

	<u><b>BICESTER LEARNING ACADEMY TRUST</b></u>  <u><b>HEALTH &amp; SAFETY POLICY</b></u>			<u>Written By:</u>  <b>R Dodsworth – Senior Operations Manager (BLA)</b>
	<u>Applicable to:</u>  <b>ALL STAFF &amp; PUPILS/STUDENTS</b>	<u>Accountable Officers:</u>  <b>Headteachers:-</b>  <b>B J Baxter (TCS)</b> <b>I Elkington (GFPS)</b>	<u>Date Adopted:</u>  <b>Autumn Term 2016</b>	<u>Date To Be Reviewed:</u>  <b>Autumn Term 2017</b> <b>(Annually)</b>

Bicester Learning Academy (BLA) is a Multi Academy Trust which incorporates The Cooper School (TCS) and Glory Farm Primary School (GFPS). It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

**This Health and Safety Policy incorporates:**

**Statement of Intent (Part 1)**

- The declared commitment by the Members, Directors and Local Governing Board members to the health, safety and welfare of employees, students/pupils and other users of the MAT's premises.

**Organisation (Part 2)**

- The roles and responsibilities of those entrusted with the management of Health and Safety.

**Arrangements (Part 3)**

- The means by which management of health and safety is achieved.

**The Appendices (Part 4)**

- Containing summaries of regulations, guidelines, advice etc.

**STATEMENT OF INTENT (Part 1)**

Bicester Learning Academy (BLA) is a Multi-Academy Trust. The academy is run by a board of members and supported by a board of directors. The Governors and Directors acknowledge their responsibilities as a Multi-Academy Trust (MAT) and as laid down by the Department of Education (DfE).

The Governors and Directors provide the following statement of intent to cover all academy buildings, activities and undertakings for which it is responsible.

The Governors and Directors accept that they have a responsibility to take all reasonably practicable steps to secure the health, safety and welfare of staff, pupils/students and others using the academy premises or participating in school approved activities. The Governors and

Directors believe that the prevention of accidents, injury or loss is essential to the efficient operation of the MAT and is part of the good education of its pupils/students.

The Governors and Directors notes the provisions of the Health and Safety at Work Act, etc. (section 3 (1)) which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety.

The Governors and Directors are committed to:

- a) Providing a safe and healthy working and learning environment for staff, pupils/students and visitors.
- b) Providing suitable resources for the MAT in order to meet its health and safety responsibilities.
- c) Providing suitable and competent supervision of all MAT activities.
- d) Providing suitable and sufficient relevant health and safety training for personnel to carry out their health and safety responsibilities as assigned in the organisation section of this policy.
- e) Achieving continuous health and safety improvement through effective:
  - Policies;
  - Organisation;
  - Planning and Implementation;
  - Measuring and Monitoring;
  - Reviewing on a regular basis and
  - Auditing

of the academies' health and safety management systems and performance.

- f) Responding to internal and external changes that may affect the MAT's health and safety arrangements.

The Governors and Directors believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governors and Directors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils/students must appreciate that their own safety and that of others depends on their individual conduct and vigilance.

## **ORGANISATION (Part 2)**

### **2. HEALTH AND SAFETY RESPONSIBILITIES (see Appendix 1)**

#### **2.1. The Governors and Directors.**

The Governors and Directors have overall responsibility for:

- Ensuring that issues relating to the health and safety of all site users are properly managed with an effective and enforceable policy for health and safety throughout the MAT;
- Allocating sufficient resources to ensure that the schools within the MAT meet all its legislative requirements;

- Evaluating risk with the subsequent selection of the most appropriate means of risk control;
- Periodically assessing the effectiveness of the MAT's health and safety policies;
- The provision of a safe and healthy workplace for employees and visitors to the site whatever their role;
- The provision of sufficiently trained and motivated staff so that normal school activities are undertaken in a safe manner;
- The provision of sufficient training for employees as defined by statute;
- The creation of a positive health and safety culture across the MAT;
- Nominating a Director with responsibility for Health and Safety.

## 2.2. **Executive Headteacher**

The Executive Headteacher in conjunction with the Headteacher of BLA school(s) is responsible for:

- Providing a robust management structure for managing health and safety issues across the MAT;
- Ensuring the development of a safe environment for all members of, and visitors to the MAT;
- Providing adequate resources to ensure compliance with legislative requirements;
- Preparing an emergency plan covering all foreseeable major incidents (delegated to the Estate Committee and Senior Operations Manager);
- Ensuring the health, safety and welfare of all staff, students and others using the MAT's facilities;
- Ensuring that safe working practices are used to minimise risk, implementing new or changed practices where appropriate (as advised by the Health and Safety Committee and Senior Operations Manager);
- Ensuring that defects and damage to the site, premises, plant and equipment across the MAT are properly and promptly identified and remedied in order to provide safe working conditions (delegated to the Senior Operations Manager and Estate Support Supervisor).

## 2.3. **Senior Leadership Team**

Within the scope of this policy, members of the Senior Leadership Team are responsible for:

- Day to day maintenance and development of a safe environment for all staff and visitors to their areas of responsibility;
- Encouraging all staff members to comply with current health and safety legislation;
- Implementing, monitoring and reviewing procedures designed to minimise risk across the respective schools;
- Implementing and following school health and safety procedures, reporting when those procedures are inadequate;
- Instructing staff and pupils/students in safe working procedures;
- Reporting unsafe conditions, damage and defects to premises, plant and equipment to the Senior Operations Manager and Estate Supervisor and Estates Team;
- Ensure that safeguarding policies are implemented;
- Ensure that members of SLT manager the school site during break times and lunch times.

- Respond to 'Bleep' calls in a timely manner (this only applies to The Cooper School at this present time);
- Ensuring that equipment provided for the health and safety of all site users is not misused or abused.

#### 2.4. **Heads of Department**

Within the scope of this policy, Heads of Department are responsible for:

- Day to day maintenance and development of a safe environment for all members of, and visitors to, their department or area of responsibility;
- Introducing health and safety as a classroom topic where appropriate;
- Encouraging all members of their department to comply with current health and safety legislation;
- Implementing, monitoring and reviewing procedures designed to minimise risk within their department;
- Implementing and following school health and safety procedures, reporting when those procedures are inadequate;
- Instructing their staff and pupils/students in safe working procedures;
- Inspecting their departments and areas of responsibility and reporting unsafe conditions, damage and defects to premises, plant and equipment to the Senior Operations Manager and Estate Support Supervisor and Estates Team;
- Taking all reasonable and practical steps to prevent unauthorised or improper use of equipment;
- Ensure that all employees within their respective departments follow the requirements of the COSHH policy;
- Ensuring that appropriate personal protective equipment is available for all users within their department, storing and inspecting the equipment before and after use;
- Ensuring that toxic, flammable and other harmful products are properly used, stored and labelled;
- Ensuring that equipment provided for the health and safety of all site users is not misused or abused.

#### 2.5. **Senior Operations Manager**

The Senior Operations Manager has delegated responsibility:

- To manage the Health, Safety and Welfare of staff and other persons on individual academy premises as directed by the Executive Headteacher and Board of Directors;
- To act on behalf of the Executive Headteacher on all Health, Safety and Welfare in issues in relation to external bodies and agencies, i.e. the Health and Safety Executive, Fire Brigade, Local Authority, Insurance Risk Manager, etc;
- To be responsible for organising the Health and Safety Committees across the MAT;
- To arrange whole Academy Health and Safety training, including induction training and specific training for specialist staff;
- To arrange Health and Safety Audits and Inspections of the academy premises;
- To investigate safety matters raised by staff or pupils/students and take any necessary action;

- To consult with the Executive Headteacher/Headteacher(s) for advice and guidance where his/her normal executive authority does not allow him/her to resolve the matter effectively;
- To produce for the MAT, a written Health and Safety Policy ensuring: (i) its implementation (ii) that all members of staff are aware of its contents and fully understand their responsibilities (iii) that training is provided where necessary for “Responsible Persons” so that they can act with knowledge (iv) that it is monitored and (v) revised as necessary;
- To ensure that the COSHH Policy is implemented across the BLA;
- To be available to any member of staff to discuss and to seek to resolve Health, Safety and Welfare problems not resolved at a lower level;
- To inform the Executive Headteacher of relevant Health and Safety risk management issues, significant failures and outcomes of investigations as considered appropriate;
- To keep an up-to-date list of all safety representatives across the MAT, both teaching and support staff and of their training;
- To be readily available to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions;
- Reporting to the Senior Leadership team, when procedural failures increase risk;
- Reporting to the Senior Leadership team when unsafe conditions cannot be rectified immediately;
- To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time;
- To ensure that materials and equipment purchased are safe and without risk to health when properly used;
- To ensure that the circumstances of accidents are properly reported under Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013 and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence;
- To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect the occupants;
- To encourage staff to actively participate in improving Health and Safety;
- To ensure the drawing up and implementation of all relevant Risk Assessments;
- To ensure the statutory display of information (Health and Safety Poster, Health and Safety Policy Statement, Certificate of Employer Liability Insurance etc);
- To act as a resource to and attend the relevant Directors Committee;
- To line manage the Estate Support Supervisor and team effectively.

## 2.6. Estate Supervisor and Estate Team

The Estate Supervisor has delegated responsibility for:

- Initiating day to day measures in order to ensure the general health and safety of all users as they move around the MAT;
- Implementing whole site measures to ensure compliance with statutory requirements, i.e. undertaking weekly fire alarm testing;
- Managing the premises to comply with current legislative requirements;
- Ensuring in conjunction with the Senior Operations Manager that the COSHH policy is implemented;

- Carrying out weekly checks of the outer perimeter and inner fencing and gates, and take appropriate remedial action to maintain security and safety for site users;
- Providing the resources for remedial work when conditions are reported or created by use, misuse or abuse;
- Providing equipment, facilities and services to promote health and safety throughout the schools;
- Monitoring the users of the site to ensure that their activities do not compromise the health and safety of the MAT and its members;
- Ensuring the hirers, contractors and others carry out their activities in a safe and proper manner and their acts and omissions do not compromise the safety of the school;
- Take appropriate action to protect the MAT and its members if hirers or contractors fail to work in a safe and proper manner.

## 2.7. **The Duties of All Members of Staff**

All persons employed by the MAT, have a duty to themselves, their colleagues and the MAT, to work in a safe and responsible manner. To that end, they must assist the academy in achieving its health and safety objectives by:-

- Taking reasonable care for their own health and safety and for that of any other persons who may be affected by their acts or omissions at work; avoiding conduct that would put them or anyone else at risk;
- Co-operating with their employer and their delegated representatives to enable full compliance with current health and safety legislation;
- Ensuring that all health and safety regulations, rules, routines and safe working procedures are followed by both staff and students throughout the MAT;
- Ensuring that all equipment is properly used, together with the appropriate equipment guards and personal protective equipment;
- Ensuring that toxic, flammable and other harmful products are properly used, stored and labelled;
- Reporting unsafe conditions, damaged or defective plant or equipment;
- Ensuring that equipment provided for the health and safety of all site users is not used or abused.

## 2.8. **Pupils/Students**

Pupils/Students in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, to observe standards of behaviour and dress consistent with the safety and/or hygiene and to observe all the health and safety rules of the MAT and in particular, the instructions of staff given in an emergency.

Pupils/students should use and not wilfully misuse, neglect or interfere with facilities or equipment provided for theirs and others health and safety.

## 2.9. **Hirers, Contractors and Others**

- 2.9.1. When premises are used for purposes not under the direction of the Executive Headteacher then the person in charge of the activities for which the premises are in use will have the responsibility for the safe practices undertaken.

- 2.9.2. The Senior Operations Manager will seek to ensure hirers, contractors and others who use the MAT's premises conduct themselves and carry out their activities in such a manner that all statutory and advisory safety requirements are met at all times.
- 2.9.3. When the MAT's premises or facilities are being used out of normal academy hours for an academy sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this.
- 2.9.4. When the premises are hired it will be a condition for all hirers, contractors and others using the Academy's premises or facilities to familiarise themselves with this policy, to comply with all safety directives, and to ensure that they do not without the prior consent of the Academy:
- Introduce equipment for use on the MAT's premises;
  - Alter fixed installations;
  - Remove fire and safety notices or equipment;
  - Take any action that they may create hazards for persons using the premises or the staff or pupils/students.
- 2.9.5 All contractors who work on the MAT's premises are required to ensure safe working practices are followed by their own employees according to the appropriate legal requirements and must pay due regard to the safety of all persons using the premises.

## **2.10. Health and Safety Committee**

- 2.10.1. The Health and Safety Committee will consist of one representative from each of the following groups, appointed on an annual basis:
- a) Heads of Department (TCS);
  - b) Heads of House (TCS);
  - c) Union Representative;
  - d) Science Technician (TCS);
  - e) Other Support Staff;
  - f) Two appointed employees from MAT Primary Schools.
- 2.10.2. A member of Senior Leadership Team (SLT) will be the point of contact with the Senior Operations Manager with regard to all items on the Health and Safety Committee agenda and a copy of the minutes will be circulated to the SLT for comment after each H&S committee meeting. Regular communication between the SLT team and the Senior Operations Manager is required to ensure Health and Safety issues are clarified and confirmed.
- 2.10.3. Membership of the Committee must be confirmed by the Senior Operations Manager by the 30<sup>th</sup> September each year.
- 2.10.4. The committee will meet three times per year once in each term (autumn/winter and spring); the minutes of each meeting will be published and made available to all members of staff by display in the staffroom.
- 2.10.5. The role of the Health and Safety Committee is to:

- a) Review, and amend if necessary, all policies that relate to the health and safety of site users; submit those policies to the formal review procedure;
- b) Review new health and safety legislation and consider the impact of that legislation and consider the impact of that legislation on school policies; revise health and safety and/or other policies as necessary to reflect the statutory position current at the time;
- c) Identify health and safety issues relating the condition of the site and submit proposals to resolve them to the leadership team.
- d) Identify health and safety issues relating to behaviour of site users.
- e) Monitor the progress and implementation of the proposals and review.
- f) Review all accidents to site users; investigate all reportable accidents; report the findings to SLT.

### **ARRANGEMENTS (Part 3)**

#### **3.1. RISK ASSESSMENT**

The underlying process, which informs this policy, is Risk Assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded in writing. The following specific arrangements are in place.

- **Accident/Incident Reporting:** Every injury across the MAT must be reported and recorded with the identified procedures.

*Responsibility: Senior Operations Manager & Resources Team at The Cooper School & Administration Staff at MAT Primary School(s).*

- **Asbestos:** The MAT will take all necessary steps to avoid the possibility of uncontrolled release and exposure by carefully controlling the MAT buildings and associated projects across the MAT. The arrangements will be in accordance with statutory guidance and advice.

*Responsibility: Senior Operations Manager, Estate Supervisor and Estate team.*

- **Buildings/Premises:** The MAT will ensure that the estate is kept in a condition which is safe for staff, pupils/students and others who may be present, in accordance with statutory requirements, including statutory guidance and advice.

*Responsibility: Senior Operations Manager, Estate Supervisor and Estate team.*

- **Consultation:** Members of staff with health and safety concerns should raise them with their department head. Staff should feel free to contact the appropriate trade union appointed safety representative. Opportunities arise at the Department Health and Safety Committee to raise health, safety and welfare issues.

*Responsibility: Heads of Department and all members of teaching and support staff.*



- **Contractors:** Contractors carrying out work for the MAT will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the academy specified local arrangements.

*Responsibility: Senior Operations Manager and Estate Supervisor.*

- **Control of Substances Hazardous to Health (COSHH):** The MAT recognises its fundamental duty to provide safe systems of work, and a safe and healthy environment. This is particularly important when employees are using substances and chemicals some of which may be hazardous. We aim as a MAT to reduce the risk of using hazardous substances by carrying out COSHH risk assessments and then establishing appropriate control measures.

*Responsibility: Senior Operations Manager, Head of Departments, Teachers and Support staff i.e. Science Technicians etc.*

- **Curriculum Safety:** All programmes of study require that all pupils/children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety. Staff will ensure that pupils/children are familiar with the risks that may arise from the tools, equipment, materials and processes they plan pupils/students to use. Heads of Departments are responsible for ensuring Risk Assessments are in place, documented and reviewed.

*Responsibility: Executive Headteacher, SLT, Heads of Department and teachers.*

- **Display Screen Equipment:** Display Screen Equipment (DSE) assessments must be conducted for users of Display Screen Equipment. Display Screen Equipment refers to the whole workstation, job process and work environment as well as to the display screen, keyboard and other accessories.

*Responsibility: Senior Operations Manager and Human Resources*

- **Emergency Evacuation:** Evacuation procedures are to be documented for respective schools within the MAT and reviewed on a periodic basis.

*Responsibility: Executive Headteacher, SLT and Senior Operations Manager.*

- **Fire Safety:** The arrangements for fire prevention and dealing with emergencies are contained in each schools specific Emergency Evacuation Plan document. These plans will indicate the actions to be taken in the event of a major accident or incident so that everything possible is done to save life, prevent injury and minimise loss across the MAT. In addition, fire safety testing of alarm systems will be undertaken on a daily, weekly and quarterly basis whether in house and/or through external approved contractors.

*Responsibility: Senior Operations Manager, Estate Supervisor and Estate team.*

- **First Aid:** The MAT is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries. It will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the MAT are met.

- **Inspection and Monitoring:** An external contractor will undertake two six monthly inspections of the schools within the MAT. On site monitoring will be undertaken by the Director responsible for Health and Safety.

*Responsibility: Senior Operations Manager, Estate Support Supervisor and Estate team.*

- **Legionella:** The MAT will take all necessary steps to avoid the possibility of infection by complying with the requirements for the management of L8. The arrangements in place will be in accordance with statutory guidance and advice.

*Responsibility: Senior Operations Manager, Estate Support Supervisor and Estate team.*

- **Lettings/shared use of Premises:** Booking Forms detailing terms and conditions and hire charges will be in place for the respective schools across the MAT.

*Responsibility: Senior Operations Manager & Director of Business and Finance.*

- **Medication Arrangements:** There is no legal duty requiring that the MAT administers medicines. However, the academy recognises that pupils/students with medical needs have the same rights of admission to the academy and therefore the academy has detailed arrangements for managing this. There must be relevant procedures in place across the MAT to ensure safe arrangements for students to be able to administer to themselves any prescribed medication.

*Responsibility: Senior Operations Manager, SLT and those staff involved with overseeing medical arrangements at BLA school(s).*

- **Manual Handling:** Any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff.

*Responsibility: All staff who are involved with Manual Handling Tasks.*

- **Out of School Activities:** Suitable and sufficient arrangements are to be in place in respect to any visits away from the MAT. Educational Vocational Co-ordinators (EVC's) are in place across schools in the BLA.

*Responsibility: Executive Headteacher, Educational Vocational Co-ordinators and trip/activity organisers.*

- **Personal Safety:** Certain personal safety issues may arise, such as lone working, work affecting new and expectant mothers, young people and volunteers. The MAT will seek to ensure that such issues are appropriately risk assessed, controlled, supervised and managed.

*Responsibility: All staff.*

- **Permits to Work:** Permits to work such as "Hot Work Permits" will be used where projects or contractors require and will be overseen by delegated and authorised person(s) across the MAT.

*Responsibility: Senior Operations Manager, Estate Supervisor and Estate team.*

- **Personal and Protective Equipment (PPE):** Personal protective equipment is to be provided free of charge to employees where required; training provided in its correct use; and the PPE is to be maintained, cleaned and stored to ensure continued effective use.

*Responsibility: Heads of Department in liaison with the Senior Operations Manager.*

- **Radiation.** A Radiation Protection Adviser (RPA) is a title used in the UK and is given to those who are competent to advise radiation employers on the safe and compliant use of Ionising Radiations. The post is a legally recognised position and is a requirement of the Ionising Radiations Regulations 1999. The BLA outsource this role.

The Cooper School have a Radiation Protection Supervisor (RPS) who is appointed for the purpose of securing compliance with the Ionising Radiations Regulations 1999 in respect of work carried out in an area which is subject to Local Rules. This requirement for a RPA does not apply at Primary School level.

*Responsibility: Head of Science and the Radiation Protection Supervisor for The Cooper School.*

- **Training and Information:** Health and safety training needs are to be identified for all staff; initial and refresher training provided to ensure staff are competent for the tasks they are required to undertake and records of Health and Safety training maintained.

*Responsibility: All staff.*

- **Work Experience:** Staff responsible for organising suitable and safe work experience for pupils/students must ensure DfE guidelines are strictly followed, relevant insurance in place, before placements are allowed to go ahead.

*Responsibility: Those responsible for organising work experience across the BLA.*

- **Working at Height:** The Estate team is aware of guidelines as regards to the use of ladders. Ladders are kept in good order and visual inspections are carried out before use. All ladders and platforms are to be secured in a safe place when not in use. Pupils/students are not permitted to use ladders on MAT premises, and contractors should carry out their own risk assessment and adhere to safe practice when working at height.

*Responsibility: Senior Operations Manager, Estate Support Supervisor and Estate team. All support staff e.g. ICT team, who may need a sets of steps or stepladder to undertake their work.*

- **Working Time Directive (WTD):** Members of staff must not exceed an average of 48 hours worked per week over a 17 week period, although members of the SLT are exempt from the requirements of the WTD.

*Responsibility: All staff*

## **Appendix 1: (Part 4)**

### **List of associated Health and Safety Policies/documents**

- Driving at Work Policy
- Control of Substances Hazardous to Health (COSHH)
- Management of Stress Policy
- Fire Safety Policy
- Business Continuity Plan
- Critical Incident Plan.
- BLA Risk Register.

### **Conclusion**

It is the responsibility of everyone across the Bicester Learning Academy to fulfil their obligations under the Bicester Learning Academy Health and Safety Policy.

### **Review**

The overriding Health and Safety Policy for the BLA is to be reviewed on an annual basis or where there is need to review due to a significant changes in legislation or the organisation of the BLA.

<b>Policy/Procedure Title</b>	<b>BLA Health &amp; Safety Policy</b>
<b>Issue Date to Committee</b>	<b>Autumn Term 2016</b>
<b>Author (Name/Department)</b>	<b>R Dodsworth – Senior Operations Manager (BLA)</b>
<b>Approved by Directors</b>	<b>Autumn Term 2016</b>
<b>Review Date – Annually</b>	<b>Autumn Term 2017</b>

**BICESTER LEARNING ACADEMY**  
**HEALTH AND SAFETY RESPONSIBILITIES**

