others using the academy premises or facilities or services or attending or taking part in academy-related activities is a priority;
- (ii) ensuring safe working conditions of the academy premises and facilities;
- (iii) ensuring safe working practices and procedures throughout the academy so that all risks are controlled;
- (iv) arranging comprehensive systems of risk assessment to allow the prompt and accurate identification of potential hazards, and where appropriate ensure that the Board of Directors is made aware of the findings;
- (v) identifying the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in Health and Safety matters;
- (vi) ensuring that any defects in the premises, its plant, equipment or facilities which relate to, or may affect, the health and safety of staff, students and others are made safe in a timescale commensurate to the risk by liaising with the Premises Team through the Director of Logistics.
- (vii) collating accident and incident information and, when necessary, carry out accident and incident investigations;
- (viii) monitoring the standards of Health and Safety throughout the academy, including all academy-based activities;

- (ix) monitoring the Health and Safety management structure, in consultation with the Board of Directors;
- (x) consulting with members of staff, including Trade Union safety representatives, on Health and Safety issues;
- (xi) encouraging staff; students and others to promote health and safety;

6.0 THE DUTIES OF THE DIRECTOR OF LOGISTICS

- 6.1 In addition to the general duties which all members of staff have (see 9.0), the Director of Logistics is the nominated competent person for Health and Safety. The Director of Logistics has responsibility for the day-to-day administration and implementation of safe working practices and conditions for all staff, students, visitors and any other person using the premises or engaged in activities sponsored by the academies and will take all reasonably practicable steps to achieve this end.
- 6.2 The Director of Logistics is required to take all necessary and appropriate action to ensure that the proper Health and Safety standard is maintained at all times.
- 6.3 In particular, the Director of Logistics will, on a day-to-day basis, be responsible for:
- (i) the implementation of Health and Safety administration, including risk assessment, policy-making, maintenance scheduling;
 - (ii) advising the Academy Principals of findings and recommendations;
 - (iii) carrying out Health and Safety inspections as part of a team;
 - (iv) monitoring the standards of Health and Safety throughout the EAT, including all academy-based activities;
 - (v) encouraging staff; students and others to promote health and safety;
- 6.4 The Director of Logistics will report three times a year to the Finance Premises and ICT Committee of Excalibur on Health and Safety

7.0 THE DUTIES OF STAFF WITH LINE MANAGEMENT RESPONSIBILITY

- 7.1 In addition to the general duties and responsibilities which all members of staff have (see 9.0), supervisory staff will be directly responsible to the Principals or the member of staff nominated by the CEO, to have overall day-to-day responsibility for the implementation and operation of the academy's Health and Safety Policy within their relevant departments and areas of responsibility.
- 7.2 As part of their day-to-day responsibilities they will ensure that:
- (i) safe methods of working exist and are implemented throughout their area(s) of responsibility;
 - (ii) Health and Safety regulations, rules, procedures and codes of practice are being applied

conscientiously and effectively;

- (iii) staff, students and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given recorded instruction(s) in safe working practices;
- (v) risk assessments are conducted in all areas of responsibility as required by the Board of Directors or as necessary;
- (vi) regular safety inspections are made in all areas of responsibility as required by the Board of Directors or as necessary;
- (vii) positive, corrective and immediate action is taken where necessary to ensure the Health and Safety of all staff, students and others;
- (viii) all plant, machinery and equipment in every department in which employees' work is adequately guarded, in full and safe working order and restricted to authorised persons only;
- (ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (x) hazardous and highly flammable substances in the department in which they work are correctly stored, labelled and exposure is minimised;
- (xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, students and others to achieve the highest possible standards of health and safety;
- (xii) all Health and Safety information is communicated to the relevant persons;
- (xiii) they report any Health and Safety concerns to the Academy Principal, CEO or delegated representative.

8.0 THE DUTIES OF THE PREMISES ADMINISTRATOR

(The duties of the premises administrator will form part of the role of an administrator within each academy; it is not a trust wide role of an individual)

- 8.1 In addition to the general duties which all members of staff have (see 9.0), the Premises Administrator has responsibility for the administration and scheduling associated with Health and Safety and will take all reasonably practicable steps to achieve this end.
- 8.2 The Premises Administrator is required to take all necessary and appropriate action to ensure that Health and Safety is administered to ensure the correct standard at all times.
- 8.3 In particular, the Premises Administrator will, on a day-to-day basis, be responsible for:
 - (i) arranging for risk assessments to be carried out, results logged and recommendations made to the Director of Logistics for implementation;

- (ii) scheduling routine checks and maintenance of premises and equipment in-line with guidance from approved bodies;
- (iii) keeping accurate records of accidents and incidents, carrying out investigations and informing the HSE of any notifiable accidents under RIDDOR;
- (iv) keeping accurate and up-to-date Health and Safety records;
- (v) participating in Health and Safety inspections as part of a team and compiling results;
- (vi) providing advice and researching issues;
- (vii) maintaining a database of any defects in academy premises, plant, equipment or facilities which relate to, or may affect, the health and safety of staff, students and others, to ensure that they are made safe in a timescale commensurate to the risk;
- (viii) checking the competence of contractors as far as reasonably possible;
- (ix) ensuring that hirers are aware of their Health and Safety responsibilities.

9.0 THE DUTIES OF ALL MEMBERS OF STAFF

9.1 All staff are expected to familiarise themselves with the Health and Safety aspects of their work.

9.2 All staff have a responsibility to:

- (i) take full and reasonable care of their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work;
- (ii) follow agreed working practices and safety procedures;
- (iii) report immediately any accident, near miss, incidents of violence, including verbal abuse or any hazard;
- (iv) ensure Health and Safety equipment is not misused or interfered with.

9.3.1 Staff will not introduce equipment for use on the academy premises without prior consent from the Director of Logistics (St John's Marlborough) or the Principals of Easton Royal Academy, Burbage Primary School, Oare Primary School, Ogbourne Primary School, John O'Gaunt School and Fairfield High School.

10.0 HIRERS, CONTRACTORS AND OTHERS

10.1 The Board of Directors will require hirers, contractors and others who use the academy premises to conduct themselves, and to carry out their operations, in such a manner that all Statutory and Advisory safety requirements are met at all times.

10.2 When the premises are used for purposes not directly under the direction of the Academy Principal, then the persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 5.0 of this document, but are fully responsible to the Academy Principal and Board of Directors for so doing.

- 10.3 When the academy premises or facilities are being used out of normal academy hours for an academy-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with all requirements of this section.
- 10.4 When the premises are hired to persons outside the employ of the Board of Directors, it will be a condition of all hirers, contractors and others using the academy premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board of Directors and that they will not, without the prior consent of the Board of Directors:
- (i) introduce or allow the introduction of equipment for use on the academy premises without the knowledge and consent of the competent person i.e. the Director of Logistics, or the Academy Principals. The Academy Principals are to inform the Director of Logistics if equipment is to be introduced onto Academy Sites.
 - (ii) alter fixed installations;
 - (iii) remove fire and safety notices or equipment;
 - (iv) take any action that may create hazards for persons using the premises or the staff or students of the academy.
 - (v) Commence any activity until adequate Risk Assessments have been completed and approved by the office of the Director of Logistics. A record of Risk Assessments is to be kept.
- 10.5 All Contractors who work on the academy premises are required to ensure safe working practices by their own employees under the provision of the **Health and Safety at Work Act 1974** and must pay due regard to the safety of all persons using the premises.
- 10.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Academy Principal will take such actions as are necessary to prevent persons in his or her care from risk of injury. This will require the contractor to stop work or leave the site until the matter is resolved.
- 10.7 The Board of Directors will draw the attention of all users of the academy premises (including hirers and contractors) to **Section 8 of the Health and Safety at Work Act 1974**, which states that “no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare”.

11.0 STAFF CONSULTATIVE ARRANGEMENTS

- 11.1 The Board of Directors, through the CEO and Academy Principals will make arrangements for full and proper consultation with employees on Health and Safety matters. The nominated Safety Representatives of each accredited trade union or staff association will be involved in these consultations. It is the responsibility of the organisation/union to take a full part.

12.0 EMERGENCY PLANS

- 12.1 The Academy Principals will ensure that an Emergency Plan is prepared to cover all foreseeable major incidents which could put the occupants or users of any of the academies at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (i) save life;
- (ii) prevent injury;
- (iii) minimise loss.

This sequence will determine the priorities of the emergency plan.

- 12.2 The plan will be agreed by the Board of Directors and be regularly rehearsed by staff and students. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Board of Directors.

13.0 FIRST AID

- 13.1 The arrangements for First Aid provision will be adequate to cope with all foreseeable major incidents.
- 13.2 Supplies of first aid materials will be held at various locations throughout the academy buildings. These locations will be determined by the Academy Principals or their representative. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary.
- 13.3 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-academy activities.
- 13.4 A record will be made of each occasion any member of staff, student or other person receives first aid treatment either on the academy premises or as part of a academy-related activity.
- 13.5 The Board of Directors will ensure that the regulation numbers of employees are trained to deliver emergency First Aid treatment to staff, pupils and any other person, whether on academy premises or part of a academy-activity. Training will be updated regularly.

14.0 REVIEW

- 14.1 The Director of Logistics will review this and related Policy statements annually and update, modify or amend therein as necessary to ensure the Health, Safety and Welfare of staff, students and others who use all the academy premises.

15.0 SPECIFIC ADVICE AND GUIDANCE

- 15.1 Each Academy has in place a Health & Safety procedures manual specific to that institution.
- 15.2 The Board of Directors and the Academy Principals will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific Health and Safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.
- 15.3 The written procedures required within the academy are as follows:

- (i) Medical Conditions at St John's, Easton Royal, Burbage, Oare, Ogbourne John O'Gaunt and Fairfield Policy;
- (ii) First Aid Policy;
- (iii) Fire Safety Policy;
- (iv) Organising Outdoor Education Activities and Academy Trips;
- (v) Unexpected Loss of Utilities;
- (vi) Security Policy;
- (vii) Incident Reporting complete with Incident Report and Investigation Form;
- (viii) Code of Practice for Provision and Use of Work Equipment;
- (ix) Control of Hazardous Substances or Materials;
- (x) Maintenance of Dangerous Plant and Equipment and Electrical Systems;
- (xi) Access to any Height Liable to Cause Injury;
- (xii) Working in Academy Buildings Outside Normal Hours;
- (xiii) Out-of-Hours Use of Academy Buildings and Facilities;
- (xiv) Managing Contractors in EAT Academies;
- (xv) Vehicular Movements on site;
- (xvi) High Risk Activities associated with the curriculum or academy related events;
- (xvii) Minibus Policy;
- (xviii) Manual Handling;
- (xix) Extreme Weather conditions;
- (xx) Smoke Free Policy;
- (xxi) Home Working for staff;
- (xxii) Display Screen Equipment
- (xxiii) Interactive Whiteboard

15.3 Further advice and guidance is available from the Director of Logistics or Premises Administrator who will seek external advice should that be necessary.

16.0 Health and Safety Management Structure

