Academy Health and Safety Policy 2024/2025

Academy Name: Castle Primary school

Implementation Date: 06/09/2024

Version: 2

History of significant Policy Changes

Date	Page	Change	Reason for Change
September 2015	Whole Document	Style change of statement- paragraphs to bullet points, same intent Minor changes to reflect new structure e.g. change of sub- committee. Insertion of new role and communication channels re Compliance manager, highlighted in Principal and ABM responsibilities. Removed ABM chairing H&S committee changed to attend, as discussed.	
October 2016	Whole Document	Review of Policy, update of roles and responsibilities.	Cyclical review of policy
July 2017	Whole Document	Review of Policy, update of roles and responsibilities.	Cyclical review of policy
August 2018	Whole Document	Review of Policy, update of roles and responsibilities.	Cyclical review of policy
March 2019	Whole Document	To remove reference of ABM and change to Operations Manager.	Change of Job roles
March 19	Page 9	Updated to reflect Compliance Health and Safety Officer support.	Introduction of New posts
March 19	Pages 12-14	Updated to reflect roles and responsibilities of Ops Managers/Site Managers.	Update of roles and responsibilities following re-structure.
July 2019	Policy Statement	Inclusion of Reference to CLEAPSS (specialist national guidance) for Science, DT and Art.	CLEAPSS provides specialist technical health and safety and curriculum support and advice on using high quality practical work to teach pupils science, design and technology and art.
July 2019	Policy Statement	Inclusion of management procedures for use and storage of Radio-active materials.	Compliance with Ionising radiation regulations, and recommendation from radiation protection advisor to report back to the board.
July 2019	2.3 People and wellbeing	Removed bullet point to be the forum to enable staff representatives and SLT of the academies to discuss higher level H&S issues.	In practice this is undertaken in other forums e.g., Exec Team – JCC etc.
July 2019	Corporate Services Team	Reference to undertaking Due Diligence for new business opportunities.	To undertake thorough Due Diligence checks on new proposed academies
July 2019	Pg13	Included to ensure staff undertake statutory online training completed, in Principals responsibility.	CLF Requirement for Statutory Core training
July 2019	Pg 14	As above for Operations manager role, and general training for staff.	CLF Requirement for Statutory training.

Sept 2020	2.3 People and wellbeing	Additional Health and Safety Committee COVID.	In response to the implementation and review of government guidance to ensure COVID secure workplaces.
June 2021	Policy Statement	Additional bullet points to reflect robust procedures centred around the introduction of hybrid working.	Change to working practice
June 2022	Policy Statement	Further comment to demonstrate the same level of training, information and supervision is provided to individuals with language or disability needs.	As part of EIA (Equality Impact Assessment)
June 2022	Policy Statement	Specific Covid 19 guidance has been replaced with general guidance around the management of infectious diseases.	In response to government guidance
June 2022	Role and responsibilities	Standing down of the Covid 19 sub-committee.	In response to the easing of Covid restrictions
June 2023	Policy Statement	Removal of reference to any future European Union legislation.	The Retained EU Law (Revocation and Reform) Bill had its second reading in the Commons on 25 October 2022 and will catch the full range of health and safety regulations, which will automatically be repealed on 31 December 2023 unless ministers make specific decisions to save them.
June 2023	Policy statement	Addition of the word foreseeable.	In the context of managing risk
June 2023	Policy Statement	Removed reference to spotty booklet (withdrawn) and replaced with UKHSA document.	
June 2023	Policy Statement	Changed details of our Registered Radiation Protection Advisor.	
June 2023	Organisational structure	Changed to reflect recent changes.	
June 2023	Employee Duties	Inclusion of Near miss reporting.	Raise profile
June 2023	Contracts	Change of M&E contractor.	
June 2023	4.8	Added clarification around training other than mandatory training.	Raise profile
June 2024	Policy Statement	Further comment on specific training for staff working in secondary DT department.	
June 2024	Policy Statement	Additional point to demonstrate the level of first aid and mental first cover is being managed.	Minor changes to the First Aid at Work Regulations which emphasise employers' responsibilities to take account of employees' mental health in their first-aid needs assessment.
June 2024	Role and responsibilities	Additional point to demonstrate the implementation of the CLF Fire Guidance document in all settings.	Raise Profile.

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1 Health & Safety Policy Statement

It is the policy of this academy to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, contractors, clients, students, general public and others while working and studying on its premises and outside those premises on associated activities. Working to the Health & Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future national health and safety legislation.

This policy supplements and operates in conjunction with the Cabot Learning Federation (CLF) Health and Safety Policy.

This will be achieved by:

- Creating and encouraging a positive and pro-active Health and Safety culture across the organisation.
- Identifying all foreseeable risks that may cause injury or harm to staff, pupils and visitors and identifying all control measures that are reasonably practicable are in place to avoid injury or harm. Ensuring that these risks and control measures are captured in risk assessments that are conducted and reviewed on a regular basis in accordance with CLF Risk Assessment process.
- Ensuring so far as is reasonably practicable, that all CLF premises provide a healthy and safe working environment, and that there are safe systems of work in place to provide this.
- Ensuring that as CLF introduce a hybrid working offer, for applicable staff on a more permanent basis. That robust mechanisms are in place and monitored for safe working practices to followed and implemented remotely.
- Ensuring so far as is reasonably practicable that all CLF premises are continuing to follow the base line measures to reduce transmission of infectious diseases. These being:

  1. Adequate levels of ventilation, windows regularly opened and Co2 monitoring in place.
  2. ‘Catch it, bin it, kill it’ approach
  3. Clean hands thoroughly more often than usual with sanitiser and or hand washing with soap and water
  4. Encourage unwell students and staff not to attend the academy
  5. Encourage staff and students to take part in annual Flu and Covid vaccinations campaigns

- Ensuring any outbreak of infectious diseases (including Covid 19) is managed by following the advice published in Infectious disease and childcare settings, plus additional advice provided by UKHAS.
- To ensure that the safety standards prescribed are adhered to both on CLF premises and for offsite activities.
- Providing safe access and egress to the premises at all times.

- Ensuring staff receive appropriate and applicable up to date training, information, instruction and supervision, this will be made accessible for all staff including individuals with language or disability needs.

- Ensuring arrangements are in place to provide the safe use of, handling of, storage of and transportation of all articles and substances.

- Ensuring suitable and sufficient work equipment is available and maintained, and that the appropriate personal protective equipment is provided for use of such equipment as required.

- Providing access to adequate welfare facilities which include, but not limited to, toilets, adequately warm environment, staff room, and drinking water.

- Ensuring that when staff operate on behalf of CLF an assessment of the significant risks specific to the activities or tasks will be made. All reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner.

- Ensuring that all Secondary academies' access, reference and follow the specialist advice and guidance provided by CLEAPSS. CLEAPSS guidance and documentation is recognised by the Health and Safety Executive and the Department for Education as providing current best practice advice, including model risk assessments to the Academy and college setting for specialist curriculum areas Science, DT and Art.

- Ensuring staff working in a secondary Design and Technology departments, including those in food technology, have obtained the necessary training certified by the Design and Technology Association (DATA)

- Ensure there are robust management procedures embedded for the use and storage of radio-active materials used in science. CLF are registered with the Health and Safety Executive for Secondary academies to hold small amounts of radioactive materials used in science. To hold these and be compliant with the Ionising radiation regs 2017, to ensure each academy has a trained RPO-Radiation protection officer (Trained every 5 years) and that CLF appoint an Independent RPA-Radiation protection Adviser (contracted via Tony Butterworth University of Bristol Radiation Protection Adviser (RPA2000 Certificate No. 00001838).

- Ensuring good and clear communications and consultation with/to all parties, including safety representatives of the recognised teacher unions, on all information related to health and safety and the management requirements of this, to comply with Safety Representatives and Safety Committees Regulations 1977.

- Monitoring compliance and good practice of health and safety, and where issues arise, ensure appropriate consultation and action is taken.

- Ensuring that all third-party contracts and services awarded across the CLF, be that centrally or by individual establishments, have a consistency of approach and thorough vetting of the contracts to achieve legal compliance. To then ensure that all contracts let are monitored for compliance.

- Regularly updating the Risk Register to ensure it is a working document that continually highlights and mitigates as far as is reasonably practicable any identified risks.

- Recognising the benefits of automated external defibrillators (AEDs); the CLF will install equipment in all facilities where they are confident that capacity and skills currently available are sufficient to secure those benefits. The CLF is committed to working towards achieving this in all locations.

- Ensuring an adequate number of staff are trained in both first aid and mental health first aid, with numbers based on each settings first aid assessment.

Whilst day to day management of health and safety can be delegated to the academies, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the CLF Board.

All Academy Councils, Principals and Academy staff must familiarise themselves with the contents of this statement, the organisational structure, and arrangements. The health and safety manual available on CLiF should be referred to as a source of safety information and guidance.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff as required. Staff are encouraged to be proactive in developing and maintaining a healthy and safe working environment and to report health and safety concerns to their line manager or through the appropriate reporting procedures.

It is the belief of this academy that a positive health and safety culture is of significant benefit to the good performance and safety of the whole academy. We aim to encourage, support and develop a positive and proactive approach for students, through risk education and awareness. The organisational structure named below will ensure that sufficient resources (including financial) are available so that the policy and its arrangements can be implemented effectively.

This policy and our health and safety standards will be under continual review in the interests of continuous improvement. Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the academies strategy, UK or EU law. Any changes will be brought to the attention of all staff.

Principal

Name: Steven Morton

Signature: _____ Date: _____2024

Chair of Academy Council

Name: David Edwards

Signature: _____ Date: _____2024

2 Equalities Impact Assessment

An equalities Impact Assessment has been carried out. The assessment concluded that there was no adverse impact identified for any groups of people with protected characteristics. The full equalities Impact assessment can be obtained from Jo Crickson

3 Organisation Structure

Principal – Stephen Morton

Asst Principal – Laura Liddell

Chair of Academy Council – David Edwards

Operations Manager – Nikki Oliver

Our academy recognises the need to identify organisational methods for implementing and managing the health and safety of all persons who work within this academy, any off-site activities, each associated or subsidiary company, and anyone who visits these premises.

CLF understands the Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the CLF Board of Directors. The following is an outline of duties and responsibilities that have been assigned to CLF Board of Directors, Audit Committee, Executive Team, People & Wellbeing Executive Group, Corporate Services Team, Academy Councils, Academy Councillors', Principals, Operations Manager, Premises Manager and academy staff.

4 Roles and Responsibilities

4.1 CLF Board of Directors

The Board of Directors, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the CLF. The board is responsible for ensuring that high standards of corporate governance are maintained. It exercises its powers and functions by addressing such matters as policy and strategic development, adopting an annual plan and budget, monitoring the CLF safety management systems, managing the corporate risk register and making strategic decisions about the direction of the CLF. The overall aim is to ensure a positive health and safety culture is established and maintained throughout.

The Board must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors. CLF Sub-committees, the Executive Team, Principals and Senior leadership teams, Academy Councils and any relevant Project Steering Group will keep the Board informed of all developments relating to health and safety matters and will include such matters in a health and safety report.

The CLF Board of Directors responsibilities are:

- To ensure that each Board Member accepts their individual role in providing health and safety leadership for the CLF.
- To ensure the Board formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the CLF.

- To ensure the Board's decisions reflect its health and safety intentions as articulated in the CLF health and safety Policy statement.

- Ensuring an overall CLF health and safety strategic development plan, including key targets, is implemented and undertaken with engagement from all members of the Executive Team.

- To receive regular and thorough updates in relation to the strategic development plan and associated actions.

- To warrant that all external and third-party contracts that are awarded across the CLF have a consistency of approach, the required levels of competence and ensure legal compliance. Any successful contracts awarded by the CLF must have been appropriately vetted for health and safety, financial and equality standards and other measures deemed appropriate.

- To ensure every academy has an Academy Council established in accordance with the CLF Articles of Association. To ensure the Academy Council is chaired by a member nominated by the Board and includes a designated Health & Safety Councillor.

- To ensure that each academy has an operational Health and Safety committee.

- To provide and ensure an informed, proportionate and prioritised risk management system for the CLF is implemented and monitored, in order to assess the risks to pupils, staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks, this will include any reasonable adjustments to be considered to allow staff and pupils to work safely.

- To ensure annual health and safety targets and initiatives are recorded and published across the CLF.

- To ensure effective accident and near miss reporting and investigation procedures are in place across the CLF.

- To ensure monitoring of compliance contracts throughout the CLF is undertaken and suitable reports are provided to the Executive Groups e.g., mechanical and electrical statutory inspections, fire risk assessments, asbestos surveys, water hygiene monitoring. This includes those academies under the BSF scheme.

- To ensure there is an effective business continuity plan in place for each CLF premises.

- To ensure there is an emergency plan along with emergency procedures in place for the safe evacuation of all CLF premises.

- To confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments across the CLF and associated or subsidiary companies.

- To review the CLF health & safety annual report.

4.2 Audit Committee

The Audit Committee must:

- Review the CLF risk management practices and procedures and ensure appropriate action plans are in place.
- Ensure progress of internal and external audits.

4.3 People & Wellbeing Executive Group

The People and Wellbeing Group are responsible for Health and Safety, and they must:

- Receive a progress report on individual academy findings, issues, and progress to date from CLF Head of Health and Safety
- Implement spot checks on a specific target area for consistency of approach and compliance.
- Ensure there are effective and adequate formal internal and external communications on health and safety across the CLF.
- Ensure the CLF health and safety strategic development plan is implemented.
- Ensure there are systems in place to gather data, record and publish annual health and safety targets and initiatives across the CLF.
- Ensure suitable and sufficient monitoring, reviews and recommendations of all health and safety management systems across the CLF is warranted and implemented.
- Ensure contingency emergency arrangements and business continuity plans are in place to enable CLF strategic and education operations to continue in line with statutory requirements.

4.4 Executive Team

The Executive Team must support the implementation of health and safety across the CLF by:

- Implementing and reviewing policies.
- Considering the impact of health and safety in all strategic and operational decision making.
- Implementing ways in reducing the likelihood of people being harmed by CLF activities.
- Appraising findings and appropriate actions from health and safety audits, compliance audits, inspection audits, Reporting of Injuries Disease and Dangerous Occurrences (RIDDOR) reports.
- Ensuring systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.
- Working alongside Principals to manage and monitor an informed, proportionate and prioritised risk management system for the CLF, ensuring that all risk assessments are completed and reviewed in accordance with CLF Risk Assessment processes.
- Ensuring there is an emergency plan with procedures for the safe evacuation of a CLF premises.

- Be the point of contact for feedback and progression for the academies and academy health and safety Committees should any issues arise.
- Provide two-way feedback in monitoring and review of operational health and safety issues, and feedback from and to the academy health and safety committee.
- Monitoring the structure, attendance, schedule and agenda of the academy health and safety committee.

4.5 The Director of Facilities and Estates

The health, safety and Estates teams, working with the Director of Facilities and Estates must:

- Manage the Risk Management process across the CLF.
- Update and recommend for approval the CLF Health and Safety Policy and produce an academy level Policy for adoption by academies.
- Produce an annual health and safety strategic development plan.
- Provide expert advice and guidance to CLF staff regarding health and safety issues.
- H&S officers to undertake regular Health and Safety audits and other monitoring/support visits in each academy.
- The H&S officers to support the production of audit action plans in collaboration with Operations Manager.
- To work with the Operations Manager to action the points raised within the audits, and record rectifications to close/ manage the issue identified.
- Review the status of health and safety across the CLF ensuring appropriate action is taken where areas of weakness or concern are identified.
- Undertake and feed into the Due Diligence process for new business opportunities.
- Lead the development and delivery of effective and robust health and safety processes and services across the CLF including Risk Assessment processes.
- Support action as required following any health and safety incident.
- Implement an effective accident reporting and investigation procedure across the CLF.
- Ensure all relevant internal and external stakeholders are involved/participate in key health and safety activities and processes to ensure the development of robust and appropriate systems.
- Maintain the central health and safety records and use them to inform the audit programme.
- Arrange statutory training in health and safety matters.

- Create and publish health and safety related communications through news items to support the knowledge and skills of staff with health and safety responsibilities across the organisation.

- Engage specialist advisors when required and work with them on specialist activities such as asbestos, fire risk assessments etc.

- Oversee the process for contractor selection via Pre-Qualification Questionnaire (PQQ).

- Oversee the mechanical and electrical statutory compliance contract, Catering and Cleaning contracts.

- Gather data, record, monitor and provide reports on the effectiveness of the health and safety systems to the People and Wellbeing Executive Group and CLF Board.

4.6 Academy Council

The Academy Council will support and drive a positive health and safety culture by ensuring all health and safety considerations are embedded within their routine business. The Academy Council will appoint a Health and Safety Councillor and ensure a Health and Safety Committee is established within the academy. The Principal or Operations Manager will chair the committee and influence and ensure there is key representation from senior academy staff and staff groups. The purpose and objectives of the committee are to be clearly defined and the committee must meet a minimum of three times per year. They are to receive an annual report on Health and Safety from the Committee. They will ensure via their own meetings and those of the H&S committee that:

- In co-operation with the CLF Board and Principal, the Health and Safety Policy reflects the status of the academy, and that the policy is regularly reviewed, revised and new arrangements are implemented, as and when necessary.

- Risk Assessments are undertaken for any activity that has significant associated risks and that a written record of these assessments is kept and reviewed annually or as change occurs, in accordance with CLF Risk Assessment processes.

- Where practically possible sufficient resources are allocated and authorised within the academy budget to meet statutory procedures and standards for health and safety.

- When awarding contracts, health and safety is encompassed in specifications and contract detail.

- In accordance with best practice, health and safety inspections of the academy site are carried out and recorded.

- Testing, maintenance, servicing and auditing is carried out in accordance with best practice and in line with current legislation. This includes, but is not limited to, asbestos management, fire risk assessments, water hygiene management, radioactive sources. Mechanical and Electrical testing and maintenance.

- There are effective arrangements in place for business continuity.

- There is an emergency plan with procedures for the safe evacuation of the academy in place.

- The academy meets and adhere to the UK Statutory Instruments, as well as any future National Health and Safety Legislation. Offer advice as required.

- The academy is following the procedures for off site visits and is using the Evolve system for the management and approval of offsite activities. Also, that the Academy have a trained Educational Visit Co-ordinator managing the Evolve system and submitting all trips.

4.7 Principal

The principal is responsible and accountable for the implementation and compliance of this Health and Safety Policy within the academy.

The principal has responsibility for:

- Working together with the Senior Leadership Team and Academy Council to advise on any safety guidance or procedures that need to be introduced, to ensure the Health and Safety Policy and procedures are implemented and complied with.

- Ensuring a positive health and safety culture is encouraged and developed within the academy.

- Ensuring effective health and safety management arrangements are in place for carrying out statutory requirements, regular inspections, surveys, risk assessments, implementing actions and submitting inspection reports to the Academy Council and other agencies where necessary including those relating to asbestos, Fire, Water hygiene, audits etc.

- Ensuring there are effective arrangements in place for business continuity along with an emergency plan and procedures for the safe evacuation of the Academy. The emergency plan and/or relevant emergency procedures are effectively communicated to all staff, contractors, volunteers, visitors, other members of the public and where applicable, emergency services and the Local Authority.

- Ensure the academy has adapted the CLF Fire guidance so it is specific to the setting. This document will outline the measures to manage fire risks for employees, students, visitors, volunteers, and contractors. This will be accomplished by taking precautions to prevent fires and by establishing procedures for fire prevention. This will include conducting regular fire evacuation drills (x 3 per academic year) and safety inspections, as well as ensuring all staff complete fire awareness training.

- Ensure the policy and other appropriate health and safety information is communicated to all staff including contractors.

- Ensuring the impact of health and safety is considered in all strategic and operational decision making.

- Ensuring health and safety investigations are carried out a by competent person/s.

- Ensuring all staff have had an induction, have undertaken statutory online training, are provided with adequate information, instruction and training applicable to their roles and are competent to carry out their roles.

- Working with the Operations Manager to ensure a Health and Safety Committee is established with key representation from senior academy staff and staff groups. The chair will be the Principal or the Operations Manager. The H&S Committee Terms of Reference are adopted, and key objectives of the committee are identified. The Committee must meet a minimum of three times per year. An annual report is to be presented to the Academy Council.

- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the rights of trade unions in the workplace.

- Ensuring appropriate systems are in place to make certain the premises, plant and equipment are maintained in a serviceable and compliant condition.

- Reporting to the Health and Safety Manager any hazards which cannot be rectified within the establishment's budget.

- Ensuring an up-to-date Trips and Visits Policy is in place which provides clear guidance for staff. Ensure EVOLVE, the online system for the planning, approval and management of educational visits, extra-curricular activities are used without exception and all Cat C trips have been approved in good time by the CLF Health and Safety Manager. To ensure risk assessments for the activity are undertaken, and suitable and sufficient action plans and procedures are implemented. Ensure information and arrangements to parents/carers of pupils is communicated effectively. Reference: National Guidance for the Management of Outdoor Learning, Off-Site Visits.

The principal may undertake or delegate certain tasks to appropriate senior staff or managers within the academy. It is to be clearly understood by everyone concerned that the delegation of certain duties will not relieve the principal from the overall day-to-day responsibilities for health and safety within the academy.

4.8 Operations Manager (OM)

The OM has responsibility for:

- Working with the Health safety officer to ensure the academy meets and adheres to the UK Statutory Instruments, as well as any future National Health and Safety Legislation as advised by CLF Health and Safety Manager.

- Developing and implementing, with the support of the Health and Safety Officer relevant action plans based on risk assessments, outcomes of meetings, audits, inspections and emergency arrangements.

- Ensuring all staff have had an induction, have undertaken statutory online training, and any other Health and Safety training applicable to an individual's role. The ops manager should refer to the training matrix as a guide. That staff are provided with adequate information, instruction and training and are competent to carry out their roles.

- Working with the H&S Officer to implement effective arrangements for business continuity along with an emergency plan and procedures for the safe evacuation of the academy.

- Investigating and reporting all serious incidents and liaising with appropriate persons as necessary. Understanding the legal time frame for reporting RIDDOR Accidents to the Health and Safety Manager.

- Working with the Principal to ensure a Health and Safety Committee is established with key representation from senior academy staff and staff groups. The H&S Committee Terms of Reference are adopted, and objectives of the committee are identified. The Committee must meet a minimum of three times per year. The operations manager or Principal to chair all Health and Safety committee meetings. An annual report is to be presented to the Academy Council.

- In conjunction with the Finance Manager, to monitor purchasing to ensure compliance with the CLF Financial Regulations and CLF Health and Safety Policy.

- To receive conformation from the site Manager to ensure there is a systematic and methodical system for the inspection and servicing of workplace equipment within the academy, of both specialist and non-specialist areas.

- To oversee adherence of the effective management and monitoring all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance service agreements carried out at the academy. This should be undertaken with guidance from the Estates Team.

  This will work differently within a BSF school but will require a degree of oversight and management to ensure the BSF contractor is compliant.

- Work with the site manager to ensure that the academy Asbestos Building Logbook which contain the asbestos register and the Asbestos Policy & Management Plan are maintained and available as required. Ensuring the correct staff attend annual asbestos awareness training.

- Ensuring that ahead of a refurbishment or building project you communicate and work with the Estates- Projects. Building projects must comply with the Construction (Design and Management) Regulations 2015(CDM). Ensuring that all structural/construction/refurbishment works undertaken by the Academy are notified by the Site Manager in good time.

- Ensuring appropriate local procedures are in place for the management of contractors on site and that the contractor's logbook is implemented and followed.

- Ensuring appropriate action to identify and manage any hazards arising out of contractors work or activities undertaken. Provide any appropriate health and safety information to contractors' e.g., asbestos register and logbook, underground services, floor loading, safe working loads, academy activities.

- Ensuring all staff are made aware of the contents of the Health and Safety Policy and their responsibilities within it.

4.9 The Premises Manager

The Premises Manager at each academy should work in conjunction with the Operations Manager for all matters relating to health, safety and welfare within the scope of their duties.

The Premises Manager's responsibilities are to:

- Rectify defects and hazards that they identify or have been brought to their attention. Communicate with the Operations managers on any significant areas.

- Ensure local practices are followed and be responsible for contractors when they enter the academy to undertake contractual work, maintenance, servicing. This should include all health and safety matters, a mini-induction to site, proportionate to the size and scale of the works, and where required to issue any required permit to work.

- Ensure the implementation of the contractor's logbook is in place and followed.

- Notify the Projects and Contracts Manager of any planned Hot Works so the CLF Insurers can be notified.

- Review written risk assessments and method statements (RAMS) for all intended works before the work commences.

- Familiarise themselves with all relevant information, surveys, inspections, statutory and compliance findings, and where relevant ensure the operation's manager is updated for actions to be considered, authorised and implemented.

- Ensure the day-to-day management of asbestos containing materials in accordance with CLF procedures and guidance is adhered to.

- Ensure that ahead of a refurbishment or building project commencing the academy seek advice/guidance from the Estates Team - Projects. Building projects must comply with the Construction (Design and Management) Regulations 2015(CDM). Good communications with the Operations manager must be maintained.

- Ensure that all site staff, including cleaning and catering staff, are equally aware of the Academy Health and Safety Policy and that they are aware of any arrangements of the policy that affects their work activities e.g., storage arrangements, materials, equipment, and hazardous substances.

- Implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the Academy, for non-specialist areas e.g., Gym equipment, Playground equipment, DT equipment, bleacher seating etc.

- Ensure asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres. To ensure that the building logbook, containing the asbestos register is referenced and understood, updated and permit to work issued. To obtain a signature from contractors evidencing site of the asbestos register/survey

- Attend CLF annual asbestos and site team training.

- Ensure competency of all contractors appointed by the academy to undertake work or activities on the site. All contractors must have completed the PQQ process ahead of works commencing. They must support the CLF's commitment to safeguarding children and have appropriate DBS certificated staff, or where the DBS status of contractors is not known ensure that they are supervised by authorised member of academy staff whilst on site.

- Undertake and co-ordinate the emergency procedures relevant to them and their team, as detailed in the emergency plan.

- Undertake required checks of safety systems, e.g., Fire alarm, fire doors, firefighting equipment, smoke detectors, water temperatures, flushing of little used outlets etc. as legally required and defined within the CLF PPM& Statutory compliance Guide.

- Undertake inspections and rectifications of site security, secure fencing. To ensure the intruder alarm is operational and tested.

- Ensure that all academy vehicles are maintained and inspected by VOSA, and that section 19 permits are in place and the procedure monitored.

4.10 Vice Principal/Head of Year/Line Managers

This group are responsible for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following:

- Develop strong, positive health and safety attitudes among those staff reporting directly to them.

- Ensure a positive health, safety and welfare awareness culture is developed and actively encouraged with all students.

- Apply the Academies Health and Safety Policy to their own department or area of work. Be directly responsible to the Operations Manager for the application of the health and safety procedures and arrangements to all staff and students.

- Ensure regular health and safety risk assessments are undertaken in High-Risk departments and for those activities for which they are responsible and that control measures are implemented and shared with all staff.

- Maintain, or have access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc and ensure all staff are aware of and make use of such guidance.

- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.

- Resolve any health, safety and welfare problems members of staff refer to them. Inform Principal/Operations Manager of any problems if they cannot achieve a satisfactory solution within the resources available to them.

- Carry out regular, or termly inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections as required. Arrange

for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe.

- Checking the adequacy of fire precautions and procedures in liaison with the Operations Manager. Ensure a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.

- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

- Establish acceptable housekeeping and safe storage standards in all areas of their responsibility.

- Develop a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored, and training opportunities made available. Making known to the Operations Manager any identified training needs.

- Ensure all accidents (including near misses) occurring within their department are promptly and correctly reported and investigated.

- Implement emergency procedures that are relevant to their department or activities, within the academy.

- Be familiar with the academy Asbestos Building Logbook and Asbestos Register and do not undertake any works which may disturb asbestos containing materials. Report any concerns to the Site Manager/Operations Manager immediately.

4.11 Teaching Staff, Supply Staff and Cover Supervisors (See also 4.12 Other employees' duties)

This group are responsible for the health and safety of themselves, other staff and pupils, and activities under their control. In order to achieve this, their duties include the following:

- Ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all students.

- Implementing the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensuring that these procedures are explained so they can be easily understood.

- Carry out safety briefings and refer to specific risk assessments especially before any hazardous or high-risk activities and lessons. Seek information on any special safety measures that must be adopted in their own areas of responsibility and ensure that they are adhered to.

- Ensuring that all students and supply teachers are aware of the general health and safety requirements of the academy and the detailed requirements or arrangements for activities relevant to them.

- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

- Exercise effective supervision of students and maintain an awareness of emergency procedures in respect of fire, Lockdown, first aid, accident or incident reporting.

- Setting an example by personally following safe working practices.

- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used. Ensure any other identified safety measures in the risk assessment are implemented.

- Ensuring that all electrical equipment is visually checked before use, and not left on and un-attended.

- Reporting to their Line Manager any defects in equipment or identified inadequacies in procedures.

- Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', until repaired or replaced.

- Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons e.g., the use of equipment in technology lessons.

- Highlighting any training needs deemed necessary to fulfil their role to their line manager or head of department.

- Establish good housekeeping and safe storage standards in all areas of their responsibility.

- Ensure they are familiar with the emergency procedures and arrangements within their work area e.g. First aid accidents, fire, lockdown etc.

4.12 Other Employee Duties

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.

- Comply with the CLF and Academy's Health and Safety Policy and procedures at all times.

- Report all accidents incidents and near miss incidents in line with the academies reporting procedure.

- Report all defects in relation to the condition of premises or equipment and any health and safety concerns immediately to their line manager. Using the defect reporting system PARAGO.

- Report immediately to their line manager any shortcomings in the academy's arrangements for health and safety.
- Co-operate with the academy's management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Inform the academy's Senior Leadership Team if something happens that might affect their ability to work e.g., suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, pregnancy.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Ensure they are familiar with the emergency procedures and arrangements, within their work area e.g. First aid accidents, fire, lockdown etc.

4.13 Student Services

Student Services have a responsibility to:

- Complete accident reports in respect of all incidents affecting staff, students and other persons on site.
- Immediately inform the Operations Manager of all serious accidents or incidents.
- Notify the Operations Manager of all RIDDOR reportable incidents immediately of the incident occurring.

4.14 First Aiders

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as required.

- First Aiders will be required to ensure that they have a fully stocked in-date First Aid kit at their normal place of work to enable them to respond effectively to any notified incident.
- They will ensure appropriate forms are completed e.g., accident forms (online system).
- If an ambulance is called the Operations Manager will be notified as this is to be reported to CLF Health & Safety Team as a possible RIDDOR incident.
- Staff must familiarise themselves with and follow the CLF First Aid Policy.

4.15 Trade Union Representatives

Trade union representative will be encouraged by the academy to:

- Fulfil their duties.
- Attend any appropriate training.
- Consult regularly with the Health and Safety representatives on Health and Safety matters.
- Inspect the establishment in accordance with the agreed trade union procedures.

4.16 Education Visit Co-ordinator (EVC)

- Be a champion for all aspects of visits and outdoor learning.
- Challenge colleagues across all curriculum areas to use visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards school/establishment effectiveness.
- Support/oversee planning via the Evolve Management System, so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable visits/outdoor learning.
- Ensure that planning complies with the CLF's requirements and that the arrangements are ready for approval within agreed timescales.
- Support your principal in approval decisions so that all those with responsibility have the competency to fulfil their roles.
- Ensure that each activity is evaluated against its aims for learning and development, that good practice is shared, and any issues are followed up and comply with statutory and employer's requirements.
- Keep your Senior Leadership Team and Councillors informed about the visits/outdoor learning taking place and its contribution to school/establishment effectiveness.

4.17 Students

- All students must adhere to the procedures and policies at the academy e.g., Pupil Behaviour Policy, E-Safety Policy.