

Ormiston Academies Trust

## Health and Safety policy – responsibilities and local arrangements

### Policy version control

Policy type	Mandatory OAT
Author	Louisa Sharpless & James Miller
Approved by	OAT Executive, December 2021
Trust Board approval	9 December 2021
Release date	December 2021
Next release date	December 2022
Description of changes	<ul style="list-style-type: none"> <li>▪ Health and Safety policy separated into two documents:           <ol style="list-style-type: none"> <li>1. Statement of Intent and</li> <li>2. Health and Safety policy responsibilities and local arrangements</li> </ol> </li> <li>▪ Appendix 2 tidying of diagram</li> <li>▪ Aligned responsibilities of LGB and principal to the OAT Decision Making Framework.</li> <li>▪ Changes references of school to academy</li> </ul>

<b>Version</b>	<b>Date</b>	<b>Comments</b>
1.0	November 2018	Annual review
1.1	November 2019	Updates and amendments
1.2	November 2020	Annual review
1.3	November 2021	Annual review and updates
1.4	December 2021	Updated to reflect decision making framework & minor changes as part of annual review

# Contents

<b>1. Responsibilities .....</b>	<b>4</b>
1.1. Responsibilities of the governing body .....	4
1.2. Responsibilities of the principal .....	4
1.3. Duties of the Health and Safety Committee .....	5
1.4. Duties of the Academy Safety Officer (ASO) .....	5
1.5. Duties of all members of staff (including Head Office) .....	6
1.6. Obligations of contractors .....	6
1.7. Pupils .....	7
<b>2. Local Arrangements .....</b>	<b>7</b>
2.1. Asbestos Management .....	7
2.2. Water Safety (Legionella).....	7
2.3. Fire Safety.....	7
2.4. First Aid.....	8
2.5. Accident Reporting and Investigation.....	8
2.6. Risk Assessment.....	8
2.7. Safe Systems of Work (SSoW) .....	9
2.8. Work Equipment.....	9
2.9. Hazardous materials .....	9
2.10. Driving for work .....	9
2.11. Health.....	9
2.12. Field trips and other off-site activities .....	10
2.13. Information and Training .....	10
2.14. Contractors, Visitors and Third parties .....	10
<b>3. Authorisation .....</b>	<b>11</b>
<b>Appendix 1.....</b>	<b>12</b>
Current post holders and responsible individuals .....	12
<b>Appendix 2.....</b>	<b>13</b>
Health and safety organisational arrangements (organogram) .....	13
.....	13

# 1. Responsibilities

## 1.1. Responsibilities of the governing body

1.1.1. The governing body, in consultation with the principal, will:

- Be informed of the mandated policy that must be adopted and used within the academy
- Acknowledge the appropriate produces and guidance from OATnet that must be used within the academy
- Have oversight and monitoring of incidents and to identify key risks relating to possible accidents and injuries, and ensure they are adequately controlled, as to prevent them occurring

## 1.2. Responsibilities of the principal

1.2.1. The principal has the overall responsibility for the day-to-day implementation of safe working practices and conditions for all staff, pupils and visitors. The principal will take all reasonably practicable steps to ensure the Health and Safety policy and procedures are implemented by the heads of the appropriate departments and other members of staff. The principal will designate an Academy Safety Officer (ASO) who will implement day-to-day health and safety practices. The principal will ensure appropriate communication with staff and will ensure the formation of a health and safety committee.

1.2.2. The principal has responsibility within the academy for health and safety and will ensure:

- Adoption and implementation of all applicable polices, processes, risk assessments and best practice guidance from Head Office
- Effective communication with Ormiston Academies Trust Head Office on matters of health and safety
- All staff have received statutory training and have received relevant safety training for their role
- Policies relating to evacuation and to the response to critical incidents are in place, in date and communicated within the academy
- The OAT mandatory Health and Safety Policy is communicated to all heads of departments and other staff members
- Communication of other Health and Safety Policies and procedures available on OATnet to all appropriate members of staff
- A Health and Safety Committee is set up within the academy. This would include a member of the SLT (Senior Leadership Team), a member of the support team, and a teacher
- Records of medical incidents are kept and are available to view and that a sufficient number of colleagues are first-aid trained
- Security arrangements regarding the academy's grounds, premises and facilities are fit for purpose

- All accidents, incidents and near misses are recorded, using the on-line accident recording system as stated in 4.6
- The Regional Director will be the point of contact for dealing with any critical incidents in the region

### 1.3. Duties of the Health and Safety Committee

1.3.1. The Health and Safety Committee are tasked to:

- Be involved in the monitoring of health and safety training with guidance from the OAT Estates Team
- Be involved in the continuous monitoring of arrangements for health and safety
- Look at accident statistics, ill health for the academy and to monitor and review trends
- Be involved and assist the ASO with the actions of the health and safety audit reports/fire risk assessments by ensuring the actions/recommendations of the report are implemented
- Ensure there is a process in place for reviewing of risk assessments
- Report findings to the academy principal

### 1.4. Duties of the Academy Safety Officer (ASO)

1.4.1. The ASO has delegated authority from the principal who has academy responsibility for health and safety.

1.4.2. The ASO is tasked with:

- Working with all departments to ensure all OAT created policies and procedures have been adopted as required
- Giving sound competent advice to staff, the principal, the governing body and others as requested
- Ensuring all risk assessments, management templates and checklists have been completed online and/or uploaded as required
- Working with all departments to ensure all risks have been assessed and risk assessments have been completed for all activities (on and off site) with support from OAT health and safety team
- Ensuring appropriate permits are used when deemed necessary by the risk assessment
- Ensuring adequate assessment, provision and cooperation with contractors, as to minimise the risks
- Assisting others in completing risk assessments
- Ensuring that accidents and incidents are appropriately recorded and investigated
- Providing regular benchmarking and assurance on the status and provision of health and safety within the academy to the principal, Governors and Head Office
- Working alongside the Estates team to ensure all plant, machinery and equipment has been maintained and inspected as per OAT PPM and Bellrock systems (to include the testing of

all fire alarm systems and fire safety management systems (which includes relevant weekly and termly checks)

- Regular checks of the academy and site to ensure safe working practices and good housekeeping, and dealing with any hazards and/or issues as they arise
- Alongside the principal, being a figurehead and champion for health and safety within the academy
- Ensure internal audits take place within the academy especially in Design and Technology, Science and Physical education as guided by OAT health and safety team.
- Duties of department heads, supervisors and other managers
- Supervisory staff will be familiar with the requirements of health and safety legislation and their responsibilities as a person who is directing and supervising staff
- In addition to general duties, supervisory staff will be responsible for the implementation and operation of the academy's Health and Safety Policy and procedures in their department, and for areas of responsibility delegated by the principal and as guided by the OAT health safety team
- Supervisory staff are responsible for adhering to the aspects of health and safety that are outlined in their job descriptions
- Supervisory staff will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements

## 1.5. Duties of all members of staff (including Head Office)

1.5.1. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work
- Cooperate with their employers on health and safety matters
- Carry out their work in accordance with training and instructions
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment
- Use the correct equipment and tools for the job and any protective clothing supplied
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate
- Report any defects in equipment or facilities to the designated academy safety officer
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate
- Exercise good standards of housekeeping and cleanliness
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils

## 1.6. Obligations of contractors

1.6.1. When the academy is used for purposes not under the direction of the principal, then, subject to the agreement of the academy, the principal person in charge of the activities

will take responsibility for safe practice in the areas under their control. The building and general responsibilities for on-site health and safety remain with the principal, as the primary occupier.

1.6.2. Contractors working on the academy premises are required to identify and control risks arising from their activities and to share this information with the academy in advance of work starting. Contractors will inform the principal or ASO of all potential risks to staff, pupils and visitors.

## 1.7. Pupils

1.7.1. Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others
- Dress in a manner that is consistent with safety and hygiene standards
- Respond to the instruction of any member of staff, given in an emergency
- Observe the health and safety rules of the academy
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety

## 2. Local Arrangements

This section summarises a range of hazards, for which the academy will ensure suitable arrangements are in place to minimise the risk, as far as is reasonably practicable. Additional policies and procedures or guidance must be implemented.

Please note that all policies, guidance, procedures and checklists can be located within OATnet; these can be adopted to suit each academy's individual arrangements

### 2.1. Asbestos Management

2.1.1. Ormiston Academies Trust will take all necessary steps to avoid the possibility of uncontrolled release and exposure. The arrangements in place will be in accordance with statutory guidance and advice.

### 2.2. Water Safety (Legionella)

2.2.1. Sources of risk from legionella on the site should be identified and all necessary steps taken to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.

### 2.3. Fire Safety

2.3.1. In line with the Regulatory Reform (Fire Safety Order) 2005, appropriate procedures for ensuring that safety precautions are properly managed will be put in place. These procedures will include fire drills, the appointment of designated fire marshals, and the

provision and use of fire extinguishers. A fire risk assessment will be undertaken and implemented for the premises. A premises information box will be maintained, as to provide critical information to the emergency services.

2.3.2. The evacuation procedure will be prominently displayed. All staff must be fully conversant with the procedures for evacuation of the premises in cases of a fire and other emergencies. Evacuation procedures will be tested termly and will be timed. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

2.3.3. All fire-fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points, and records maintained. All emergency lighting will be tested six-monthly and records maintained.

## 2.4. First Aid

2.4.1. First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. The ASO is tasked with ensuring adequate assessment and provision of first aid facilities.

## 2.5. Accident Reporting and Investigation

2.5.1. All accidents, incidents and near misses involving staff and visitors will be reported to OAT via the OATnet online 'Accident Book'. OAT will use the reports to monitor accident trends across the organisation, and to inform decisions on any further investigation to be taken following an accident/incident/near miss.

2.5.2. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, certain accidents must also be reported to the Health and Safety Executive. The responsibility for reporting rests with Head Office, who will share this information back to academy.

2.5.3. All accidents will be investigated in a manner which is proportional to the event, and the findings recorded.

## 2.6. Risk Assessment

2.6.1. In accordance with The Management of Health and Safety at Work Regulations (MHSWR) 1999, suitable and sufficient risk assessment will be made for all workplace activities. These assessments will be signed and authorised by a responsible manager. Risk assessments will be reviewed on a regular basis, or when the work activity changes; whichever is soonest. Staff will be made aware of any changes to risk assessments relating to their work.

2.6.2. Areas where risk assessment shall be carried out include (but are not limited to):

- Control of Substances Hazardous to Health (CoSHH)
- Manual Handling
- Design and Technology
- Science
- Physical Education
- Working at Height
- Working in Confined Spaces
- Lone Working
- Display Screen Equipment (DSE)
- New and expectant mothers
- Young persons working
- Educational visits (through Evolve)
- Stress

## 2.7. Safe Systems of Work (SSoW)

2.7.1. To ensure some types of work (such as working at height or working in confined spaces) are carried out safely, safe systems of work will be prepared, detailing how the work should be carried out. These will be used along with the relevant risk assessment to ensure all potential hazards are identified, and details made available on how to conduct the work as safely as possible. For other work activities, lesson plans and/or procedures should be prepared.

## 2.8. Work Equipment

2.8.1. In accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). It applies to all work equipment including mobile and lifting equipment, hand tools, ladders and applies to all workplaces and work situations where the Health and Safety at Work Act 1974 applies.

## 2.9. Hazardous materials

2.9.1. Hazardous materials must be used and stored in accordance with the risk assessment and Safe Systems of Work (SSoW). It is important to ensure that materials are stored in a suitable and safe location that is not accessible by pupils.

## 2.10. Driving for work

2.10.1. Those who drive for work (including the use of academy mini-buses and any hire cars) must ensure they are authorised to drive on behalf of the academy. Copies of driving licences will be taken and the academy must be notified of any offences, penalty points or disqualifications. The academy will produce a risk assessment for driving which must be adhered to.

## 2.11. Health

2.11.1. Ensuring the health of our staff is important to us, we will ensure adequate provision for the health and wellbeing of our staff. Staff members who have health conditions

that could impact on their work or health at work, are asked to confidentially inform the academy, who can then ensure adequate personal risk assessment.

## 2.12. Field trips and other off-site activities

2.12.1. For the planning and process of all off-site visits, refer to OAT policy and guidance documents for off-site visits. All academies should be using the appropriate EVOLVE systems.

## 2.13. Information and Training

2.13.1. Health and safety induction training will be provided and documented for all new employees and the requirements of this policy will be brought to their attention. Principals, with the support of the ASO are responsible for identifying individuals or groups who require training and for ensuring adequate provision. Training records will be kept by the academy and regular refresher training provided.

2.13.2. Each member of staff is responsible for bringing to the attention of their departmental line manager their own personal needs for training. Employees have a responsibility not to undertake duties unless they are confident they have the necessary competence and training

## 2.14. Contractors, Visitors and Third parties

2.14.1. All contractors, visitors and third parties must report to reception, where they will be asked to sign the visitor register. All contractors, visitors and third parties should be made aware of relevant health and safety (such as emergency evacuation) procedures and any associated risks (such as the asbestos register) No contractor may undertake work on site without permission from the principal or ASO or Site Manager.

2.14.2. Academies are responsible for ensuring all contractors have provided appropriate RAMS for all works prior to turning up to site to ensure the safety of their employees and OAT staff, pupils and visitors.

### 3. Authorisation

The academy governing body and principal are responsible for health and safety and implementing this policy.

Signed by:

_____	Principal	Date:	_____
_____			_____
_____	Chair of governors	Date:	_____
_____			_____

## Appendix 1

### Current post holders and responsible individuals

Date completed / reviewed:	January 22
----------------------------	------------

Role	Name of responsible individual
Chair of Governors	Jennifer Harrison
Governor whose responsibility/speciality is H&S	Jennier Harrrison
Principal	Leigh Moore
Deputy/Deputies	Myk Wagstaff
Academy Safety Officer	Ant Taylor
Person(s) responsible for estates and facilities	Craig Smith/Judith Wick/Mitie
Person(s) with duties for fire safety (Fire wardens)	Ant Taylor/Mitie
Person(s) with duties for first aid arrangements	Jo Willetts
Person(s) responsible for HR	Steph Thomson

## Appendix 2

### Health and safety organisational arrangements (organogram)

