



## Tudor Grange Academies Trust

# Tudor Grange Primary Academy Haselor Health and Safety Policy

<b>Document title</b>	Tudor Grange Primary Academy Haselor Health and Safety Policy
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20.08.2020	3.0	
20.06.2022	4.0	Complete rewrite
13.07.2022	4.1	p10, section 5: Reference to SOP for science on radiation added
15.06.2023	5.0	Named contractors updated to generic references. Declaration policy conforms to DfE Guidance Addition of DSL and SEN Coordinator to table of academy level responsibilities on p11 New section 4.5 Responsibilities of HR Director and subsequent renumbering

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## 1. Statement of Intent

Tudor Grange Academies Trust (the Trust) recognises the importance of health and safety and its responsibilities to provide a safe educational environment, and the enhanced duty of care for children. The Board of Trustees, Governing Bodies, Headteachers and Senior Leadership Teams are fully committed to ensuring the health and safety of all employees, pupils and any other person who could be affected by its activities e.g. pupils, parents, volunteers, visitors and contractors.

This policy document has been prepared in accordance with the requirements of The Health and Safety at Work etc. Act 1974 and related legislation to ensure that all measures, so far as reasonably practicable, are taken to prevent injury and ill health while ensuring full compliance with legislation by:

- Providing sufficient information, advice, training and supervision to ensure that people under our control are fully aware of their responsibilities and are competent to undertake their activities.
- Providing and maintaining safe and healthy workplaces and equipment.
- Ensuring safe systems of work are in place.
- Ensuring that measures are in place to control risks arising from work activities.
- Ensuring that employees are consulted about health and safety matters.
- Providing adequate welfare facilities.

This Policy will be implemented in all premises owned or controlled by Tudor Grange Academies Trust and other settings where educational activities take place, informed by the policies and procedures of other duty holders where applicable. It is the duty of all employees to cooperate in the implementation and fulfilment of this policy. All employees shall carry out their duties in a safe and responsible manner, so as to prevent injury or harm to themselves, pupils and others that may be affected by their undertaking.

This policy statement and all health and safety policies will be reviewed at least annually.

Signed: .....

Date: 15<sup>th</sup> June 2023

**Claire Maclean, Chief Executive Officer**

Signed: .....

Date: 15<sup>th</sup> June 2023

**Peter Rock, Chair of Trustees**

## **1.1 Health and Safety Statement of Intent for Tudor Grange Primary Academy Haselor**

Within our academy as part of the Tudor Grange Academies Trust we will meet all of the requirements set out in the Health and Safety Policy.

Through this statement of intent and with the academy health and safety arrangements we will meet the policy aims and objectives.

Working in consultation with Senior Leadership Teams, managers and other members of the academy community will help to ensure that health and safety standards are followed.

We will achieve this by:

- Training and supporting employees to ensure they are able to fulfil their responsibilities and so demonstrate health and safety practices that maintain a safe and healthy environment.
- Providing supervision to ensure that people are fully aware of their responsibilities and are competent to undertake their activities.
- Considering health and safety when planning academy activities.
- Establishing a positive health and safety culture.
- Ensuring that the Trust policies and procedures are followed and localised where required.
- Discussing health and safety at staff meetings.
- Ensuring safe systems of work are in place.
- Ensuring that measures are in place to control risks arising from work activities.
- Ensuring that employees are consulted about health and safety matters.
- Providing adequate welfare facilities.

This policy statement and all health and safety policies will be reviewed at least annually.

Signed:

Date: **26/6/2023**

**Gail Duxbury / Head of School**

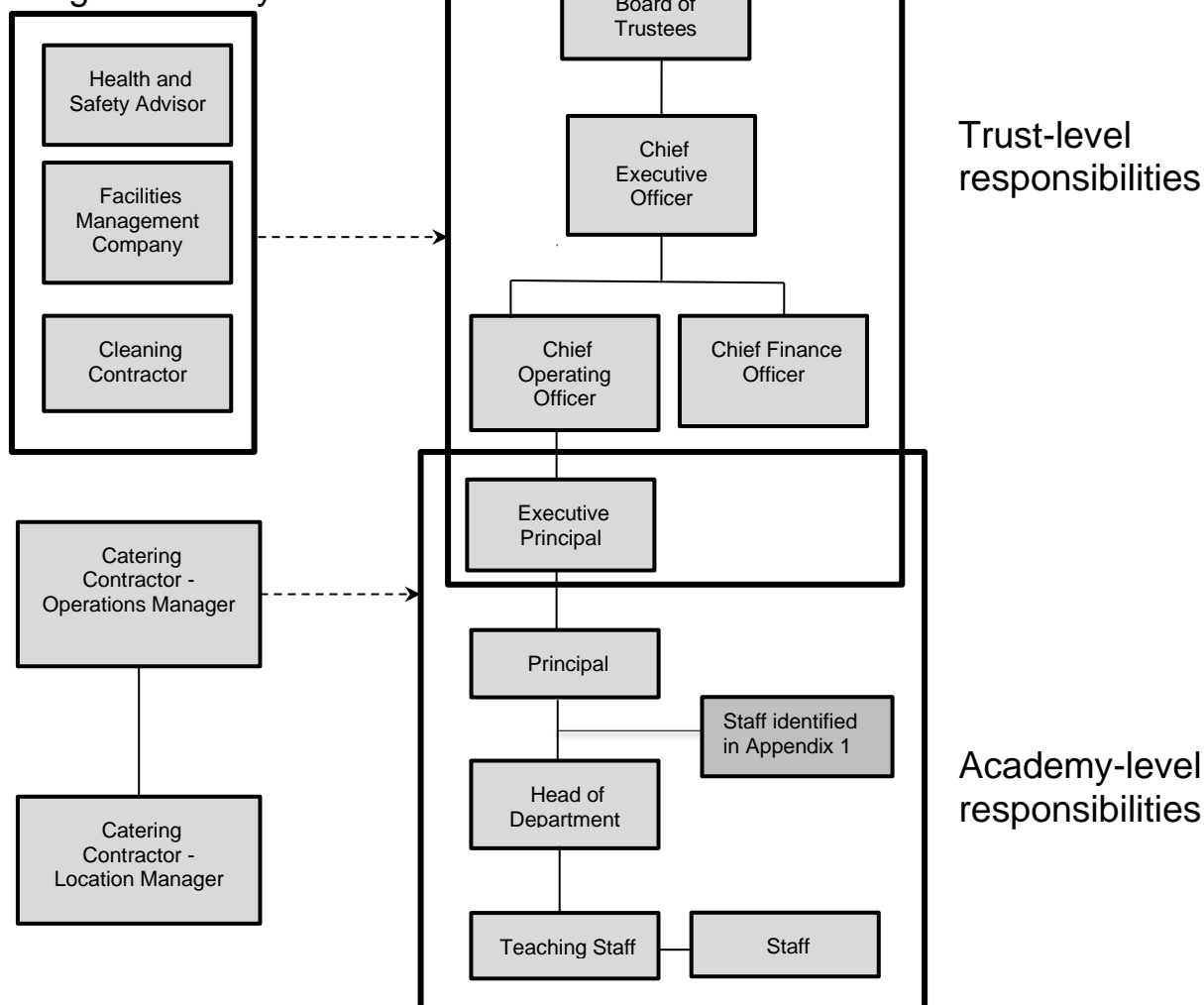
## **2. Organisation**

- 2.1. This policy sets out the range of duties and responsibilities of staff at all levels throughout the Trust for the management of health and safety.
- 2.2. The Health and Safety at Work Etc. Act 1974 places overall responsibility for health and safety with the Tudor Grange Academy Board of Trustees. It discharges the responsibility for health and safety via the Chief Executive Officer, Chief Operating Officer, Executive Principals and Principals. This policy shall confirm to Department of Education Guidance  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- 2.3. The Trust has nominated the Chief Operating Officer to have Board-level responsibility for health and safety.
- 2.4. Each Academy Principal is responsible and accountable for the implementation and compliance of this policy within their own setting and will manage its health and safety adhering to Trust policies and procedures supported by local and specific risk assessments where required to meet statutory compliance.

## **3. Roles and Responsibilities for Health and Safety**

- 3.1. The diagram below outlines the individuals with dedicated responsibilities for the management of health and safety within the Trust.

Arranged by Tudor  
Grange Academy Trust



#### 4. Trust Level responsibilities

##### 4.1. Board of Trustees

The Board of Trustees are responsible for:

- 4.1.1. Determining and communicating the Trust's mission, purpose and strategic direction.
- 4.1.2. Ensuring that the Trust's activities are conducted in line with legal requirements.
- 4.1.3. Ensuring the Trust has adequate resources committed to the management of health and safety.
- 4.1.4. Ensuring the Trust's property, assets and other resources are protected and well managed.
- 4.1.5. Ensuring that Trust decisions reflect its health and safety intentions.
- 4.1.6. Ensure that the Trust's suppliers and contractors have been appropriately reviewed for health and safety standards.

##### 4.2. Chief Executive Officer

The Chief Executive Officer shall:

- 4.2.1. Provide a positive leadership of the Trust's health and safety commitment.
- 4.2.2. Ensure that sufficient resources are allocated to the management of health and safety in support of the Trust's and each Principal's needs.
- 4.2.3. Ensure that all decisions reflect the health and safety intentions of The Trust.
- 4.2.4. Review the health and safety performance of each academy annually by means of a Health Check and use the annual Health Check to plan safety improvements for the following year.
- 4.2.5. Ensure that suitable health and safety objectives are set for each academy.

#### **4.3. Chief Operating Officer**

The Chief Operating Officer shall:

- 4.3.1. Have a thorough understanding of the Health and Safety Policy and associated arrangements.
- 4.3.2. Ensure that an effective management structure for the implementation of health and safety is established.
- 4.3.3. Ensure that a health and safety plan of continuous improvement is in place and monitored.
- 4.3.4. Ensure that systems are in place to ensure senior management are competent to fulfil their health and safety responsibilities.
- 4.3.5. Ensure that health and safety policies and procedures are in line with the Health and Policy Statement of Intent, regularly reviewed and effectively communicated to all staff.
- 4.3.6. Ensure that the health and safety performance of each academy is managed through two Health Checks throughout the year:
  - Mid-year Health Check - held in February, this will be a review of the autumn term performance
  - Year-end Health Check - held in July, this will be a review of the academic year
- 4.3.7. Ensure that the Health Check reports are sent to each Principal, Chair of the Local Governing Body, the Chief Executive Officer and the Executive Principal of the individual academies.
- 4.3.8. Ensure that the Health Check reports will be summarised to the Operations Committee.
- 4.3.9. Manage the health and safety via the Health & Safety Tracker on MS Teams.
- 4.3.10. Ensure that a health and safety competent person is available to advise The Trust and be the senior point of contact for the Trust's appointed health and safety advisor.
- 4.3.11. Ensure all staff receive adequate health and safety training for their role.
- 4.3.12. 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 Trust policy and procedures.

#### **4.4. Chief Finance Officer**

The Chief Finance Officer shall:

- 4.4.1. Have sufficient awareness of the Health and Safety Policy and associated appendices.
- 4.4.2. The CFO and COO liaise to ensure that all safety spending priorities are proposed to the Board of Trustees following independent expert advice.

- 4.4.3. Liaise with the Trust's insurance company on matters of health and safety where necessary.

#### **4.5. HR Director**

The HR Director shall:

- 4.5.1. Have sufficient awareness of the Health and Safety Policy and associated appendices.
- 4.5.2. Support with the Employee Assistance Programme where required.
- 4.5.3. Support with reasonable adjustments as and when necessary.
- 4.5.4. Implement a procedure for eye care arrangements.

#### **4.6. Health and Safety Advisor**

The Trust will engage a Health and Safety Advisor who will support all existing and new academies within the Trust. The Health and Safety Advisor will offer advice and support to Trust members, the Operations Committee, Governors, Principals, site teams and staff members on aspects of health and safety.

The Health and Safety Advisor will be responsible to the Chief Operating Officer and shall:

- 4.6.1. Advise, coordinate and monitor health and safety matters within each academy.
- 4.6.2. Ensure that each Academy's health and safety policy and systems are implemented.
- 4.6.3. Meet regularly with the Chief Operating Officer to review the status of health and safety within each Academy.
- 4.6.4. Complete H&S contributions to each academy's Health Checks two times per year.
- 4.6.5. Report formally via the Operations Committee an overview of each Academy Health Check.
- 4.6.6. Maintain a suitable system for reporting incidents, near misses and concerns about staff and student welfare.
- 4.6.7. Advise and support staff to help ensure that suitable and sufficient risk assessments and appropriate controls are in place.
- 4.6.8. Meet with Union and staff health and safety representatives when required.
- 4.6.9. Provide advice on interpreting legal health and safety requirements.
- 4.6.10. Support and mentor Trust colleagues.
- 4.6.11. Initiate and lead on investigations of serious accidents and near misses.
- 4.6.12. Review H&S related policies and procedures.
- 4.6.13. Support and advise upon a visit from statutory authorities including HSE and the Local Authority.
- 4.6.14. As a minimum requirement hold a recognised health and safety qualification and maintain membership of an appropriate professional body.
- 4.6.15. Update the Health & Safety Performance Tracker, held on MS Teams.
- 4.6.16. Advise and support on processes that are in place so that teaching, administrative, catering, and ancillary staff are aware of aspects of the health and safety policy that affect them.



- 4.6.17. Ensure that processes are in place so that contractors and persons hiring any part of the premises are aware of Trust policy.
- 4.6.18. Ensure that processes are in place so that necessary safety signs and notices are displayed.
- 4.6.19. Ensure a system is in place for H&S instructions relating to specific areas are displayed and known and understood by relevant users.
- 4.6.20. Advise and support on procedures to ensure that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety policy as appropriate.
- 4.6.21. Work with the relevant Heads of Department/Areas and staff to identify the appropriate health and safety training needs.
- 4.6.22. Coordinate appropriate health and safety training for staff.

#### **4.7. Facilities Management Company**

The appointed Facilities Management Company are contracted to provide a 'total facilities management' service. They are responsible to the Chief Operating Officer and in terms of health and safety shall:

- 4.7.1. Have responsibility for building compliance in relation to planned and reactive maintenance and project work across the Trust.
- 4.7.2. Employ suitably competent site staff to manage the day-to-day maintenance and health and safety tasks of each Academy
- 4.7.3. Ensure 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 each Academy's Fire Safety Policy.
- 4.7.4. Ensure that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment.
- 4.7.5. Ensure that all statutory inspections and other maintenance is planned, completed and recorded.
- 4.7.6. Ensure that suitable and sufficient risk assessments are in place and regularly reviewed.
- 4.7.7. Ensure that safe systems of work are being followed.
- 4.7.8. Ensure that all necessary safety signs and notices are displayed.
- 4.6.9 Comply with all other health and safety requirements as per the service level agreement.

#### **5. Academy level responsibilities**

Health and safety at each academy is delegated by the Trust to the Principal. Various other individuals within each academy will have specific responsibilities for managing aspects of health and safety functions and the Trust's Health and Safety Advisor will maintain a list of these individually assigned roles for each academy.

These roles shall include those listed in the table below. The Principal is responsible for ensuring that each role is covered by a suitable colleague, noting that an individual may be assigned more than one coordinator role:

Academy level coordination	Key responsibilities
First aid Coordinator	<ul style="list-style-type: none"> <li>● Remain up to date with first aid statutory requirements and good practice</li> <li>● Notice boards are kept up to date with current first aiders</li> <li>● Distribute First Aider lanyards</li> <li>● Maintain first aid box contents and records</li> <li>● First aid needs risk assessment is completed</li> <li>● Hold a record of Personal Health Plans</li> <li>● In conjunction with the Medicines Coordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.</li> <li>● Ensure adequate number of first aiders are in place and available</li> </ul>
Accident and near miss Coordinator	<ul style="list-style-type: none"> <li>● Maintaining academy and student records of first aid support given to staff and students</li> <li>● Share data with the Health &amp; Safety Advisor on a monthly basis regarding accidents and near misses</li> </ul>
Medicines Coordinator	<ul style="list-style-type: none"> <li>● Remain up to date with statutory requirements and good practice.</li> <li>● Administer prescription medicines when parental consent has been obtained to do so.</li> <li>● In conjunction with the First Aid Coordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.</li> <li>● Request and collect new or renewed medication from parents/guardians.</li> <li>● Manage the input, maintenance and retrieval of medical data in respect of pupils and staff at the Academy, ensuring that confidential information is held securely.</li> </ul>
Educational Visits Coordinator	<ul style="list-style-type: none"> <li>● Co-ordinate off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers in line with TGAT EV Policy.</li> <li>● Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.</li> <li>● Ensure that advice from the SENCO is sought if applicable for individual students.</li> <li>● Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils and parents /</li> </ul>

	<p>carers of pupils to ensure that the key learning objectives of the visit can safely be achieved.</p> <ul style="list-style-type: none"> <li>● Liaise with the Pharos Educational Visits Advisor regarding higher risk visits.</li> <li>● Ensure visit is approved and recorded on eVisit in line with TGAT EV policy.</li> </ul>
DSL and SEN Coordinator	<ul style="list-style-type: none"> <li>● Communicate and liaise with colleagues individual needs and adjustments necessary to help support the health and safety of individual students within the Academy.</li> <li>● Where applicable initiate personal emergency evacuation plans PEEP for pupils who require assistance in the event of an emergency evacuation.</li> </ul>
Asbestos Coordinator Appointed Facilities Management Company	<ul style="list-style-type: none"> <li>● Ensure an Asbestos risk assessment is in place.</li> <li>● Ensure actions arising from the asbestos risk assessment are actioned.</li> <li>● Maintain records and management plans.</li> <li>● Communicate records and plans to contractors and staff working in affected areas.</li> <li>● Ensure re-inspections are in place as per the risk assessment.</li> </ul>
Fire Safety Coordinators	<ul style="list-style-type: none"> <li>● Ensure notice boards are kept up to date with current fire marshals.</li> <li>● Ensure high visibility vests are distributed.</li> <li>● Liaise with Site Technician to ensure fire alarm and emergency lighting tests are conducted and recorded.</li> <li>● Liaise with Site Technician to ensure termly fire drills take place and are documented.</li> <li>● Ensure adequate number of fire wardens are in place and available.</li> </ul>
Radiation Protection Supervisor	<ul style="list-style-type: none"> <li>● Ensure that monthly checks on the source of radiation storage are completed.</li> <li>● Ensure that the annual leak test is completed and documented.</li> <li>● Maintain records of checks and tests.</li> <li>● For General Science and Radioactive Sources, refer to Science Department's Health and Safety Policy.</li> </ul>
Water Hygiene Coordinator Appointed Facilities Management Company	<ul style="list-style-type: none"> <li>● Liaise with Site Technician to ensure a water risk assessment is in place.</li> <li>● Ensure actions arising from the water risk assessment are actioned.</li> <li>● Maintain records and management plans.</li> </ul>
COSHH Coordinator Appointed Facilities Management Company Head of Department – Science, D&T Cleaning Contractor	<ul style="list-style-type: none"> <li>● Ensure that COSHH risk assessments are made available to members of staff likely to be affected by the substance.</li> <li>● Ensure that the COSHH register is up to date for the academy.</li> <li>● Ensure compliance with specific teaching body health and safety requirements specific to the relevant department.</li> </ul>

## **5.1. Executive Principal / Principal**

The Principal (or, when absent, a named, nominated representative) has overall responsibility for ensuring the effective management of health and safety across their academy and shall:

- 5.1.1. Ensure systems are in place to manage the health, safety and welfare of staff, students, visitors and any other person using the premises.
- 5.1.2. Ensure systems are in place to maintain the safe working conditions for all the above (staff, students, visitors etc.).
- 5.1.3. Ensure that staff are consulted appropriately on issues affecting their health and safety.
- 5.1.4. Ensure that a system for the management of health and safety is in place whereby all reasonably foreseeable risks to health and safety are identified and those risks eliminated or controlled.
- 5.1.5. Report the health and safety performance of the Academy through two Health Checks throughout the year:
  - Mid-year Health Check - held in February, this will be a review of the autumn term performance
  - Year-end Health Check - held in July, this will be a review of the academic year
- 5.1.6. Distribute key responsibilities of the day to day health and safety management, coordination and implementation throughout the academy team, ensuring that individuals are trained and understand their specific responsibility.
- 5.1.7. Implement 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.
- 5.1.8. 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.
- 5.1.9. Ensure that all accidents and incidents causing injury or damage to health, or with the potential to do so, are fully investigated and any required action quickly taken to prevent a recurrence.
- 5.1.10. Consider any health and safety concerns or recommendations raised by an employee or employee representative.
- 5.1.11. Ensure that parents are kept informed about health and safety issues and enlisting their support as appropriate.
- 5.1.12. Ensure that liaison with contractors is maintained and that regular reports are obtained.
- 5.1.13. Arrange for appropriate supervision of students.
- 5.1.14. Carry out periodic safety reviews and audits.
- 5.1.15. Work with the relevant Heads of Department/Areas/staff and the Health and Safety Advisor to identify the appropriate health and safety training needs.
- 5.1.16. The Principal of individual academies will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken.

## **5.2. Site Technician**

The Site Technician is responsible to both the Principal and the Facilities Management Company, and shall:

- 5.2.1. Implement the appropriate Academy policies and procedures in the areas for which they hold formal responsibility according to their job description.
- 5.2.2. Maintain an appropriate cleaning schedule.
- 5.2.3. Ensure that site staff are competent to carry out their responsibilities.
- 5.2.4. Ensure welfare facilities provided are maintained and in a satisfactory state.
- 5.2.5. Arrange for the removal from site of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 5.2.6. Take 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.
- 5.2.7. Ensure that other site and cleaning staff are adequately supervised.
- 5.2.8. Ensure hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- 5.2.9. Complete health and safety checks as required for example, daily checks, emergency lighting checks.
- 5.2.10. Document fire drills.

## **5.3. Schools Plus**

Schools Plus is responsible to the Principal and shall:

- 5.3.1. Implement, monitor and review their relevant policies and safe systems of work.
- 5.3.2. Monitor and review with Schools Plus senior management to ensure compliance to policies and procedures.
- 5.3.3. Ensure all Schools Plus staff are inducted into the site according to local arrangements.
- 5.3.4. Ensure all Schools Plus staff are aware of the local emergency arrangements.
- 5.3.5. Ensure that there is an escalation process in place to report dangerous facilities or equipment to the Academy.
- 5.3.6. Monitor and coordinate accident reporting and investigations with the Academy in the event of a RIDDOR reportable incident.

## **5.4. Catering Contract Operations Manager**

The Catering Contract Operations Manager is responsible to the Chief Operations Officer and shall:

- 5.4.1. Implement, monitor and review the relevant policies and safe systems of work.
- 5.4.2. Monitor and review with the Caterlink Location Manager to ensure compliance to policies and procedures.

- 5.4.3. Ensure all Caterlink Location Managers are inducted with the safe systems of work and familiar with the risk assessments.
- 5.4.4. Carry out regular reviews of the procedures and inform the Health and Safety Advisor of any notable issues of concern.
- 5.4.5. Record results of the monitoring and review of procedures.
- 5.4.6. Monitor and coordinate accident reporting and investigations for the academy kitchens.

## **5.5. Catering Contract Location Manager**

The Catering Contract Location Manager is responsible to the Catering Contract Operations Manager and the academy Principal and shall:

- 5.5.1. Apply the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas.
- 5.5.2. Monitor and review policies and procedures compliance with the Catering Contractor Operations Manager, especially with regards to food hygiene, food safety and allergies.
- 5.5.3. Ensure that localised risk assessments are completed, recorded and regularly reviewed.
- 5.5.4. Supervise and train staff appropriately.
- 5.5.5. Train and instruct all catering staff in the emergency procedures.
- 5.5.6. Ensure that equipment is maintained and in a safe condition.
- 5.5.7. Ensure that all statutory examinations are planned, completed and recorded.
- 5.5.8. Ensure hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- 5.5.9. Ensure that all catering staff have opportunities for raising concerns about health and safety issues.

## **5.6. Head of Area/Departments**

Heads of Department staff have a common duty to ensure the health and safety within their specific area and will act as subject matter expert to assist the Principal and Health and Safety Advisor in managing hazards specific to that area. They shall:

- 5.6.1. Familiarise themselves with the Academy's Health and Safety Policy and Procedures, and all regulations and codes of practice relevant to their areas of responsibility.
- 5.6.2. Ensure that risks have been considered and documented on a risk assessment.
- 5.6.3. Review specific departmental policies and procedures regularly.
- 5.6.4. Ensure the Student Behaviour policy is implemented within the Department as appropriate.
- 5.6.5. Ensure regular safety inspections of their areas are carried out and documented.
- 5.6.6. Ensure that COSHH risk assessments and registers are kept up to date.

- 5.6.7. 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.
- 5.6.8. Make available appropriate protective clothing and equipment, first aid and fire appliances.
- 5.6.9. Ensure that all departmental staff and pupils in their areas know the emergency evacuation procedures.
- 5.6.10. Ensure that toxic hazardous and highly flammable substances are correctly used, stored and labelled and risk assessed with appropriate controls in place.
- 5.6.11. Assist in compiling an Annual Review.
- 5.6.12. Ensure safe working procedures are in place for all staff, students and others under their authority.
- 5.6.13. Review risk assessments following an incident.
- 5.6.14. Ensure that adequate levels of supervision are available.
- 5.6.15. Ensure that certificates of competence for potentially hazardous activities (e.g. woodworking machinery, swimming etc.) are in place, check the validity, arrange refresher training when necessary and keep the Health and Safety Advisor informed.

## **5.7. Teaching Staff**

All teaching staff are responsible for ensuring the health and safety of themselves and pupils under their care. They shall:

- 5.7.1. Familiarise themselves with the Health and Safety Policy and procedures.
- 5.7.2. Ensure that they are familiar with the risk assessments in place where required, and that these are recorded and reviewed regularly.
- 5.7.3. Ensure that safe systems of work are followed.
- 5.7.4. Ensure equipment is in a safe condition.
- 5.7.5. Ensure that hazardous substances used in the classroom are stored and handled according to manufacturer's instructions.
- 5.7.6. Not misuse any equipment issued for health and safety purposes, e.g. safety goggles, protective clothing.
- 5.7.7. Ensure that adequate levels of supervision are available.
- 5.7.8. Report any incidents.
- 5.7.9. Proactively monitor and maintain the health and safety of all individuals within their area of responsibility.

## **5.8. All Members of Staff**

All members of staff have a duty to:

- 5.8.1. 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.

- 5.8.2. Understand and use the Academy health and safety management and reporting systems.
- 5.8.3. Report (through the Academy's reporting system) all incidents or near misses that have led or may lead to illness, harm or damage.
- 5.8.4. Take reasonable precautions in safeguarding themselves and others.
- 5.8.5. Know and understand the Academy's and any departmental health and safety policies.
- 5.8.6. Observe all health and safety rules and procedures set out by the Academy and use all health and safety equipment provided.
- 5.8.7. Participate in assessing risks and the management of identified risks.
- 5.8.8. Follow all relevant codes of safe working practice and local rules.
- 5.8.9. Alert the Health and Safety Advisor or Heads of Areas/Departments as appropriate to any potential hazard noticed.
- 5.8.10. Ensure that students' behaviour is regulated in accordance with the Academy's Student Behaviour policy.
- 5.8.11. Report any unsafe working practises to the Health and Safety Advisor.
- 5.8.12. Read this Health and Safety Policy and local procedures available on [www.tgacademy.org.uk](http://www.tgacademy.org.uk)
- 5.8.13. 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.
- 5.8.14. Ensure that no person uses potentially dangerous equipment unless adequate information, instruction and training has been received or are being supervised by someone with a thorough working knowledge of the machine.
- 5.8.15. Ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision.
- 5.8.16. Do not misuse any equipment issued for health and safety purposes, e.g. safety goggles, protective clothing.
- 5.8.17. Ensure they are fully aware of the emergency evacuation procedure.
- 5.8.18. 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.
- 5.8.19. Not block any fire exits.
- 5.8.20. Participate in any relevant paid training.

## **5.9. Students**

To help maintain safety and well-being, at all times, students are expected to:

- 5.9.1. Follow all Academy rules and policies including the Behaviour Policy.
- 5.9.2. Use equipment only in accordance with their training.
- 5.9.3. Refrain from using anything which may harm any other person or themselves, including not using equipment for which they have not been trained.



- 5.9.4. Report any issues to the person leading the activity in which they are participating or, at the earliest opportunity, to their form tutor or pastoral tutor.

#### **5.10. First Aiders**

Staff who are trained in first aid are responsible for:

- 5.10.1. Ensuring that the first aid kit is fully stocked and in date.
- 5.10.2. Ensuring the appropriate forms are completed as per the Accident Procedure.
- 5.10.3. Raising awareness to the Health and Safety Advisor if an ambulance is called.

#### **5.11. Fire Wardens**

Staff who are trained in fire are responsible for:

- 5.11.1. Ensuring they are aware of the emergency evacuation procedure.
- 5.11.2. Following the fire training received.
- 5.11.3. Whilst exiting the building, thoroughly check the areas that you move through, closing all fire doors as you go.

#### **5.12. Operations Committee**

The Trust requires the establishment of a formal Operations Committee and will consist of at least three members, two of whom must be Trustees, plus the Chief Operations Officer. The Chief Executive Officer and Chief Finance Officer will also attend. Other members of staff or students may also be invited for specific agenda items if required.

The Operations Committee shall:

- 5.12.1. Meet three times per year
- 5.12.2. Monitor health and safety performance
- 5.12.3. Make and review regularly health, safety and security arrangements
- 5.12.4. Consider incident reports
- 5.12.5. Consider internal and external inspection reports
- 5.12.6. Consider risk assessments and risk management
- 5.12.7. Make recommendations of health and safety training throughout The Trust

#### **5.13. Academy Health and Safety Committee**

The Academy Health and Safety Committee meeting will consist of the Principal and Trust Health and Safety Advisor as a minimum.

The committee will:

- 5.13.1. Meet two times per year

- 5.13.2. Monitor health and safety performance
- 5.13.3. Make and review regularly health, safety and security arrangements
- 5.13.4. Consider incident and ill health records and statistics
- 5.13.5. Consider internal and external inspection reports
- 5.13.6. Consider building works
- 5.13.7. Review the Health & Safety Tracker to ensure it is current and up to date
- 5.13.8. Monitor training compliance of mandatory training and identify training needs including first aid and fire

## **6. Arrangements**

The following arrangements are implemented to ensure that the Trust fulfils its responsibilities to provide the health and safety of employees and users.

### **6.1. Setting Health and Safety Objectives**

### **6.2. Consultation**

#### **6.2.1. Staff**

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

Staff should raise health and safety issues in Departmental meetings, pastoral groups, and any formal management meetings in the Academy. Any points raised should be duly minuted and reported promptly to the Health and Safety Advisor or local Principal.

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

#### **6.2.2. 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 College/ Year and Academy Student Council meetings, and raise any concerns, which will be reported to the Principal or Health and Safety Advisor.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security, safeguarding of students, or road safety). The Principal may determine the number and manner of the consultation.

It is the responsibility of the Principal of each Academy to ensure this is communicated to parents and students with suitable regularity.

### **6.3. Communication**

- 6.3.1. All staff have access to the Health and Safety Policy on the Trust website and are required to read it.

- 6.3.2. The Academy 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.
- 6.3.3. Staff will have the opportunity to contribute directly to health and safety management through departmental arrangements.

#### **6.4. Training**

- 6.4.1. The Trust 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.
- 6.4.2. All new employees, whether permanent or temporary, will receive mandatory health and safety training as part of their induction via Flick Learning.
- 6.4.3. Staff training includes:
- Emergency Arrangements
  - Fire Drills
  - Fire Awareness training
  - First Aid Arrangements
  - Accident Reporting
  - Good Housekeeping
  - Codes of Safe Practice and Guidance
  - Health and Safety Handbook and Academy Arrangements
  - Specific Hazards/Responsibilities Associated with Work Activity
  - Special Needs of students including students with disabilities
- 6.4.4. Further training shall 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.
- 6.4.5. All relevant staff will be instructed in how to use the MS Teams Health and Safety management system.
- 6.4.6. The Academy undertakes to provide extra training for staff where a need is identified. Staff who feel that they have a need for health and safety training of any kind should notify their line manager or the Health and Safety Advisor in writing or by email.

#### **6.5. Risk Assessments**

- 6.5.1. All academies will assess the risks to the health and safety of all staff, students and others who may be affected by the action of the academy.
- 6.5.2. All members of staff in charge of a departmental 'Safety Area' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. To do so, members of staff must be competent to carry out appropriate risk assessments. The Principal is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent. Where appropriate, the Trust Health and Safety Advisor will assist in the preparation of assessments.
- 6.5.3. The Trust will determine its own risk assessment proforma which must be used by all staff or other workers. Completed risk assessments are to be uploaded to MS Teams and made

accessible to all relevant staff and will be periodically reviewed by the Health and Safety Advisor.

- 6.5.4. Risk assessments will be scheduled for an annual review to ensure that the control measures remain effective, or earlier should the need arise e.g. following a change in legislation, an accident or a change to task.
- 6.5.5. The Health and Safety Advisor will advise on suitable and sufficient risk assessments and assist to determine which can be done locally or at Trust level, and which by any other outside contractors. The Health and Safety Advisor has the discretion to seek advice on appropriate delegation and will report the reasons and response to the Principal.
- 6.5.6. The government advises that written risk assessments are not required for every activity delivered within the curriculum within standard academy hours. Staff should assume they only need to write down a new specific risk assessment in exceptional circumstances, for example when something out of the ordinary is planned in what would otherwise be a standard lesson. Where the Principal determines that a risk assessment must be carried out the Health and Safety Advisor will support and ensure that any significant findings of the assessment are written and recorded.
- 6.5.7. 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 or other changes have been made that affect the overall risk profile, 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 and actioned.

## **6.6. 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, to ensure safe access for disabled staff, students and visitors.

## **6.7. Consequences and Discipline**

Failure to adhere to the Trust's or localised Academy's Health and Safety Policy might constitute a disciplinary offence as it places the health, safety and well-being of colleagues, students and visitors at risk.

## **6.8. Health and Safety Policies and Procedures**

The Trust Guidance Documents that make up the Trust's overall health and safety procedures can be accessed via MS Teams. An academy may decide to add additional sub-policies that are relevant to its individual situation and needs.

A brief overview of some key points are included within this document, but the full policy is to be accessed for full details including actions required and key responsibilities.

## **6.9. Accident Reporting**

- 6.9.1. There are a number of Qualified First Aiders at Work, Paediatric First Aid and Emergency First Aid at Work trained staff. Details of these are found displayed in each academy and are held with the Health and Safety Advisor and Academy First Aid Coordinator.
- 6.9.2. All accidents and near misses must be recorded using an Accident/Incident Report Form.
- 6.9.3. Any accidents which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are actioned by the Trust appointed Health and Safety Advisor.
- 6.9.4. Accident figures are submitted to the Operations Committee and are standing agenda items at the Health and Safety Committee meetings.
- 6.9.5. All serious accidents or potential serious near misses are investigated by the Senior Leadership Team, with the support of the Health and Safety Advisor.
- 6.9.6. Accident reports and investigations for pupils are retained until they are 24 years old. Accident reports and investigations for adults over the age of 18 are retained for four years from the date of the accident or longer (40 years where there is exposure to asbestos).

## **6.10. Asbestos**

- 6.10.1. An Asbestos risk assessment and Management Plan is organised by the Facilities Management Company.
- 6.10.2. Site Technicians receive Asbestos Awareness Training.
- 6.10.3. Any removal of asbestos will be carried out by a specialist contractor.

## **6.11. Contractor Management**

- 6.11.1. Where practicable, all contractors will be sourced through the Facilities Management Company.
- 6.11.2. The Trust Health and Safety Advisor will be notified of any works outside of routine maintenance and repairs.
- 6.11.3. The contractors will be provided with all relevant building information, including asbestos location, emergency procedures and first aid provision.
- 6.11.4. All contractors will complete a contractor induction.

## **6.12. Control of Substances Hazardous to Health (CoSHH)**

- 6.12.1. The Academy will provide a safe working environment and safe procedures for the handling, storage and disposal of hazardous materials, by undertaking suitable and sufficient CoSHH assessment
- 6.12.2. An inventory of any chemicals in use (including those used by contractors) will be maintained by relevant Heads of Department, and the use for each chemical identified.
- 6.12.3. Where possible non-hazardous alternative substances will be used.
- 6.12.4. Substances are stored correctly and where substances need to be disposed of this will be through an approved licensed company, and records retained.

### **6.13. Display Screen Equipment (DSE)**

- 6.13.1. Employees that use a computer or laptop as a significant part of their work are given DSE self-risk assessments to complete.
- 6.13.2. Actions identified in the risk assessment are completed.
- 6.13.3. The Academy will hold the training records.

### **6.14. Fire Safety**

- 6.14.1. Fire Risk Assessments for each Academy are carried out annually by the Facilities Management Company.
- 6.14.2. Fire systems checks are completed weekly for testing and monthly for emergency lighting. Records are held with the Site Technician.
- 6.14.3. Annual checks of the fire extinguishers are organised by the Facilities Management Company.
- 6.14.4. Fire drills are completed as a minimum termly and documented. Records are held with the Site Technician.

## **7. Measuring and Monitoring Performance**

It is necessary to measure performance against objectives to ensure that health and safety performance is being achieved. This will be achieved by implementing the following:

### **7.1. Active measures of Performance**

- 7.1.1. Each Academy will use the health and safety performance tracker and guidance provided on MS Teams. All relevant staff will be instructed in its use.
- 7.1.2. 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 a timely fashion and in the manner laid down by the Health and Safety Advisor.
- 7.1.3. The Academy will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an on-going basis.
- 7.1.4. The Operations Committee will receive live progress data from the Health & Safety Performance Tracker on MS Teams and annual report on the implementation of its health and safety policies and procedures.
- 7.1.5. The Operations Committee will make arrangements to review the implementation of the health and safety performance tracker on MS Teams to ensure that the system is used to ensure that the Academy complies with all legal obligations.
- 7.1.6. Health and Safety Committee meetings will be carried out two times per year at each Academy.

### **7.2. Auditing**

- 7.2.1. There will be independent quality assurance reviews from the RPA and other bodies. This is a structured process and the Trust recognises that auditing needs to take place at a local level to establish:
  - Appropriate management arrangements are in place

- Risk controls are in place for associated risks

7.2.2. The individual academies are also subject to external statutory audits taking place at any other time and may be undertaken with or without notice.

### **7.3. Measuring Performance within the Trust**

7.3.1. Health and safety performance data will be saved on the Health and Safety performance tracker on MS Teams.

7.3.2. The Health and Safety Advisor will be responsible for ensuring the performance log is kept up to date, all health and safety tasks will be graded as follows:

- |      |   |
|------|---|
| 0%   | No evidence of compliance – documentation is out of date or not available. Does not comply with the DfE's standards and requires urgent action to eliminate or manage a serious risk exposure. (Red)    |
| 50%  | Documentation is out of date. Does not comply with the DfE's standards and requires substantial improvement. (Amber)  |
| 75%  | Documented evidence is in date, additional actions or recommendations not carried out or required to ensure compliance. Does not fully comply with the DfE's standards and should be improved.. (Green) |
| 100% | Documented evidence is in place. Fully complies with the DfE's standards/guidelines where applicable and no improvement is required. Document has been localised accordingly. Keep under review. (Blue) |

7.3.3. The Health and Safety Advisor will share experiences, findings and good practice inside the Academy and maintain copies of:

- 7.3.3.1. Regular documented audits
- 7.3.3.2. Review of risk assessments and the subsequent control measures
- 7.3.3.3. Results of any external reviews/investigations
- 7.3.3.4. Regular review of accidents/incidents/near misses and use of the information and experience gained from the review
- 7.3.3.5. A system of reviewing and developing improvement plans as identified

### **7.4. Health and Safety Review**

7.4.1. The Health and Safety Advisor will complete two Health and Safety Health Checks which will support the reporting of the performance of each academy.

7.4.2. The review will utilise the information on the management system and will comprise:

- 7.4.2.1. Incomplete tasks on the Management system.
- 7.4.2.2. A review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system.
- 7.4.2.3. Year on year review of incidents reported.
- 7.4.2.4. Any other findings in the annual audit.
- 7.4.2.5. Changes in the health and safety organisation, policy or structure.
- 7.4.2.6. New processes and new technology introduced for health, safety and security.

- 7.4.2.7. A reference to external influences - legislation/guidance/British standards/auditors, reports.
- 7.4.2.8. A review of each Academy's Risk Register and any issues occurring.
- 7.4.2.9. Any proposals for improvements.
- 7.4.2.10. Will compare performance from academic year to the last;
- 7.4.2.11. Will RAG rate the overall performance of each category;
- 7.4.2.12. Will write an evaluation, strong, weakness, area for improvement.
- 7.4.3. The Health and Safety Advisor will publish the Health and Safety Health Checks on Teams.

## **7.5. Monitoring and Review within the Academies**

- 7.5.1. The Chief Operating Officer is responsible for:
  - 7.5.1.1. Monitoring the implementation of the policy.
  - 7.5.1.2. Advising the Principal on any amendments required to the policy.
  - 7.5.1.3. The proper and regular use of MS Teams.
- 7.5.2. The Chief Operating Officer will devolve responsibility to the Health and Safety Advisor for:
  - 7.5.2.1. Advising academy staff of their statutory responsibilities.
  - 7.5.2.2. Ensuring risk assessments are completed.
  - 7.5.2.3. Reporting to the Principals.
  - 7.5.2.4. Coordinating training.
- 7.5.3. The Trust, Operations Committee and COO expect the Principal to show leadership in health and safety management and recognise the Duty of Care which they must discharge in their academy to staff, students, visitors and contractors.
- 7.5.4. The Principal will:
  - 7.5.4.1. Monitor the implementation of the Health and Safety Policy.
  - 7.5.4.2. Ensure the Academy's facilities and equipment are fit for purpose at all times.
  - 7.5.4.3. Ensure the Academy's procedures are fit for purpose.
  - 7.5.4.4. Ensure that management systems are being used to ensure compliance.
- 7.5.5. The Chief Operating Officer will provide oversight and hold the Principal to account on the health & safety performance of the academy. The COO will arrange two Health Checks per year:
  - Mid-year Health Check - held in February, this will be a review of the autumn term performance
  - Year-end Health Check - held in July, this will be a review of the academic year
- 7.5.6. The Health Check reports will be sent to the CEO and the information will be used to inform reports to the Operations Committee
- 7.5.7. The Operations Committee will review the implementation of the Health and Safety Policy across the Trust annually.
- 7.5.8. The Operations Committee will:



- 7.5.8.1. Receive a summary overview of the two health checks carried out across the year
- 7.5.8.2. Have access to live Health and Safety Performance data on MS Teams
- 7.5.8.3. Ensure that the Academy maintains, monitors and reviews its Health and Safety Policy, procedures and organisational arrangements.

## Appendix 1 Health & Safety Organisation / Responsibility Structures To be placed on each webpage

### Tudor Grange Primary Academy Haselor

Role / Responsibility	Name
Trust Board Chair	Peter Rock
Operations Committee Chair	Peter Rock
CEO	Claire Maclean
COO	Steven Groutage
Facilities Company Account Manager	Tony Jordan
Facilities Company Regional Facilities Manager	John Williams
Tudor Grange Academies Trust Health & Safety Advisor	Rachel Johnson
Executive Principal	<b>Jodie Bolter</b>
Head of School	<b>Gail Duxbury</b>
First Aid Coordinator	<b>Gail Duxbury</b>
Medicines Coordinator	<b>Jane Ireland</b>
Accident and near miss coordinator	<b>Jane Ireland</b>
Radiation protection supervisor	Facilities Management Company
Mental Health First Aider	<b>Amie Rhone</b>
Administration of Medicine	<b>Gail Duxbury</b>
Fire Safety Coordinators	Facilities Management Company
EVC Co-ordinator (Academy)	<b>Gail Duxbury</b>
Asbestos Coordinators	Facilities Management Company
Water Hygiene coordinator	Facilities Management Company
COSHH Coordinator	Facilities Management Company Head of Departments