



Washwood Heath  
Multi Academy Trust

# Health & Safety Policy

Prepared by:	Pete Weir
Applies to:	All staff in WHMAT
Approved by Board of Trustees:	24.06.2021
Issued to MAT Academies for use:	28.06.2021
Review date	1 year from ratification by Board of Trustees (or earlier if appropriate).

## **1) Aim:**

The aim of this policy is to ensure the implementation of Washwood Heath Multi Academy Trust ('The Trust')'s 'Statement of Intent for Health and Safety' and to ensure clarity in the roles and responsibilities required to achieve this. This policy does not seek to replicate the related areas addressed in the Trust's Safeguarding and Child Protection Policy.

## **2) Definitions:**

2.1 A 'competent person', as the term is used in this policy, is a person who has the necessary skills, experience, training record and knowledge to undertake the responsibilities described.

2.2 'Associated policies' are those policies, the development and review of which is led by the Director of Estates, which are directly linked to this policy.

2.3 'Related policies' are those Trust and individual academy policies which are relevant to the creation of a healthy and safe environment. These policies will be the responsibility of other senior colleagues.

2.4 These policies are listed in Appendix B and are available via the relevant Trust or academy website.

2.5 Each academy's 'procedures and processes' form a continually updated document, published on the academy's website, which meets the legal requirement to publish the names of the individuals who exercise the responsibilities outlined in this policy. Both the Trust and each academy will publish any changes to their processes and procedures caused by either individual circumstances or wider events, e.g. a pandemic.

## **3) Roles and Responsibilities:**

3.1 **The Board of Trustees** is accountable for the health, safety and welfare of all users of its sites, as set out in the 'Statement of Intent for Health and Safety' and is as such legally responsible for the meeting of legal requirements.

3.2 .1 The Board will be responsible for:

- a) ensuring the Trust's 'Statement of Intent on Health and Safety' is effectively enacted through the implementation of this policy, associated/related policies, procedures and processes;
- b) making and reviewing regularly this and associated and related Trust-wide policies (see Appendix B) and their implementation across the Trust;
- c) satisfying itself that each academy has in place procedures and processes that are fit for purpose and that each academy reviews them annually under the guidance of the Director of Estates;
- d) ensuring that each Academy Advisory Board (AAB) knows and understands its responsibilities to review the Director's reports and hold Heads of Academy to account

for the effective implementation of an individual academy's agreed procedures and processes;

- e) requiring each academy to set up and maintain a health and safety working group as per the relevant legislation, which will include union representation (with one school-based representative per union represented within the relevant academy's staffing), the site manager, staff with special responsibilities (see 3.10 below) and a member of the core estates team (as nominated by the Director); the views of young people should also be represented at this group;
- f) ensuring 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's policies;
- g) receiving and considering a termly status review from the Director of Estates and oversee any necessary response;
- h) providing sufficient funds for the implementation of its policies and hold those with responsibility for health and safety to account in fulfilling their roles and responsibilities as set in this policy;
- i) reviewing and agreeing any necessary health, safety and security contracts with contractors;
- j) ensuring appropriate procedures are in place to enable contractors and persons hiring any part of the premises to be made aware of, and to conform to, this policy and the individual academy's procedures and processes;

3.2.2 The Board will exercise these responsibilities through the delegation of them to subcommittee, which will report to the full Board membership.

3.3 The overall responsibility for the leadership and management of health and safety within the Trust is delegated to the Director of Estates on behalf of the Chief Executive Officer (CEO), who will oversee the work of the Director of Estates or delegate this role to an appropriate colleague within the executive leadership of the Trust.

3.4 **The Director of Estates** in undertaking their overall responsibility must ensure that procedures and processes are in place to ensure the effective implementation of this policy and specifically to ensure that:

- a) the health, safety and welfare of employees, pupils and visitors on academy premises / activities is maintained;
- b) all are aware of their responsibilities under this policy and that individual academy procedures and processes are effective and up-to-date;
- c) health and safety working groups are meeting termly, with representation from the Estates core team;
- d) competent and up-to-date health and safety advice, guidance and support is available to all stakeholders and provided promptly within the terms of the directorate service level agreement (available via 'Sharepoint'); all such advice,

guidance and support, alongside updated policies and procedures and processes, reflect current legislation.

- e) policies and procedures are reviewed by agreed timescales, with relevant consultation, to include recognised trades unions as per the Trust's Trade Union Recognition Agreement.
- f) all employees are trained in line with their roles and responsibilities and with Health and Safety at Work etc. Act 1974 and receive an effective and comprehensive programme of training, published so as to be accessible to staff and governorship.
- g) all relevant monitoring and reporting takes place, is of good quality, is acted upon and is evidenced, with particular reference to reporting to the Board (and its subcommittees, including AABs); to include accidents, incidents and near misses and ensuring the appropriate reporting of accidents and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- h) appropriate and required liaison with the Health and Safety Executive (HSE) and other enforcing authorities take place.
- i) the creation, the implementation and evaluation of all associated policies related to this policy is undertaken (see Appendix B);
- j) the necessary procedures are created to ensure all contractors and persons hiring any part of the premises to be made aware of and to conform to this policy and the individual academy's procedures and processes.
- k) academy site security is risked assessed;
- l) appropriate and competent individuals undertake regular programme of servicing and examination of: all fire systems and equipment; gas systems; lifts; hazardous work equipment; electrical equipment, including emergency lighting; lightning conductors; PE/outdoor play equipment.

### **3.5 The Estates Manager will be responsible for:**

- a) Monitoring the effectiveness of health and safety procedures and processes and the implementation of the policy on each academy site, providing detailed monthly health and safety reports on each site to the Director of Estates;
- b) liaising with the appropriate senior academy staff and providing line management support and challenge to each site manager in ensuring their role is fulfilled;
- c) ensuring site reports are promptly copied to each Head of Academy, Senior Academy Link and Site Manager;
- d) participating in the Health and Safety working group of each academy, as directed by the Director of Estates;
- e) ensuring the maintenance, the efficient operation and oversight of reporting systems across the Trust for reporting accidents, near misses and any concerns regarding risks to people's welfare, and ensuring effective responses to the information produced; reporting to this to the Director of Estates;
- f) providing guidance to staff on the completion of risk assessments;

- g) liaising with any contractors and making reports to both the Director of Estates and the relevant Head of Academy (as required) on the progress of the contractual requirements;
- h) engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action, reporting to the Director of Estates;
- i) advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by each academy);
- j) ensuring that teaching, administrative, catering and all ancillary staff (including volunteers) are aware of aspects of the Health and Safety Policy that affect them, including the 'Statement of Intent for Health and Safety';
- k) ensuring that contractors and persons hiring any part of the Trust's premises are aware of this policy and the relevant academy's procedures and processes
- l) ensuring that, in each academy, fire risk assessments are carried out, appropriate equipment is in place and properly maintained; that regular fire (and other emergency 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.

**3.6 The site manager** at each academy is responsible to the Estates Manager for:

- a) implementing this policy (and associated policies) at their base academy through its procedures and processes and ensuring that the general workplace and its equipment is maintained in an efficient state in line with the Workplace (Health, Safety and Welfare) Regulations 1992;
- b) completing regular inspection and checking for hazards and taking appropriate action to inform and address;
- c) maintaining an appropriate cleaning schedule, maintaining a stock of sufficient resources, thus ensuring the hygiene and cleanliness of the site;
- d) ensuring that site staff are competent to carry out their responsibilities;
- e) maintaining an appropriate temperature and being equipped to respond to sub-minimal temperatures;
- f) arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- g) 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 potential hazards;
- h) ensuring that other site and cleaning staff are adequately supervised;
- i) 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;
- j) ensuring that all site and cleaning staff, including contractors, work in accordance with safe working practices issued by the academy;
- k) ensuring that all necessary safety signs and notices are displayed;

- l) ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- m) taking a lead role in day to day security of the premises and the response to emergency 'call outs';
- n) being aware and responding to any structural defects, premises, plant or equipment faults or breakdowns of which they are aware, and reporting to the Head of Academy and the Estates Manager as appropriate;
- o) the monitoring and maintaining of housekeeping standards and, where necessary, reporting concerns to the Estates Manager;
- p) routine in-house inspections, tests, drills and maintenance are completed, keeping relevant records and report any concerns to the Estates Manager, and Academy Senior Link/Head of Academy as appropriate, to include:
  - i. Fire alarm call points on a weekly basis;
  - ii. Emergency lighting system on a monthly basis;
  - iii. Electrical appliance testing on annual basis;
  - iv. Legionella checks as per the scheme of control;
  - v. Local exhaust ventilation units every 14 months.
  - vi. Security arrangements.
- q) performing the role of asbestos co-ordinator, thus ensuring that a competent person has surveyed any area which is the subject of proposed works and communicating the outcomes, updating the Asbestos Management Plan annually.
- r) acting as a key contact for and monitor/supervising of contractors;
- s) completing their activities in line with specific safety procedures and in line with their training, reporting any concerns to the Estates Manager as appropriate.
- t) participating in their base academy's Health and Safety working group and supporting the site visits carried out by the Estates Manager.

### **3.7 Academy Advisory Boards**

The Academy Advisory Board is responsible for holding each academy's leadership to account for the implementation of the procedures and processes by which it fulfils the requirements of this policy and the associated policies. It will receive a report from the Director of Estates three times per year, based on the site reports of the Estates Manager, the minutes of the meetings of that academy's health and safety working group, an analysis of incident reporting and other relevant information sources. It should report concerns to the Board via the AAB chair to the chair of the relevant Board subcommittee.

### **3.8 Heads of Academy**

3.8.1 Heads of Academy may wish to delegate some functions listed below to other employees or to reallocate duties to match the staffing structure of the academy as set out in each academy's health and safety processes and procedures, with one member of senior leadership identified as the **Academy Senior Link**. This will not affect the Head of Academy's overall responsibility for health, safety and welfare within the academy. The AAB will hold the Head to account for ensuring that the Academy's procedures and processes are

effective and enacted, so ensuring the compliance of the Academy with the Trust's policy. The procedures and processes will include the relevant steps to ensure legal compliance and procedures for dealing with emergency situations. It will involve and name relevant people throughout the organisation.

3.8.2 The Head Teacher will ensure that:

a) the Health and Safety Policy is implemented effectively through appropriate management arrangements, including the effective supervision of young people, and providing a means by which staff can confirm that the policy, and the academy's procedures and processes, have been read and understood;

b) the contents of the Health and Safety Policy and the management arrangements are communicated to and understood by all employees based at that academy, supported by training organised by the core estates team and reflected in the published procedures and processes of the academy;

c) the procedures and processes for their academy fulfil the requirements of this policy, are understood and followed by all staff and visitors on site, with support from the core estates team.

d) they are aware of any health and safety matters raised by the academy health and safety working group, site visits by the estates manager, the findings from reporting data (as reported by the core estates team), and be able to respond to challenge from the AAB;

e) they enable new employees to receive health and safety induction training on appointment as provided by the core estates team;

f) they enable all employees to have the necessary health and safety skills and qualifications on appointment, or are able to be provided with the necessary training and certification, after appointment or on change of responsibilities or work methods, as provided by the core estates team;

g) an Educational Visits Coordinator (EVC) is appointed from amongst academy employees, to help fulfil health and safety obligations for off-site visits and adventurous activities;

h) a lead for first aid, to carry out the responsibilities outlined in 3.16 below, is appointed or the responsibilities distributed and explained in the academy's procedures and processes;

i) where relevant, a work experience co-ordinator is appointed to ensure the completion of risk assessments and site visits, with student contact and supervision ensured, and the process reviewed.

h) there are clearly communicated and understood fire evacuation, other emergency (e.g. bomb threat) evacuation and lockdown procedures and that a drill of each is carried out, reviewed and, if necessary, repeated, on a termly basis; to include personal evacuation plans as required and in line with the Trust's guidance document.

h) the academy cooperates with inspections from enforcing authorities.

- i) all academy policies, procedures and processes support the implementation of this policy, its associated policies, procedures and processes.
- j) health and safety concerns of staff are responded to in liaison with the core estates team.
- k) 'student voice' activities include issues relating to this policy and that the curriculum enables the commitment to young people in section 3.17 of this policy to be fulfilled;
- l) that parents/carers receive updates as and if appropriate in relation to health and safety.

### 3.9 Team leaders:

All team leaders, such as core team directors, heads of department or phase leaders, will ensure that their teams are familiar with the health and safety policy and the procedures and processes for their base academy. They will model the behaviours expected of all employees and make clear the responsibilities of all employees to those in their teams. Those team leaders of areas with particular health and safety factors – such as leaders of Early Years, PE, technology and science - will also need to ensure that the responsibilities outlined in 3.10 below are held by a named person. The details of this will be outlined in each academy's procedures and processes.

**3.10 Staff with specific responsibilities**, as specified in their base academy's processes and procedures, will be responsible to the Head of Academy for the implementation of the Health and Safety Policy within their own department or area of work, and will ensure that they:

- a) assist with the implementation of the policy and their academy's procedures and processes;
- b) ensure safety arrangements are being implemented and maintained, with regular safety inspections of which records are kept;
- c) assess the risks associated with their area of work and, where necessary, safe systems of work are developed, implemented and maintained;
- d) ensure relevant employees are informed of any hazards that they are likely to encounter 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;
- e) ensure employees and young people are aware of all relevant regulations, policies, rules procedures, processes and codes of practice;
- f) where necessary, use adequate personal protective clothing and provide facilities for storage and maintenance and ensure it is provided for and used by employees and pupils; ensure appropriate supervision is carried out;
- g) ensure that adequate arrangements for the testing and maintenance of equipment and plant are in place and are being completed, is adequately guarded, is in good and safe working order and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- h) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;

- i) ensure safety concerns are reported effectively to the Head of Academy (relevant Academy Senior Link if unavailable) and the Director of Estates (or the Estates Manager if unavailable).
- j) are members of their base academy's Health and Safety working group.
- k) use the health and safety management system to record completion of the relevant tasks, including inspections.

**3.11 All staff responsible for the teaching and/or supervision of young people** will ensure that:

- a) the safety of young people is monitored whilst in their charge;
- b) safe working procedures within their own teaching areas are being followed;
- c) young people in their charge have received adequate safety instructions;
- d) protective equipment / clothing provided is correctly used;
- e) any piece of defective or unsafe equipment is removed from use or made safe;
- f) all accidents, incidents or near misses are recorded and reported;
- g) they are aware of emergency procedures, follow them when required and support others to do the same.

**3.12 The Educational Visits Coordinator (EVC)** will ensure that: `

- a) the Head of Academy is supported in the organisation of off-site visits and adventurous activities;
- b) that competent employees are assigned to lead and accompany visits;
- c) they or a nominated person use the Trust-wide management system to risk assess the activity;
- d) employees leading or accompanying visits receive appropriate training and support.

**3.13 Each academy's Health and Safety Working Group** will meet at least 6 times per year and its membership will include:

- Site Manager;
- Senior Academy Link
- Site-based trade union representatives (1 per union with members based at site)
- Staff with specific responsibilities
- The above to include at least 1 teacher, 1 support staff.
- Member(s) of core estates team
- Representatives of young people's views

**3.13.1** Minutes must be taken of all meetings, with the Head of Academy and the Director of Estates receiving copies, following a common format and with sufficient information to be reflected in the Director of Estates' report to the Board (via the relevant subcommittee).

**3.13.2:** The working group will be responsible for:

- a) ensuring their activity focusses on the requirements of this policy, the Trust's 'Statement of Intent with Health and Safety' and their base academy's procedures and processes;
- b) contributing to the implementation and evaluation of the above;
- c) considering accident and incident records and statistics;
- d) considering reports of any internal and external inspections;
- e) considering risk assessment and the management of risks;
- f) making recommendations on health and safety training throughout the academy and the Trust;
- g) considering the effectiveness of emergency procedures in the academy;
- h) considering any changes that affect health and safety;
- i) receiving and considering the site reports carried out by the Estates Manager;
- j) considering any other items raised by leadership or the staff representatives;
- k) ensuring that the outcomes of each meeting are reported to the Director of Estates as per 3.13.1 above.

### **3.14 All Employees:**

3.14.1 The Trust recognises that many 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.

3.14.2 All employees must:

- a) take all reasonable steps to safeguard the health and safety of themselves, all other staff, young people in their care and any other persons who may be affected by their actions;
- b) adhere strictly to the policy and their base academy's procedures and processes (failure to do so may result in disciplinary action), confirming in writing that they have read and understood these.
- c) access in a timely fashion, and implement, the training provided, including when using any work items provided by the employer;
- d) use any item / equipment provided in the interest of health and safety correctly;
- e) cooperate with the employer on health and safety;
- f) report **any** concerns (e.g. inadequate precautions, defective equipment or unsafe conditions) in timely fashion using the appropriate system to a person responsible, usually the site manager, which may be putting anyone's health and safety at serious risk, also taking appropriate action if required to prevent an immediate risk;
- g) discuss any concerns with policy, procedure or process initially with the Director of Estates;
- h) report promptly and appropriately, using the relevant systems, any accident, incident or near miss at the earliest possible opportunity to the site manager;

- i) 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;
- j) ensure that no young person is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- k) ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation and lockdown procedures; ensure that there is a fire drill notice clearly visible in the rooms in which they work.

### **3.15 School-based Trade Union Representative**

3.15.1 Trade union representatives have the right to:

- a) investigate potential hazards and to examine the causes of accidents in the workplace;
- b) investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- c) make representations to the Head of Academy and the Director of Estates, as appropriate, on general matters affecting the health, safety and welfare of employees;
- d) participate as an elected union representative in the work of the academy Health and Safety Working Group (on the basis of one colleague representing each union, as per 3.13 above);
- e) carry out workplace health, safety and welfare inspections; and
- f) have paid time off to carry out their functions and to receive health and safety training in line with the Washwood Heath Multi Academy Trust Trade Union Recognition Agreement.

3.15.2 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.

### **3.16 First Aid Lead.**

3.16.1 Each academy must appoint a lead for first aid or clearly distribute the following responsibility to named persons in the academy's procedures and processes.

3.16.2 The **First Aid lead will be responsible for:**

- a) notifying the staff when a child young person has been identified as having a medical condition who will require support in the academy;
- b) collating information provided by parents/carers and professionals;
- c) ensuring first aid boxes are replenished and items in-date;
- d) drawing up any young person's healthcare plans which are required;

- e) ensuring that young people with medical conditions are properly supported in the academy, including supporting staff on implementing a young person's health plan;
- f) liaising with lead clinicians on appropriate support for the young person and associated staff training needs;
- g) liaising with staff, parents and professionals to provide suitable healthcare plans;
- h) administering all prescribed medication and any necessary non-prescription medicine and ensuring safe storage;
- i) liaising with the estates directorate on training needs for staff within their base academy;
- j) ensuring that appropriate records are kept and are accessible;
- k) reporting as required to the Head of Academy or senior colleague as identified in the academy's processes and procedures.
- l) supporting the EVC and colleagues arranging activities in their roles as appropriate.
- m) ensuring that all incidents, accidents and near-misses are reported using the appropriate Trust systems.

3.17 **Young people** will be taught and encouraged:

- a) to act safely and respectfully;
- b) to be aware of risks to their safety and to that of others and how these can be mitigated;
- c) to be aware of their responsibilities to others as members of a rights respecting school;
- d) to express views on matters relating to this policy and be advocates for a healthy and safe learning environment.

#### **4. Reporting Structure:**

4.1 The Director of Estates will report three times per academic year on the implementation of this policy, its associated policies and each academy's procedures and processes to a subcommittee of the Board.

4.2 The subcommittee chair will provide a written strategic summary for the full Board.

4.3 The AAB of each academy will receive the report relevant to their academy and will raise any questions, positive feedback or concerns with the Head of Academy, who will liaise with the core estates team.

4.4 The main inputs to the Director's report will be the minutes of the working group at each academy, the monthly site reports from the estates manager, the outcomes of record analysis alongside other relevant information, for example the views of young people, which should be reported via working groups. Colleagues not in recognised unions should address concerns to any member of the group, their Head of Academy, via the Trust's anonymous reporting systems, or, if required and appropriate, via the Whistleblowing Policy.

#### **5 Training**

On an annual basis, the estates directorate will publish training programmes for colleagues in specific roles. All staff will complete the following training: health and safety overview; manual handling; fire safety; slips, trips, falls; risk assessment. These will be online courses and time will be allocated in lieu of their completion.

#### **6 Review:**

This policy will be in place until a full review and consultation process takes place in September 2021, involving all staff and recognised trades unions. The main health and safety policy will be reviewed annually. Associated policies will be reviewed in an agreed three year cycle. Related policies will be reviewed in their own right and timescale.

- 1) This document sets out those undertaking the roles and responsibilities as set out in Washwood Heath Multi Academy Trust's Health and Safety policy.

Name of Academy:

Name of Head of Academy:

- 2) Named persons in relation to the roles and responsibilities as set out in the policy:

Name of Academy Senior Link:

Name of Director of Estates: Delroy Bramwell

Name of Estates Manager: David Mabey

Name of Trust Board member responsible for monitoring and support health and safety:

Name of Academy Advisory Board member responsible for monitoring and support health and safety:

Name of academy site manager:

Name of academy first aid lead:

Name of the academy's Education Visits Co-ordinator

Names of staff with specific responsibilities:

Names of the academy's Health and Safety Working Group (in addition to the above):

- 3) Distribution of role and responsibilities:

Where roles and responsibilities in the Trust's Health and Safety Policy are shared or distributed to more than one person, the distribution is as follows. Any such distribution has been agreed with the Director of Estates and the Academy Advisory Board.

- 4) Individual contextual arrangements, to include evacuation/lockdown procedures and first aid procedures; crisis management plan.

Appendix B: Associated and Related Policies:

All policies can be found on the Trust and individual academy websites:

### **1) Related Policies:**

The Trust's and individual academy's Safeguarding and Child Protection Policies.

***Academy Policies and Statements:***

*Behaviour for Learning, Anti-Bullying; Curriculum; Relationship and Sex Education; Special Educational Needs and Disability.*

***Trust-wide Policies:***

*Allegations of Abuse against Staff; Dignity at Work; Equal Opportunities; Eye and Eyesight Testing; Safer Recruitment; Staff Code of Conduct; Stress at Work; Wellbeing; Whistleblowing; CCTV; Complaints; Data Protection; Data Retention; E-safety; Minibus; No platform for extremism; Procurement; Support for Pupils at School with Medical Conditions.*

**2) Associated Policies and Procedures:**

*Washwood Heath Multi Academy Trust's Statement of Intent for Health and Safety.*

*Policies: Risk Assessment; Fire Safety; Control of Substances Hazardous to Health (COSHH).*

*Procedures: Water Hygiene Compliance; Legionnaires Scheme of Control; Personal Evacuation Plan Guide.*