



**Excalibur Academies Trust**  
**HEALTH AND SAFETY POLICY**

Date of approval: 10.07.2020

Approved by: Audit Committee

Review date: July 2022

Registered Office: Excalibur Academies Trust, Granham Hill, Marlborough SN8 4AX  
Registered in England and Wales  
Company number: 8146633

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## 1.0 Statement of Intent

The Excalibur Academies Trust considers the effective management of health and safety matters to be of prime importance. As such, it undertakes to provide, so far as reasonably practical, a safe, healthy and sound workplace.

The CEO has overall responsibility for health and safety matters and undertakes to ensure that the Directors, Principals, Managers and Supervisors consider the implications of all its decisions and regularly reviews H&S issues. Excalibur will commit sufficient resources and effort to ensure their obligations are met. This includes the appointment of competent persons and advisors.

The Board of Directors accepts that it has a responsibility to take all reasonably practicable steps to secure the health, safety and wellbeing of students, staff and others using the academy premises or participating in academy-related activities. The Plan, Do, Check and Act approach will be used.

The Board of Directors believes that the prevention of unsafe incidents, accidents, personal/collective injury or loss is essential to the efficient operation of the academy; it further believes that a secure and safe environment is part of the good education of its students.

The Board of Directors will take all reasonable steps through its employees to identify hazards and reduce them to a minimum. Employees are expected to work safely, to ensure the safety of themselves, colleagues or anyone affected by their work, and not to interfere with or misuse anything Excalibur provides for their health and safety. Moreover, all employees have a duty to adhere to the letter and spirit of this policy and report to management any conditions or practices that pose an unacceptable risk to human health and safety.

The responsibility for implementing this Policy lies with all Directors, Principals, Managers and Supervisors.

This document should be read in conjunction with each academy's Local Health and Safety Procedure.

Signature: 

Date: 20.07.20

Nicky Edmondson  
CEO

Title:	HSP-001 Health and Safety Policy Statement
Author(s):	Davina Nicholls
Date:	10 July 2020
Review Date:	July 2022
Application:	This policy applies to all Excalibur Academies Trust employees including agency or casual staff.

## Roles and Responsibilities

### 2.0 Duties of the Board of Directors

The Board of Directors, through the Chief Executive Officer, will:

- (i) maintain an up-to-date knowledge of Health and Safety legislation and practices.
- (ii) ensure that there is an effective and enforceable set of policies for the provision of Health and Safety throughout each academy;
- (iii) periodically assess the effectiveness of these policies and ensure that any necessary revisions are made;
- (iv) identify and evaluate all risks relating to:
  - premises;
  - activities;
  - related events.
- (v) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others;
- (vi) create and monitor the management structure for full compliance with Health and Safety requirements.

In particular, the Board of Directors, through the Chief Executive Officer of Excalibur Academies Trust, undertakes to provide, in conjunction with the relevant authorities:

- a safe place for staff and students to work including safe means of entry and exits;
- plant, equipment and systems of work which are safe;
- safe arrangements for the handling, storage and transportation of articles and substances;
- safe and healthy working conditions which take account of all appropriate:
  - statutory requirements;
  - codes of practice whether statutory or advisory;
  - guidance whether statutory or advisory.
- supervision, training and instruction so that all governors, staff and students can perform academy-related activities in a healthy and safe manner. All staff will receive Health and Safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, students and others, then the Board of Directors will ensure that such training is provided. Students will receive such training as

considered appropriate to the academy-related activities which they are carrying out. All training will be regularly updated;

- necessary safety and protective equipment and clothing together with information on its use;
- adequate welfare facilities.

So far as is reasonably practicable the Board of Directors, through the Academy Principals, will make arrangements for all staff including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- (i) this policy;
- (ii) all other relevant Health and Safety matters;
- (iii) the instruction and training that will be given to all employees in order that they may conduct their duties in a safe manner without placing themselves or others at risk.

### **3.0 Duties of the Chief Executive Officer**

The Chief Executive Officer has overall accountability for ensuring that Excalibur's Health and Safety Policies are implemented.

### **4.0 Duties of the nominated Health and Safety Director**

The Health and Safety Director has responsibility for monitoring the implementation of Health and Safety.

The Health & Safety Director will report annually to the Board of Directors on Health and Safety

### **5.0 Duties of the Audit Committee**

The directors of Excalibur Academies Trust have established a committee of the directors under Articles 100 and 101 of its Articles of Association to be known as the Audit Committee (the committee).

As part of its delegated duties The Committee will:

- Ensure that appropriate Health and Safety policies and procedures are in place and adhered to;

Monitor and review health and safety issues on a regular basis, drawing any matters to the attention of the Chief Executive Officer .

## **6.0 Duties of the Local Governing Bodies (LGBs)**

Each academy has a Local Governing Body with a core focus on the standard and quality of education. It is responsible for monitoring these and for challenging the academy's principal to improve these.

Each LGB will nominate a Health and Safety Governor whose role is to assure that appropriate processes and actions are in place that evidence the academy is complying with Excalibur's Health and Safety requirements and report to the LGB on this. This can be done via the following documents

- (i) Health and Safety bi-annual Needs Assessment Audit, completed by West Berks
- (ii) Health and Safety annual Needs Assessment Review, completed by West Berks
- (iii) Health and Safety six monthly Compliance Review, completed in-house

It is the responsibility of the LGB to ensure that the academy is fulfilling its statutory obligations to publish information on the academy's website.

Statutory policies are the responsibility of Excalibur Academies Trust's Board of Directors.

The Governors do not:

- (i) write, review or approve school policies
- (ii) undertake independent health and safety audits or premises checks, even if the governor has relevant professional experience
- (iii) discuss details of premises work

## **7.0 The Duties of the Academy Principals**

The Academy Principal has responsibility for the day-to-day maintenance and development of workplace precautions, safe systems of work and conditions for all staff, students, visitors and any other persons using the premises or engaged in activities sponsored by the academy and will take all reasonably practicable steps to achieve this end.

The Principal is required to take all necessary and appropriate action to ensure that the Excalibur Health and Safety standard is maintained at all times, giving strategic direction, advice, assurance and guidance within the academy.

In particular, the Principal will, on a day-to-day basis, be responsible for:

- (i) ensuring that at all times the Health, Safety and Wellbeing of staff, students and others using the academy premises or facilities or services or attending or taking part in academy-related activities is a priority;
- (ii) ensuring safe working conditions of the academy premises and facilities;
- (iii) ensuring all required Health and Safety procedures are in place and updated with local information
- (iv) ensuring safe working practices and procedures throughout the academy so that all risks are controlled;
- (v) arranging comprehensive systems of risk assessment to allow the prompt and accurate identification of potential hazards, and where appropriate ensure that the Board of Directors is made aware of the findings;
- (vi) identifying the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in Health and Safety matters;
- (vii) ensuring that any defects in the premises, its plant, equipment or facilities which relate to, or may affect, the health and safety of staff, students and others are made safe in a timescale commensurate to the risk by liaising with the Premises Team through the School Based Managers;
- (viii) collating accident and incident information and, when necessary, carry out accident and incident investigations;
- (ix) monitoring the standards of Health and Safety throughout the academy, including all academy-based activities;
- (x) monitoring the Health and Safety management structure, in consultation with the Board of Directors;
- (xi) consulting with members of staff, including Trade Union safety representatives, on Health and Safety issues;
- (xii) encouraging staff; students and others to promote health and safety;

These actions can be delegated to another member of staff however, that does not negate the responsibility of the Principal

## **8.0 Excalibur Academies Trust School Business Manager with responsibilities for Health and Safety**

Although holding no individual academy responsibility for Health and Safety the Excalibur School Business Manager is responsible for:

- (i) Excalibur Policy updates and setting the model for all Excalibur academies to follow
- (ii) review of health & safety performance across the trust including accident/incident statistics 6 monthly
- (iii) review, assist or support in the management of health & safety as required across the trust
- (iv) review Excalibur & academy policies and procedures to ensure these are current and effective;

The School Business Manager responsible for Health and Safety will report three times a year to the Audit Committee on Health and Safety.

#### **9.0 School Based Managers** with delegated responsibility for Health and Safety (for example, Logistics Director, School Business Managers, Finance & Premises Managers)

In addition to the general duties which all members of staff have, the School Based Managers are required to take all necessary and appropriate action to ensure that the proper Health and Safety standard is maintained at all times.

In particular, the School Based Managers will be responsible for:

- (i) carrying out Health and Safety audits as part of a team, identify issues and follow up by producing the relevant documentation and procedures;
- (ii) implementation of safe working practices and conditions for all staff, students, visitors and anyone else using the premises;
- (iii) monitoring the standards of Health and Safety, including all academy-based activities;
- (iv) assisting Principal in any way appropriate to achieve management of day-to-day Health and Safety;
- (v) encouraging staff, students and others to promote health and safety;

#### **10.0 The Duties of the Premises Managers – Site Managers or Caretakers**

In addition to the general duties which all members of staff have the Premises Managers, Site Managers and Caretakers has responsibility for:

- (i) the scheduling associated with Health and Safety and will take all reasonably practicable steps to achieve this end.

- (ii) ensure the practical application of Excalibur policy arrangements and a good working understanding of key risks including fire safety, legionella, asbestos, electrical safety, contractor management, gas safety, COSHH, working at height, manual handling & vehicle safety.
- (iii) ensure day to day site safety through regular facility checks and effective management of contractors.
- (iv) ensure all programmed safety checks and tests are carried out as detailed and recorded once completed.
- (v) notify the Principal of any safety issues that cannot be resolved immediately, or needs further action.
- (vi) maintain fire log book and premises files with all relevant certificates to ensure proof of compliance.
- (vii) ensure site security including gated access, door entry systems & CCTV systems are fully operational.
- (viii) ensuring work activities are assessed for risk, planning work activities in order to minimise the risk of accident or ill health to employees, non-employees and any identified at risk groups such as young persons and expectant mothers.
- (ix) ensure risk assessments are followed and highlighted control measures are implemented. Includes effective use of PPE where identified.
- (x) informing relevant persons of issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policy, and that extra resources are identified to maintain compliance.
- (xi) ensuring that responsibilities for safety, health and wellbeing are properly assigned, communicated and understood by employees within their area of control.

## **11.0 The Duties of staff with Line Management responsibility**

In addition to the general duties and responsibilities which all members of staff have supervisory staff will be directly responsible to the Principals or the member of staff nominated by the CEO, to have overall day-to-day responsibility for the implementation and operation of the academy's Health and Safety Policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- (i) safe methods of working exist and are implemented throughout their area(s) of responsibility;

- (ii) Health and Safety regulations, rules, procedures and codes of practice are being applied conscientiously and effectively;
- (iii) staff, students and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given recorded instruction(s) in safe working practices;
- (v) risk assessments are conducted in all areas of responsibility as required by the Board of Directors or as necessary;
- (vi) regular safety inspections are made in all areas of responsibility as required by the Board of Directors or as necessary;
- (vii) positive, corrective and immediate action is taken where necessary to ensure the Health and Safety of all staff, students and others;
- (viii) all plant, machinery and equipment in every department in which employees' work is adequately guarded, in full and safe working order and restricted to authorised persons only;
- (ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (x) hazardous and highly flammable substances in the department in which they work are correctly stored, labelled and exposure is minimised;
- (xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, students and others to achieve the highest possible standards of health and safety;
- (xii) all Health and Safety information is communicated to the relevant persons;
- (xii) they report any Health and Safety concerns to the Academy Principal, CEO or delegated representative.

## **12.0 The Duties of all Employees and Volunteers**

All staff are expected to familiarise themselves with the Health and Safety aspects of their work.

- (i) Your duty: it is your contractual duty whilst at work to take reasonable care for your own safety and for that of others who may be affected by your acts or omissions;

- (ii) Legal responsibilities: The Trust and its employees also have legal responsibilities under the health and safety legislation. For more information please contact West Berkshire Health and Safety Consultants.
- (iii) Extra precautions: There may be special precautions, codes of conduct or specific instruction relating to your use of particular equipment and substances. You should familiarise yourself with these and observe them at all times;
 

Safety awareness: All employees are expected to adopt a safety conscious attitude and be aware of the circumstances which can cause accidents. You should, therefore, report immediately any hazards or potential hazards in your work place to the site team or School Business Manager;
- (iv) Health and Safety Equipment: Ensure Health and Safety equipment is not misused or interfered with;
- (v) Machinery: Only use machinery; equipment; substances; transport equipment in line with training and instruction provided;
- (vi) Safety: Ensure that they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures, health and safety policy arrangements, safe systems of work, and safety rules with regard to their working practices;
- (vii) be appropriately dressed for the particular working conditions and activities;
- (viii) Lifting: As serious injury, especially to the back, can result from incorrect lifting, you should familiarise yourself with the correct method of lifting heavy objects; Workplace: You should endeavour to keep your work place in a tidy state at all times. Care should be taken to ensure that cupboard doors and desk drawers are not left open unnecessarily. Special care should be taken to ensure that rights of way and escape routes are never obstructed;
- (ix) draw the attention of their line manager, without delay, to any work situation which might present a serious and imminent danger to themselves/others;
- (x) Reporting accidents: You must report any accident which occurs at your place of work – however trivial it appears to be. You may obtain an accident report form from the Academy School Office, Reception or School Nurse;
- (xi) First aiders: The names of First Aiders are posted on the notice boards. If you, another member of staff or a student requires attention an appointed First Aider should be contacted. Where necessary, a person requiring treatment should be taken to the sick room. It is the First Aider's responsibility to assess the situation and decide the correct course of action;
- (xii) First aid boxes: These are located at various areas around the schools, student services, prep rooms and academy reception and may only normally be opened by qualified First Aiders. Neither First Aiders nor any employees are permitted to dispense pharmaceutical products including aspirin and related products. In cases of serious illness or injury you should telephone for an ambulance if deemed necessary. The Principal should be kept notified.

- (xiii) Fire procedures: You must comply with the Trust's fire regulations, fire drill practices and procedures. Copies of relevant standards are on all notice boards and at other strategic places throughout the Academy;
- (xiv) Electrical equipment: Equipment which does not require continuous operation should be switched off when not in use and disconnected from the main electricity supply at the end of the day. On no account should you carry out any adjustments to electrical equipment. In the event of a fault developing, the equipment should be switched off and the Site Manager or School Business Manager notified of the details. You must not use any electrical equipment that has not been tested at the Academy without the permission of the Principal, Site Manager or School Business Manager.
- (xv) Breach of health and safety regulations: In certain circumstances, breaches of health and safety regulations and/or law and/or these Health and Safety at Work Rules may constitute gross misconduct and may result in instant dismissal and possibly civil or criminal proceedings. In any event a failure to comply with the appropriate standards will render an employee liable to disciplinary action.

Each school or site will document local arrangements for the management of health and safety including any specific roles or responsibilities, and names health and safety management team representatives.

### **13.0 Competent Health & Safety Assistance and Responsibilities**

The Management of Health and Safety at Work Regulations 1999 state that "Every employer shall appoint one or more competent persons to assist in undertaking the measures needed to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part 11 of the Fire Precautions (Workplace) Regulations 1997.

West Berkshire Council has a professional and dedicated Schools Health and Safety Team who act as the Trust's competent person. They provide support and advice to schools within the Trust on all aspects of health and safety including policy development and effective implementation, user friendly guidance and information, support in completing risk assessments, a complete range of health and safety training, a regularly updated website, SLA online, safety alerts and health and safety newsletters

Excalibur schools benefit from Level 2 Service Level Agreement with the WBC, see Appendix I

West Berkshire Council Schools Health and Safety Team responsibilities are:

- Developing health and safety policies, procedures and guidance.
- Providing health and safety advice.
- Safety inspections / needs assessments of schools and other premises where staff work.
- Provide technical input and support to health and safety committees.
- Facilitate the Education Health and Safety Panel.
- Receive and record accident and incident reports.

- Assists Principals in investigating accidents and incidents.
- Report to relevant persons on health and safety incidents and issues.
- Provide health & safety update reports to senior management.
- Develop and deliver training.
- Liaise with partners and external agencies including other Council's, Health and Safety Executive, Fire Brigade, Police etc.

#### **14.0 Health and Safety Consultation**

The Board of Directors, through the CEO and Academy Principals will make arrangements for full and proper consultation with employees on Health and Safety matters. The nominated Safety Representatives of each accredited trade union or staff association will be involved in these consultations. It is the responsibility of the organisation/union to take a full part. There are two set of regulations regarding the effective consultation and communication with employees through a health and safety committee.

In workplaces where the employer recognises trade unions and trade unions are recognised for collective bargaining purposes, the Safety Representative and Safety Committee Regulations 1977 (as amended) will apply.

In workplaces where employees are not in a trade union and/or the employer does not recognise the trade union, or the trade union does not represent those employees not in the trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.

#### **15.0 Hirers, Contractors and Others**

The Board of Directors will require hirers, contractors and others who use the academy premises to conduct themselves, and to carry out their operations, in such a manner that all Statutory and Advisory safety requirements are met at all times.

When the premises are used for purposes not directly under the direction of the Academy Principal, then the persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 5.0 of this document, but are fully responsible to the Academy Principal and Board of Directors for so doing.

When the academy 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 all requirements of this section.

When the premises are hired to persons outside the employ of the Board of Directors, it will be a condition of all hirers, contractors and others using the academy premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board of Directors and that they will not, without the prior consent of the Board of Directors:

- (i) introduce or allow the introduction of equipment for use on the academy premises without the

knowledge and consent of the competent person e.g. the School Business Manager, or the Academy Principals.

The Academy Principals are to inform the Premises Managers, Site Managers or Caretakers if equipment is to be introduced onto Academy Sites.

- (ii) alter fixed installations,
- (ii) remove fire and safety notices or equipment;
- (iii) take any action that may create hazards for persons using the premises or the staff or students of the academy.
- (iv) commence any activity until adequate Risk Assessments have been completed and approved by the responsible person(s). A record of Risk Assessments is to be kept.

All Contractors who work on the academy premises are required to ensure safe working practices by their own employees under the provision of the **Health and Safety at Work Act 1974** and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Academy Principal will take such actions as are necessary to prevent persons in his or her care from risk of injury. This will require the contractor to stop work or leave the site until the matter is resolved.

The Board of Directors will draw the attention of all users of the academy premises (including hirers and contractors) to **Section 8 of the Health and Safety at Work Act 1974**, which states that “no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare”.

## **16.0 Critical Incident and Emergency Plans**

The Trust recognises and accepts the need to have suitable arrangements in place to deal with emergency situations and to return the school to normality as soon as possible afterwards. A critical incident is one that is likely (or has potential) to cause an occurrence that is beyond the capacity of the school operating under normal conditions to respond to independently such as:

- Threat to safety and wellbeing of pupils and/or staff
- Immediate or delayed emotional reactions in large number of staff, pupils or parents, surpassing their normal coping mechanisms
- Serious disruption to the running of the school
- Significant public/news media attention on the school

The Academy Principals will ensure that an Emergency Plan is prepared to cover all foreseeable major incidents, which could put the occupants or users of any of the academies at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life;
- prevent injury;
- minimise loss.

This sequence will determine the priorities of the emergency plan.

A framework for this document will be provided by the Trust. The plan should be rehearsed by staff and students twice a year. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Board of Directors.

## **17.0 First Aid**

The arrangements for First Aid provision will be adequate to cope with all foreseeable incidents.

Supplies of first aid materials will be held at various locations throughout the academy buildings. These locations will be determined by the Academy Principals or their representative. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary.

Adequate and appropriate first aid provision will form part of the arrangements for all out of academy activities.

A record will be made of each occasion any member of staff; student or other person receives first aid treatment either on the academy premises or as part of an academy-related activity. All academies within the Trust use the Crest Accident, Incident and Near Miss reporting system, guidance documents can be found on SharePoint.

The academy Principals will ensure that the regulation numbers of employees are trained to deliver emergency First Aid treatment to staff, pupils and any other person, whether on academy premises or part of an academy-activity. Training will be updated regularly.

## **18.0 Provision and Maintenance of Equipment**

The Provision and Use of Work Equipment Regulations 1998 (PUWER) places duties on people and schools who own, operate or have control over work equipment. PUWER also places responsibilities on schools and organisations whose employees use work equipment, whether owned by them or not. Schools within the trust should also ensure that articles designed, modified or constructed by employees or students in the course of their work or study for use in connection with Academy activities are safe and without health risks when being used, cleaned or maintained; that such articles are examined and tested by a competent person as necessary to ensure safety; and that adequate information is provided to users to ensure their health and safety.

Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Statutory Inspection and Maintenance. Statutory Inspections for equipment such as hoists and pressure vessels can be arranged through the supplier.

**For further information, please see Health and Safety Guidance Card Maintenance Schedule for Schools.**

## **19.0 Review**

The Board of Directors and the School Business Manager (responsible for Health and Safety) will review this and related Policy/Procedure statements at least bi-annually and update, modify or amend therein as necessary to ensure the Health, Safety and Wellbeing of staff, students and others who use all the academy premises.

## **20.0 Specific Advice and Guidance**

Each Academy has in place a Health & Safety Procedure and other Procedure manuals specific to that institution.

The CEO and the Academy Principals will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific Health and Safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

## **21.0 Helpful Sources of Information**

The EBC pro-forma for school can be found on the Health and Safety SharePoint pages. An online first aid risk assessment tool can be found here: [www.sja.org.uk/sja/training-courses/requirements-calculators/calculator.aspx](http://www.sja.org.uk/sja/training-courses/requirements-calculators/calculator.aspx)

First Aid Risk Assessment, specific advice for schools:  
[www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid](http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid)

5 Steps to Risk Assessment: [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)

Working at height guidance: [www.hse.gov.uk/falls/casestudies/schools](http://www.hse.gov.uk/falls/casestudies/schools)

Ladder and stepladder guidance see H&S Guidance Card HSGC24/25/26

Health and Safety Training information contact:  
<http://info.westberks.gov.uk/index.aspx?articleid=29808>

Offsite Activities, West Berkshire Intranet page:  
<http://www.westberks.gov.uk/index.aspx?articleid=8113>

Evolve: <http://evolve.edufocus.co.uk/evco10/unknown.asp>

Caretaker and Cleaning Equipment: Health & Safety Guidance Cards  
HSGC 1/4/5/12/13/15/35

Grounds Maintenance Equipment: Health & Safety Guidance Cards  
HSGC 1/4/5/12/13/15/35 & HSGC 1/4/5/12/13/15/35

CLEAPSS <http://www.cleapss.org.uk/>

Asbestos: Health & Safety Guidance Cards HSGC 2

Gas Safety Regulations 1998: Health & Safety Guidance Cards HSGC  
Maintenance Schedule for schools:  
<http://www.hse.gov.uk/pubns/indg261.pdf>

Legionella: Health & Safety Guidance Cards HSGC 7/8/37 <http://www.hse.gov.uk/legionnaires/>

PE Equipment Maintenance: Health & Safety Guidance Cards HSGC 40 <http://www.playinspectors.com/>  
Electrical Installation:  
<http://www.hse.gov.uk/electricity/information/testing.htm>

Portable Electrical Equipment: [www.hse.gov.uk/pubns/indg236.pdf](http://www.hse.gov.uk/pubns/indg236.pdf)

Portable Appliance testing:  
<http://www.hse.gov.uk/electricity/information/testing.htm>

The Provision and Use of Work Equipment Regulations 1998 (PUWER)  
<http://www.hse.gov.uk/pubns/ priced/1122.pdf>

Control of Substances Hazardous to Health (COSHH): Health and Safety  
Guidance Card 7/8 <http://www.hse.gov.uk/coshh/>

Display Screen Equipment (DSE) [www.hse.gov.uk/msd/dse/guidance.htm](http://www.hse.gov.uk/msd/dse/guidance.htm)

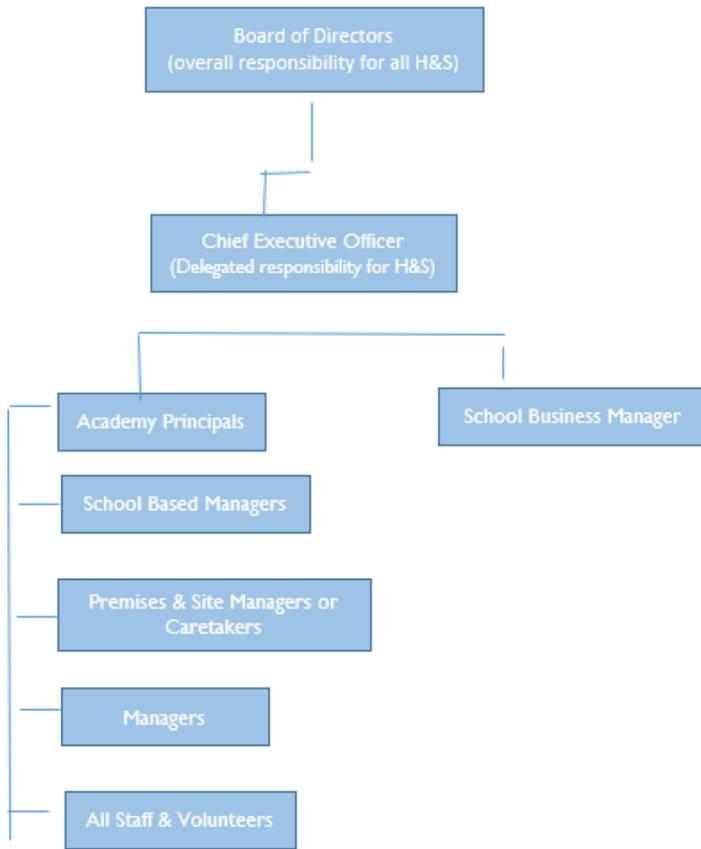
PPE: Health and Safety Guidance Card 5 <http://www.hse.gov.uk/toolbox/ppe.htm>

Improvement to Building and Construction Work: <http://intranet/index.aspx?articleid=25302>

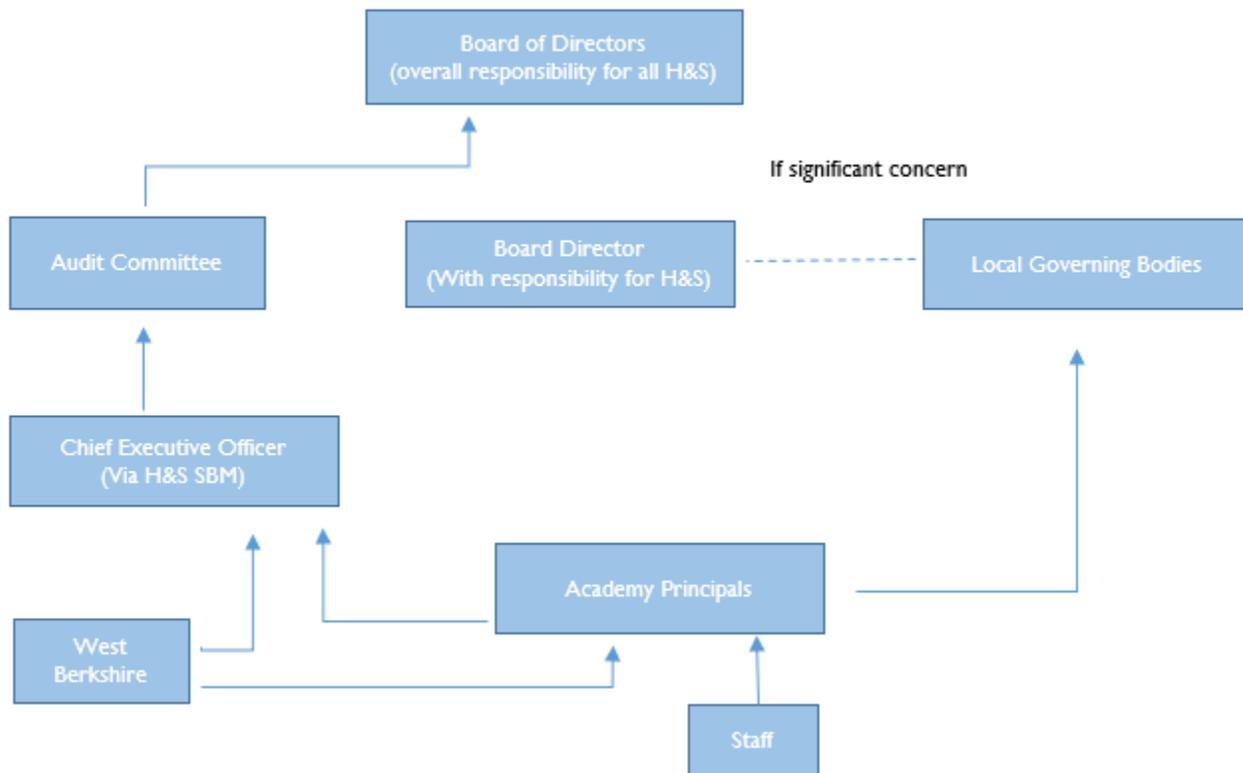
Schools undertaking Building Projects that fall within Construction (Design and Management)  
Regulations 2007 CDM must ensure they fulfil the legal requirements.  
<http://www.hse.gov.uk/construction/cdm/2015/index.htm>

Minibus:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/494266/Driving\\_school\\_minibus  
es\\_and\\_advice\\_for\\_schools\\_and\\_local\\_authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/494266/Driving_school_minibus_es_and_advice_for_schools_and_local_authorities.pdf)

### Health and Safety Management Structure



## Health & Safety Reporting Structure



**Associated Documents** can be found on the Health and Safety SharePoint site, link [here](#)

Accessibility Procedure
Accident/Incident Reporting (CREST Guidance)
Asbestos Management
Business Contingency Plan (Guidance)
COSHH
Critical Incident Plan
Display Screen Equipment
Educational Activities and Trips (Evolve Guidance)
Extreme Weather Conditions
Fire Safety
First Aid
Health and Safety Procedure
High Risk Activities Associated with Academy Events
Home Working
Interactive Whiteboard
Intimate care and toileting
Lone Working
Maintenance of Dangerous Plant, Equipment and Electrical Systems
Managing Contractors
Manual Handling
Medical Conditions
Minibus
Pressure Vessels
Private Car Transport
Provision and use of Work Equipment

Security
Smoke Free
Unexpected Loss of Utilities
Use of Work Equipment
Vehicular Movements on Site
Violence and Aggression in School
Water Management
Working at Height

## Appendix I Health and Safety Service

### Overview of Service

West Berkshire Council has a professional and dedicated Schools Health and Safety Team who provide support and advice to schools on all aspects of health and safety including policy development and effective implementation, user friendly guidance and information, support in completing risk assessments, a complete range of health and safety training, a regularly updated website, SLA online, safety alerts and health and safety newsletters.

### West Berkshire Council Schools Health and Safety

<b>Health and Safety Service</b>	
<b>Summary</b> The aim of this service is to provide schools with a named, dedicated and professional Health and Safety Adviser to provide 'on site support and advice' to the school, guiding and prioritising the integration of an effective and efficient safety management system and documentation in support of the School's Health and Safety Policy.  The Schools dedicated Health and Safety Adviser will begin by arranging and completing a Health and Safety Needs Assessment of the school that will help to identify the strengths and areas for improvement in the schools existing arrangements.  The Schools dedicated Health and Safety Advisor will then continue to work closely with the school to help plan, develop and implement your health and safety policy and the areas for improvement you need.  The Management of Health and Safety at Work Regulations require you to appoint someone competent to help you meet your health and safety duties. A Competent person is someone with the necessary skills, knowledge and experience to manage health and safety.  West Berkshire Council, Schools Health and Safety Team will be your competent person and help ensure you meet your health and safety duties. Details of the Health and Safety service are listed below in further detail.	
<b>Service Provided</b>	<b>Service Standard</b>
<b>Advice</b>	Advice and support will be provided to the school on specific questions/issues. If required the schools dedicated Health and Safety Adviser will arrange to visit the school and meet with relevant persons to ensure the enquiry is resolved.
<b>Health and Safety Needs Assessment</b>	Schools will receive a health and safety needs assessment designed to assess and measure levels of compliance with health and safety legislation and best practice. The associated action plan will help you prioritise your improvement plan.

	<p>Your dedicated Health and Safety Advisor will then arrange to assist and support the school in progressing the recommendations to ensure continual improvement.</p> <p>Health and Safety Needs Assessments will be completed for all maintained schools and those schools purchasing the service on a cycle subject to the outcome of the previous needs assessment as per Table 1 above.</p> <p>Schools will be able to request a new needs assessment at any time, which will be booked at the earliest mutually convenient opportunity at no additional cost to the school.</p>
<b>School Safety Policy</b>	<p>Review existing against a model H&amp;S Policy that is school specific, in line with the LA Safety Policy, and conforms to appropriate local and legislative requirements.</p> <p>Schools will be able to request a new needs assessment at any time, which will be booked at the earliest mutually convenient opportunity at no additional cost to the school.</p> <p>Ensure that the Policy, Organisation and arrangements are carried out and accurately reflect practice.</p>
<b>Safety Organisation:</b>	<p>Review and provide documentation that identifies how health and safety is/shall become 'embedded' in daily operations at the school. Identify and/or nominate key staff tasked with health and safety responsibilities.</p>
<b>Planning and Implementing:</b>	<p>Review the existing arrangements; ensure the school adequately documents the standards and procedures required for a safe place of work.</p> <p>Following written review and prioritisation of issues, help the school to progress the areas for improvement by providing support and guidance. Improvement will be achieved with the schools full commitment and involvement.</p>
<b>Health and Safety Risk Assessment:</b>	<p>Provide the school with initial or refresher training to nominated persons regarding completion of local Risk Assessments.</p> <p>Provide on-site review of the schools risk assessment, to support their completion.</p> <p>Provide basic refresher training to nominated groups of key staff. Ensure a practical understanding of the training by jointly completing several health and safety risk assessments required by the school.</p> <p>Provide support and guidance in terms of prioritising risk assessments to be completed or reviewed etc.</p>
<b>Telephone/Incident response:</b>	<p>Provide general telephone health and safety advice as required.</p> <p>Please note that where the topic is of a specific nature, additional time may be required for a detailed</p> <p>Whilst every endeavour is made to provide an immediate answer to health and safety queries via telephone/email, requests may require additional research time. Therefore, where it is not possible to provide an answer of sufficient depth at the time of the call, or the same day, every endeavour shall be made to provide a follow-up call the next working day</p>

	Should the associated risk to safety or health warrant a school visit, this shall be arranged by the Health and Safety Team.
<b>Health and Safety Training</b>	The Health and Safety Team run school specific health and safety courses. All health and safety training is included FOR all maintained schools and those schools purchasing the service. Further details of courses available can be obtained from CYP Training <a href="http://info.westberks.gov.uk/index.aspx?articleid=29858">http://info.westberks.gov.uk/index.aspx?articleid=29858</a> . On-site training can also be arranged at no additional cost.
<b>Fire Management</b>	Schools will receive a regular site visit to complete a review of the schools Fire Risk Assessment (FRA) with their Health and Safety Advisor Your advisor will also: Complete a site inspection to verify recommendations have been implemented. Discuss any issues outstanding and how to address these. Your advisor will help schools to complete an assessment to ensure you have adequate numbers of appropriately trained staff to deal with fire safety issues. Your advisor can also provide Fire Awareness training to school staff at an agreed time and date on site.
<b>Asbestos Management</b>	Schools will receive a regular site visit to complete a condition check of ACM (asbestos containing materials) with their Health and Safety Advisor. Your advisor will also review: The Asbestos Management Plan The Asbestos Register The Asbestos Survey Additionally any asbestos related risk assessment you may have in place will be reviewed to ensure it is correct and relevant. Your advisor can also provide tool box talks to your staff to allay any fears they may have regarding retained ACMs and also to highlight their responsibilities in respect of Health and Safety regarding asbestos.
<b>Legionella Management</b>	Schools will receive a regular site visit to complete a review of the legionella risk assessment with their Health and Safety Advisor. The advisor will also check that the school are working within the written scheme suggested and in line with the recommendations of the risk assessment.
<b>Playground Equipment</b>	Schools will receive a regular site visit to complete a playground equipment inspection with their Health and Safety Advisor. This will be a guided check to ensure staff are confident with what should be checked, what should be recorded and what action to take. We will also review the playground equipment risk assessment with the school to ensure it is suitable and sufficient. This will give a specific opportunity for any concerns to be discussed and queries answered. We can also provide on-site training and support to staff if required.

<b>First Aid</b>	Schools will receive support and assistance to ensure the school's first aid needs assessments are in place and up to date and an appropriate number of staff are identified.
<b>Accident / Incident investigation and enforcement action</b>	Schools will receive full on-site support and advice from your named and dedicated Health and Safety Adviser during an accident investigation for a serious accident or enforcement action by an enforcing authority such as the Health and Safety Executive.
<b>Accident Reporting &amp; Recording Systems</b>	The Councils Accident Reporting & Recording System is provided to all schools to allow them to record and monitor accidents/incidents. Schools must use the Councils Accident Reporting & Recording System as failure to do so could invalidate insurance cover.
<b>CHAS</b>	Assessing health and safety competence can be a lengthy and time consuming process. CHAS assesses applicants: health and safety policy, their organisation for health and safety and their specific health and safety arrangements to a standard acceptable to our buyers and others. In essence, CHAS completes the initial health and safety application process for you. Using CHAS will help you select a competent contractor or supplier but you still need to check they are competent to carry out your project by checking they have appropriate experience and take references etc.
<b>Safety Schemes in Partnership (SSIP)</b>	An important feature of the SSIP Forum is the HSE's message that a buyer can be confident a supplier who is registered or accredited as compliant or approved with an SSIP member has been assessed to the Core Criteria standard. There are numerous pre-qualification health and safety schemes including CHAS, EXOR, SAFE contractor etc. SSIP brings most of the pre-qualification schemes together under one umbrella via a 'deem to satisfy' agreement. This means that buyers using the SSIP database will have access to thousands of contractors who are accredited as compliant to the HSE's Core Criteria (stage one) standard. Using SSIP will help you select a competent contractor or supplier but you still need to check they are competent to carry out your project by checking they have appropriate experience and take references etc. Access to SSIP is included for Level 2 schools.

### **School responsibilities**

Whilst the duty to comply with statutory requirements cannot be delegated and remains with the Schools and the Multi-Academy Trust, the tasks involved with the effective implementation of good health and safety management in schools has been delegated to the respective Head Teachers. For this approach to be successful, each school must do all that is reasonably practicable to ensure the health, safety and wellbeing at work of their staff, pupils and that of non-employees.

Operation of an effective health and safety management system at the school is central to achieving the above, with key areas being:

- The school Health and Safety Policy
- Organising for health and safety
- Planning and implementing safety controls
- Monitoring school health and safety performance
- Auditing and reviewing health and safety compliance and best practice.

To discuss any aspect of the Health & Safety Service please contact:

[schoolshealthandsafety@westberks.gov.uk](mailto:schoolshealthandsafety@westberks.gov.uk)

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