

Policy H1– Academy Health & Safety

1. Statement of Intent

The Board of the University of Brighton Academies Trust (referred to as the 'Trust' from this point on), as the employer of the staff who work in its academies and offices, recognises and accepts its responsibility for providing a safe and healthy environment for the staff employed in the academies and its offices, for the students/pupils attending the academies and for visitors and contractors, who come on to the premises.

The Trust will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation. The Trust will ensure that appropriate policies are in place and kept up-to-date.

To this end, the Trust appoints its own Health and Safety Officer and external consultants as required to advise the Trust, its staff and its academies on all related matters and to provide the Trust and the academies with up-to-date information in relation to its Health and Safety responsibilities.

This policy is largely dependent upon the total co-operation of every person who works in each Academy in the Trust. The Trust expects all employees to co-operate in ensuring the health and safety of all staff, students/pupils and visitors. The responsibility for the implementation of this Trust policy at academy level rests with the Principal, whilst the academy's Health & Safety Management Committee and Professional Services staff are responsible for monitoring its implementation

Each and every member of staff of the Trust and its academies must recognise 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 also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the Act and supporting legislation as well as under the Trust's Health and Safety Policy.

The organisation and arrangements through which the Trust, the academy Principal and staff aim to fulfil the requirements are set out in the following overarching policy together with a series of named related policies and procedural documents..

The Trust will ensure that sufficient resources are allocated by it and its academies to ensure as far as is reasonably practicable that employees, students/pupils, visitors and contractors are kept healthy and safe.

The Trust is responsible for the overall Health and Safety Policy.

2. The Academy

2.1 The Academy's objectives will be to:

- have regard to the Trust Statement of Intent, and the provisions of this policy

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

2.2 Each Academy in the Trust should aim to ensure that so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work
- safe systems and effective procedures are in place to protect the health, safety, security and welfare of employees, students/pupils, and the health, safety and security of visitors to the Academy, including parents, contractors' and members of the public affected by the work of the Academy

- arrangements are in place in the Academy to ensure that no work is carried out by staff in the Academy or by contractors that is liable to expose employees, students/pupils, visitors or members of the public to hazards of health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place
- procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place, and arrangements for securing proper health and safety of employees and anyone on the Academy site affected by their work
- Senior Leadership Team (SLT) managers in the Academy are suitably trained
- sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the Academy site or outside the Academy if engaged in Academy business
- sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards

3. The Principal

- 3.1 The Principal (or, when absent, a nominated Vice Principal) will be responsible for the overall implementation of the Health and Safety Policy. The Principal is also responsible for:
- the health, safety and welfare of staff, students/pupils, visitors, contractors and any other person using the premises
 - ensuring safe working conditions for all of the above (staff, students/pupils, visitors, contractors etc)
 - ensuring safe working practices and procedures throughout the Academy, including those relating to the provision and use of machinery and other apparatus
 - implementing the academy's student /pupil behaviour policy that will ensure as far as is reasonably practicable the health and safety of students/pupil on site; and implementing the Trust's Off Site Activities and Educational Visits Policy and when engaged in academy activities off-site
 - appointing members to the Health and Safety Management Committee
 - directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the academy
 - ensuring that there is a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare
- 3.2 The Principal (or the Principal's nominated representative) will:
- ensure that liaison with contractors is maintained and that regular reports are obtained
 - arranging for appropriate supervision of students/pupils
 - carry out periodic safety reviews and audits
 - ensure that the health and safety training needs of all staff and students/pupils are identified and appropriate training provided
 - encourage staff, students / pupils and others to promote Health and Safety and to suggest ways of reducing risks
 - ensure that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out
 - delegate to the HSR appropriate tasks for the day-to-day implementation of the policy

- ensure that the health and safety management system or other (if any) is used effectively by relevant users
- ensure that parents are kept informed on any health and safety issues and enlisting their support as appropriate
- making termly progress reports and an Annual Health, Safety and Security Status Review and forwarding these to the Trust Health & Safety Officer

4 The Trust

- 4.1 The Trust's Risk and Audit Committee, on behalf of the Board of Trustees, will:
- take into account the Trust Statement of Intent
 - approve and review regularly the Trust's Health and Safety Policy, and its implementation in each academy
 - satisfy itself that each academy is implementing the Trust's Health and Safety Policy
 - require each academy in the Trust to set up and maintain a Health and Safety Management Committee under the Safety representatives and Safety Committee Regulations 1997
 - expect each Academy to appoint a competent Health and Safety Representative (HSR) or persons with appointed responsibilities to advise on the implementation of the Health and Safety Policy and procedures in the academy, and to ensure that the training of relevant academy staff is kept up- to-date
 - ensure that an appropriate management system is used by each academy to prompt and record the carrying out of necessary health, safety and security tasks in line with the Trust policy
 - receive and consider an Annual Status Review from each Academy and determine any necessary response

5 Academy Health and Safety Management Committee

- 5.1 The Committee will consist of the Principal or his/her nominee and an Academy HSR/Site Manager. Meetings may be attended by Professional Association/Trade Union elected staff representatives.
- 5.2 The Committee will meet at least three times per year, will report to the Academy's Senior Leadership Team and may determine its own Chair and proceeding.
- 5.3 The Committee may invite other members of staff and students/pupils to attend a committee meeting for specific agenda items.
- 5.4 The Academy Health and Safety Management Committee will:
- take into account the Trust Statement of Intent and policy
 - make and review regularly specific health, safety, welfare and security arrangements for implementing this policy
 - consider accident, incident and ill health records and statistics
 - consider risk assessment and the management of risks
 - consider reports of any internal and external inspections
 - make recommendations on health and safety training throughout the Academy;
 - consider the efficacy of emergency procedures including Fire Procedures in the Academy
 - consider any changes that affect health and safety
 - receive and consider an Annual Status Review from the Principal (or representative) and determine any necessary response
 - consider any other items raised by management or the staff representatives

- make recommendations as to developments, action plans and areas for development and report as required to the Trust

6. The Health and Safety Representative (HSR) or persons with appointed responsibilities

- 6.1 The responsibilities of the HSR may be discharged by a team rather than a single individual. The HSR will be a suitably qualified and 'competent person' (as defined below) and must be a member of the Academy SLT responsible to the Principal for:
- managing, co-ordinating and monitoring health and safety matters within the Academy
 - reporting regularly to the Principal on health and safety issues
 - participating in the work of the Academy Health and Safety Management Committee
 - assisting the Principal (or representative) in compiling the Annual Status Review
 - maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare
 - ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented
 - engaging internal (Trust) and external (consultants) Health and Safety advice from experts as appropriate, receiving their reports and taking any necessary action;
 - meeting with staff Health and Safety representatives
 - advising on all Health and Safety matters (including safety of buildings, plant and equipment used and operated by the Academy)
 - ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the health and safety policy that affect them
 - ensuring that the Trust's Health & Safety policy and ancillary policies are available to all staff
 - ensuring that contractors and persons hiring any part of the premises are aware of the Trust policy
 - ensuring that all necessary safety signs and notices are displayed
 - ensuring that instructions relating to specific areas are displayed and known and understood by all users
 - ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the Trust's Fire Safety Policy
 - putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety policy as appropriate
 - ensuring that all employees with health and safety management responsibilities will sign the Academy logbook to indicate that they have read and understood the policy and their responsibilities
 - Ensure that other staff without health and safety management responsibilities will sign the relevant form at the annual induction to indicate that they have read and understood the policy and their personal responsibilities
 - overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks

6.2 The definition of a 'Competent Person' is the person who has responsibility as the competent person for advising the Principal and other Senior Managers in the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation, and for liaising with the Trust and local Health and Safety Officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive and Fire and Civil Defence Fire Officers.) The 'Competent Person' should hold an appropriate health and safety qualification with a minimum competence level equivalent to the IOSH Managing Safely course.

7. Academy staff

7.1 Staff with Departmental Responsibilities

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

- familiarise themselves with the Trust's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility
- participate as required in the work of the Academy Health and Safety Management Committee
- use the health and safety management system to record completion of the relevant tasks
- make and regularly review a departmental health and safety policy (see the Trust template for a Departmental policy at Appendix 1)
- ensure that the Academy's Student Behaviour policy is implemented within the Department as appropriate
- apply effectively all relevant Health and Safety regulations, rules, policies, procedures and codes of practice
- instruct all staff, students and others under their jurisdiction in safe working practices;
- carry out regular safety inspections of their areas and keep records of those inspections
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use
- make available appropriate protective clothing and equipment, first aid and fire appliances
- ensure that all departmental staff and students in their areas know the emergency evacuation procedures
- ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled
- provide appropriate Health and Safety information to relevant persons
- report any Health and Safety concerns to the HSR participate in the work of the Health and Safety Management Committee if required to do so; and assist the HSR in compiling an annual status review

7.2 Staff reporting to the HSR

Additional responsibilities of the HSR may be delegated to managers reporting to the HSR who retains responsibility to the Head of School for:

- implementing the appropriate Academy policies and procedures

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

7.3 Catering Manager (if an Academy employee) reporting to the HSR

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

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

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

7.4 All members of staff have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, students/pupils in their care, and any other persons who may be affected by their actions
- understand and use the Academy reporting systems
- take reasonable precautions in safeguarding themselves and others
- know and understand Trust's Health and Safety policy
- observe all Health and Safety rules and procedures set out by the Trust and the academy and use all health and safety equipment provided
- participate in assessing risks and the management of identified risks
- follow all relevant codes of safe working practice and local rules
- alert the HSM or Heads of Areas/Departments as appropriate to any potential hazard noticed
- report (through the Academy's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage

- ensure that students' / pupils' behaviour is regulated in accordance with the Academy's Student Behaviour policy
- report any unsafe working practices to the HSM
- report any concerns they may have about the health, safety and welfare of any student/pupils in their charge in line with the Trust's Safeguarding in Education and Child Protection Policy
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine
- ensure that no student/pupil is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision
- ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work
- use the health and safety management system of health and safety management where relevant
- participate in any relevant paid training; and read the Trust's Health and Safety policy and any associated sub-policies, and sign and date the Academy's logbook to indicate that he/she has done so. The following statement should be used: 'I have read the Trust's Health and Safety Policy and understand my responsibilities.'

7.5 All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meetings in their departments/academy. All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the HSR or Principal appropriate.

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

8. Staff Safety Representative

8.1 Trade Union representatives have the right to:

- investigate potential hazards and to examine the causes of accidents in the workplace
- investigate complaints by any employee they represent relating to that employees health and safety or welfare at work
- make representations to the Principal and the HSR as appropriate, on general matters affecting the health, safety and welfare of employees
- participate as an elected union representative in the work of the Academy Health and Safety Management Committee
- carry out workplace health, safety and welfare inspections
- participate in the work of the Academy Health and Safety Management Committee; and subject to local agreement and discussion have paid time off to carry out their functions and to receive health and safety training

8.2 None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

9. Consultation

9.1 Staff

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

9.2 Students/Pupils and Parents

- Students/pupils also play a part in overall Health and Safety and welfare of the Academy and will be encouraged to discuss Health and Safety issues at Year and Academy Student Council meetings (as appropriate for their age), and raise any concerns, which will be reported to the HSR
- The Principal may decide to involve students/pupils further in the management of health, safety, welfare and security
- Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding of students/pupils; road safety). Each Academy may determine the amount and manner of the consultation

10. Organisation

10.1 Structure Overview

- The Trust as the employer has overall responsibility for the policies and procedures in the Academy
- The academy Health and Safety Management Committee will consider and make recommendations on overall health and safety issues affecting the academy and will report to the Academy's Senior Leadership Team
- The Principal has overall responsibility for the internal management of the Trust Health and Safety Policy and procedures and reporting to the Health & Safety Officer
- HSR has the responsibility for the day to day management, co-ordination and implementation of the policy and for liaising with contractors, and reporting to the Principal
- Heads of Areas/Departments have responsibility for Health and Safety within their areas and for reporting to the HSR
- Regular (at least termly) Department and Team meetings will be held with reports going to the HSR, Union Safety Representatives have the right to participate in the Academy Health and Safety Management Committee and to discuss health and safety issues as necessary with the HSR and/or the Principal
- if agreed by the Principal, the Student Council may have an advisory role, reporting to the Health and Safety Management Committee and HSR

11. Risk Assessment

11.1 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. 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.

11.2 The academy will use the Trust risk assessment pro forma, which must be used by all staff or others. Completed assessments must be retained on the health and safety management

system, and made accessible to all relevant staff. Relevant staff will be provided with training on the health and safety management system.

- 11.3 Risk Assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective.
- 11.4 The Principal will ensure that suitable and sufficient risk assessments are carried out. The HSR will determine which can be done locally or at Academy level and which by any other outside contractors. The Principal and HSR have the discretion to seek advice from the Trust on appropriate delegation, and will report the reasons and response to the Health and Safety Management Committee.

12. Security

- 12.1 The academy, in consultation with the Trust, will produce a Site Security Policy to suit the particular situation of the academy.
- 12.2 The Academy's security arrangements for the relevant areas should be contained in the Site Security Policy and are available from the HSR / health and safety management system.
- 12.3 The security arrangements will cover as relevant:
- The site
 - The buildings
 - Notices
 - Control of visitors to the Academy
 - Locks and keys
 - Out-of- bounds areas
 - Dealing with trespassers
 - Security of staff and student property
 - Vehicles and cycles
 - Movement around the site and buildings
 - Transport and pedestrians arriving at Academy in the morning and leaving in the afternoon
 - Responsibilities for security aspects

13. Training

- 13.1 The academy will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.
- 13.2 All employees whether permanent or temporary will undergo Induction training which will include the following health & safety matters:
- Emergency Arrangements
 - Fire Drills
 - Codes of Safe Practice and Guidance
 - Health & Safety Policy
 - Special Needs of pupils including students with disabilities
- 13.3 Staff who feel that they have a need for health & safety training of any kind should notify the HSR in writing.

- 13.4 A nominated member of staff will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc.), the nominated member of staff is responsible for:
- checking the validity of certificates;
 - arranging refresher training when necessary; and
 - keeping the Principal and HSR informed.
- 13.5 Responsibility for facilitating attendance and funding of training will be allocated according to the academy's CPD Policy.

14. Measuring Performance

- 14.1 The academy will use an appropriate system to support relevant staff in carrying out their responsibilities for Health, Safety and Security in their areas.
- 14.2 The Principal and HSR will ensure that the following are carried out as appropriate, using the Academy's management system for logging purposes:
- Regular documented audits
 - Site inspections
 - Review of risk assessments and the subsequent control measures
 - Surveys by the Health and Safety Management Committee
 - Attendance at health and safety meetings
 - Information coming out of department meetings, and how it is dealt with
 - Results of any external reviews/investigations
 - Regular review of accidents/incidents/near misses and use of the information and experience gained from the review
 - A system of reviewing and developing improvement plans as identified
 - Sharing experiences, findings and good practice inside the Academy

15. Equal Opportunities

- 15.1 In making, reviewing and implementing this policy the Trust's Equality and Diversity Policy 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/pupils and visitors to use the academy's facilities and curriculum as far as is reasonably practicable. Each academy must have an Accessibility Plan which is kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students/pupils and visitors.

16. Related policies and procedural documents

- 16.1 There are many aspects of Health & Safety and academy premises that require safe management and maintenance. The list of related documents below consists of the main related H&S policies and procedural documents to which each academy must have regard. Approval of the policies will be in accordance with the Trust Scheme of Delegation.
- 16.2 Each academy may decide to add additional sub-policies that are relevant to its situation and needs. If additional sub-policies are added, the Principal must ensure that draft copies

are submitted to the Trust for consultation with the National Joint Council before being adopted.

Related Policies		Operational policies & guidance	
H2	Accessibility Plan	H11	Design & Technology Department
H3	Accident & incident reporting	H12	Display Screen Equipment
H4	Control of asbestos	H13	Electrical Equipment
H5	Control of Substances Hazardous to Health (COSHH)	H14	Lone working
H6	Educational Visits & Off-site activities	H15	Manual Handling
H7	Fire safety	H16	PE Department
H8	First Aid & Medical	H17	Personal Protective Equipment (PPE)
H9	Non-smoking	H18	Science Department
H10	Site security	H19	Waste Management
Procedures & templates			
Template for risk assessment		Contractors Handbook	
Legionella bacteria water monitoring procedures for academies		Critical Incident & Business Continuity template	
Working at height			

18. Policy status and review

Written by:	Estates and Facilities Management Director
Owner:	Estates and Facilities Management Director
Status:	V1 = APPROVED V1a = minor editorial changes to LGB responsibilities V2 = Approved
Approval date:	V1 = HAT BoD 29/3/16 BAT RC 11/3/16 Merger editorial changes 1 September 2017 V2 = R&A 4-12-17
Review Date:	As required or 2020/21