



Windsor Academy Trust
(Insert Academy Name)

Health and Safety Policy & Procedures	
Responsible Committee:	Windsor Academy Trust, Board of Directors
Date revised by Board of Directors:	September 2016
Next review date:	September 2018

Statement of Local Health and Safety Intent

As an Academy within Windsor Academy Trust, we will adopt a planned and systematic approach to the local implementation of the corporate health and safety management standards through this statement of intent and we will:

- Plan for health and safety within our academy improvement planning activity.
- Ensure relevant safety actions are included during the staff appraisal process.
- Develop and maintain local arrangements and procedures that interpret the requirements of relevant legislation.
- Review with the Local Advisory Board (LAB) all progress against our plans and take appropriate action.
- Provide an environment in which academy staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- Assess and control risks to all academy staff.
- Monitor accident trends throughout the academy to further inform the health and safety aspects of the academy improvement plan.
- Monitor our performance against plans.
- Copy this statement to all staff members or place prominently in an area accessible to all.

Signed
(Headteacher)

Date

Signed
(Chair of Local Advisory Board)

Date

Summary Statement of Health and Safety

A Windsor Academy Trust is committed to protecting the health, safety and welfare of all in its Academies: including pupils; staff; contractors; partners and visitors.

- 1.1** To be assured that its health, safety and welfare systems, processes and arrangements are compliant, as a minimum with its duties at law, the Windsor Academy Trust need to have confidence in the adequacy of such systems, the competence of its community and that any review will be thorough and effective.
- 1.2** Such assurance will reduce the likelihood of an undesirable impact on health, safety or welfare of individuals or groups; the environment; finances or the reputation of our Academies, as well as ensuring that the Academies are sufficiently resilient to respond and react to changing circumstances.
- 1.3** Windsor Academy Trust is determined also to ensure, where appropriate, the full involvement of its staff through their representative Trade Unions when considering what actions are appropriate to meet the health, safety and welfare policy aims.
- 1.4** The effective delivery of the Policy will also require both the acceptance by all members of the Academy community of their personal responsibility and the provision of appropriate professional and competent support and advice to all members of its community. The Academy will ensure that levels of support and advice proportionate to the risk are available.

B Organisation and Responsibilities for Health and Safety.

This document details the organisation and arrangements required to maintain and continuously improve our academies health and safety management system.

The contents include a list of local procedures for your academy and the document control system we use.

The Aim of the Policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.

- Formulate and implement effective procedures for use in the event of fire and other emergencies.

2 Windsor Academy Trust (Governing Body)

2.1 The Windsor Academy Trust carries ultimate accountability for the health and safety of employees, students/pupils and other individuals whilst on Academy premises and in other places where they might be affected by its operations.

2.2 The Windsor Academy Trust is required to:

- Satisfy itself that the Academy has an appropriate written statement of policy on health and safety, and that there are effective arrangements for the implementation of that policy.
- Provide an effective mechanism by which employees are consulted on health and safety.
- Provide facilities for recognised trade unions to appoint safety representatives and to enable them to discharge their responsibilities; and be pro-active in its awareness of Academy safety management processes and procedures.

In discharging these responsibilities, Windsor Academy Trust is advised by the Headteacher. In any event Windsor Academy Trust will:

- Receive regular reports where appropriate, but at least an annual assurance report on health and safety from the Headteacher or other agency: and be made aware of any incidents carrying a major risk to health and safety, or any enforcement action taken against the Academy by the Health and Safety Executive, the Environment Agency, the Fire Authority, Local Authority Environmental Health officers and of the Academy's response in respect of such incidents or enforcement action.

3 Responsibilities of the Headteacher:

3.1 The Headteacher or their delegated representative(s) have responsibility for:

- The day-to-day development and implementation of safe working practices and conditions for all pupils; staff; contractors; partners and visitors.
- Taking all reasonably practicable steps to ensure that the Health and Safety policy is implemented.
- Ensuring risk assessments are undertaken, appropriate control measures are put in place and accurate measures are maintained.
- Ensuring, so far as is reasonably practicable, that the premises and the equipment is maintained in a safe condition.
- Making adequate resources available where health and safety training for individuals or groups has been identified.
- Reporting all major injuries and accidents, to Windsor Academy Trust, the Health and Safety Adviser and other relevant bodies.

- Ensuring that an annual Health and Safety Report is prepared for Windsor Academy Trust.

3.2 Teaching and Non-Teaching Staff holding Posts of Responsibility

Staff holding posts of special responsibility, such as senior leadership teams, office staff, site manager, lunchtime staff and union representatives, will be responsible to the Headteacher for the implementation of the Health and Safety Policy within their area of work. To fulfil their responsibilities they will assist the Headteacher:

- In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures.
- By informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- By ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed.
- By ensuring that adequate supervision is maintained at all times.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

3.3 Site Manager/Caretaker and Site Staff

The Site Manager/Caretaker is responsible for looking after the premises their responsibilities include:

- To maintain an understanding of the health and safety policy arrangements and the responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements.
- To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented.
- Ensuring adequate security arrangements are maintained.
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided.
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.
- Ensuring that plant and equipment is adequately maintained.
- Arranging for the regular testing and maintenance of electrical equipment.

- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
- Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise.
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations.
- Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date.
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests.
- Ensuring that adequate systems are in place for the management and monitoring of asbestos, control of legionella and excessive water temperatures.
- To respond promptly to notifications of a defect that could affect the health and safety of building occupants/visitors.

3.4 Educational Visits Coordinator (EVC)

Follow the National Guidance for Off-Site Visits where full responsibilities are outlined:

- Ensure that staff involved in educational visits are fully aware of their responsibilities regarding the off-site visits policy and have access to it.
- Inform the Headteacher of all non-routine visits.
- Windsor Academy Trust are informed of all residential or high risk activities.

3.5 Class Teachers

Staff timetabled to be in charge of classes have the following responsibility to assist the Headteacher:

- To follow safe working procedures personally.
- To ensure the safety of pupils in classrooms and other areas of the Academy whilst in their charge.
- To be aware of and to adopt safety measures within their teaching areas.
- To request special safe working procedures, protective clothing, guards, etc, where necessary and ensure they are used.
- To make recommendations to the Headteacher regarding the safety of equipment or tools, in particular any equipment or machinery which are potentially dangerous.
- To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.

3.6 Employees General Responsibilities

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

3.7 Radiation Protection Supervisor (if applicable)

The Academy Radiation Protection Supervisor will ensure that:

- Local procedures are in place for the safe use, storage and disposal of radiation.
- Follow the good practice guidance that is sent via CLEAPSS.
- Liaise with CLEAPS Radiation Protection Advisor (RPA) & cooperate on health and safety matters.
- Source containers are suitably labelled/marked and identifiable.
- Regular inspections and leak tests are carried out and the findings are recorded.
- A check has been made that the total activity of the radioactive substances kept are within the limits allowed by the regulations.
- An approval letter from the DfE is on file and agrees with the number of sources kept on site.

3.8 Pupils/Students

Pupils/students in accordance with their age and aptitude are expected to:

- Exercise personal responsibility of the health and safety of themselves and others.
- Observe standards of dress consistent with safety and or hygiene.
- Observe all the health & safety rules of the Academy and in particular the instructions of staff given in an emergency.
- Not to wilfully misuse, neglect or interfere with items provided for their health and safety.
- Pupils/students are informed by letters sent to parents regarding the wearing of jewellery. This is reinforced by staff throughout the Academy year.

3.9 Health and Safety Committee (or included in other meetings)

The terms of reference of the Health and Safety Committee are:

- To monitor the implementation of Health and Safety Policies and safety procedures throughout the Academy.
- To review safety measures and to advise the Headteacher and Local Advisory Body of any necessary changes to those measures.
- To advise on arrangements for the dissemination of information on health and safety matters to all staff and pupils.
- To receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher and Local Advisory Body to any necessary preventative/remedial action.
- To receive reports from Windsor Academy Trust, safety representatives and external health and safety agencies.
- To advise on arrangements to protect the health, safety and welfare of staff, pupils and visitors to the Academy, and to review these as necessary.
- To receive auditing and monitoring reports and advise the Headteacher and Local Advisory Body of any necessary preventative and/or remedial action arising from those reports.
- To assist in the regular reviews of the Academy Safety Policy.

4. Academy Arrangements for Health and Safety

(Each academy to insert local academy arrangements in this section)

5. Document Control

- We will develop and maintain local documentation. Changes including re-issues and deletions to local Academy documentation will be authorised by the Headteacher.

5.1 Co-operation

- Local systems and documentation will be implemented following consultation through the Academy's governance meetings.

5.2 Communication

- Local systems and documentation will be held electronically and in a hard copy format which will be made accessible to staff members.

5.3 Competence

- The Academy has competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.
- Academy staff will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

C Planning & Prioritising (Setting Standards)

6.1 Academy Health and Safety Plans

- Academy health and safety planning will be part of the Academy improvement planning process.
- Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

6.2 Risk assessments

- Job and specific risk assessments will be carried out by staff within the Academy in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

6.3 Local Arrangements

- Academies will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the Academy. (See local Academy arrangements section).

7. Measuring Health and Safety Performance

7.1 Active Monitoring

- Academy leadership teams will oversee active monitoring to include workplace inspections in accordance with their local arrangements.

7.2 Reactive Monitoring

- Academy leadership teams will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with their local arrangements and report relevant findings to their Local Advisory Board.

7.3 Reviewing Health & Safety Performance

- Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.
- The Academy health & safety performance will be reviewed by the Academies leadership team termly and reported to Academy Governors.

7.4 Auditing/Inspecting Health & Safety Performance

Each academy will be subject to third party inspection and monitoring, as follows:

- ◆ Ofsted
- ◆ Health and Safety Audit/inspection

Actions arising from third party audit/inspection will be incorporated within the academy action plan with appropriate target dates for completion.