

**Wellspring Academy Trust
Model Health and Safety Policy for Academies
May 2015**

Date Approved by Board: 20 May 2015	Who this policy applies to:
Date of Review: May 2018	<ul style="list-style-type: none"> • Governing Body • Principal • Academy Health and Safety Lead Officer • Staff
Responsible Department: Wellspring Head Office	

1. Statement of Health and Safety Policy

- 1.1. The Governors and Principal¹ of _____ accept their responsibilities under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and realises the importance of placing health and safety as an overriding priority within the Academy.
- 1.2. To implement this policy, the Principal along with Governors will, so far as is reasonably practicable, ensure the provision and maintenance of:
 - A safe workplace, with safe access and egress.
 - Safe plant and equipment.
 - Effective information, instruction and training.
 - Safe arrangements for the use, handling, storage and transport of articles and substances.
 - Adequate welfare facilities.
- 1.3. Every employee has a duty to ensure their own health and safety whilst at work and that of others who might be affected by their work. The Governors require employees to recognise and accept this responsibility and the duties imposed on them by this policy.
- 1.4. Employer/Employee consultation as required by the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 will be encouraged.
- 1.5. All employees shall be given access to this Policy and a copy provided upon request.
- 1.6. The effectiveness of this policy and arrangements will be monitored and reviewed as and when necessary, but at intervals not exceeding 12 months.

Signed _____
(Principal)

Date: _____

Signed: _____
(Chairperson of the Governing Body)

Date: _____

Organisation, Duties and Responsibilities

¹ The term Principal is taken to apply to the lead practitioner in the setting, so may apply to Executive Principal, if this arrangement exists.

2. The Academy Governing Body

2.1. Are responsible for ensuring that the declared statement of safety policy is effective in achieving, so far as is reasonably practicable, the health and safety of all Academy employees, contractors, pupils and members of the general public working within, hiring or visiting the Academy premises.

2.2. The Academy Governing Body will ensure that the functions listed below are carried out:

- That there is an effective and enforceable policy for the provision of health and safety throughout the Academy, including a signed declaration of the Governing Body's commitment to the safety of the Academy premises for persons employed there, those who may be affected by the Academy's activities or those who use or hire the Academy premises;
- Make appropriate decisions about remedial action, under their jurisdiction, which are found necessary by inspections carried out in the Academy;
- That health and safety issues receive appropriate attention and that sufficient funds/resources are made available to implement any such issues;
- Establish and maintain an effective communication system on health and safety matters between Governing Body and Academy Management Team;
- Periodically assess the effectiveness of this policy ensure that any necessary changes are made to its implementation.

3. The Principal

3.1. The Principal/ has been delegated responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using or hiring the premises or who are engaged in activities sponsored by the Academy. The Principal will take all reasonable steps to achieve this through the involvement of all staff at the Academy.

3.2. The Health and Safety functions to be carried out by the Principal/ are to:

- To ensure they are familiar with the Trust and Academy's Health and Safety Policy.
- To meet the declared aims of the Health and Safety Policy.
- To ensure the production of an effective Operational Occupational Health and Safety Management System (comprising Strategic Assurance Standards, Operational Assurance Standards and Strategic Monitoring Standards) including the Emergency Resilience Management System (the Emergency Plan and Business Continuity Plan).
- To ensure that effective information and instruction on health and safety risks and control measures is provided to their employees and that an appropriate level of training is delivered as set out section five of this document relating to competencies.
- To ensure they take a positive lead in their Academy's Operational Occupational Health and Safety Management System by promoting and developing healthier and safer working practices.
- To ensure that their Operational Occupational Health and Safety Management System is monitored and reviewed regularly with particular reference to organisational changes with the cooperation and involvement of the Governing Body.
- To establish and implement any recommendations made by Wellspring Academy Trust to improve standards in areas of low performance.
- To ensure that risk assessments are undertaken and that any control measures which are identified as being required are implemented, adhered to and regularly reviewed as appropriate.
- To advise their managers/deputies/heads of department on new regulations and on any proposed changes in existing regulations.
- To take appropriate action with regard to any of their employees who fail to carry out any health and safety duty, for which they have received appropriate information, instruction and training, or who endanger any of their colleagues by any of their acts or omissions.
- To investigate any accident, occurrence or industrial disease, which causes injury or illness to an employee or member of the public, and to ensure the appropriate accident report is completed.

- To seek advice and guidance as appropriate from Wellspring Academy Trust.
- To contribute as a member of the Trust Health and Safety Committee.
- To immediately alert the Trust to high level Health and Safety concerns.

4. Academy Health and Safety Lead Officer

- 4.1. To ensure they are familiar with the Health and Safety Policy, and its effective implementation within their own area of responsibility.
- 4.2. To cooperate with the Principal in complying with statutory duties for health and safety by undertaking any duties which have been delegated to them.
- 4.3. To ensure they are familiar with the appropriate legal requirements concerning the health, safety and welfare of all employees in their area of responsibility and that they are complied with.
- 4.4. To ensure that the advice of their management on health and safety matters is sought, when necessary.
- 4.5. To ensure that risk assessments and safe working practices for their area of responsibility are implemented and adhered to.
- 4.6. To ensure any identified unsafe or unhealthy situations are reported and rectified, so far as is reasonably practicable.

5. Health and Safety Committee

- 5.1. The Academy will establish a Health and Safety Committee to meet at least termly.
- 5.2. The Health and Safety Committee will:
 - Be involved in the reviewing process of reported, unsafe practices and conditions and make suggestions on methods of improving Health and Safety performance.
 - Take part in formulating Health and Safety policies, procedures and rules, carry out safety audits and inspections, investigate accidents and analyse accident reports and statistics.

6. All Employees

- 6.1. All employees must comply with the requirements listed below:
 - To take reasonable care of their health, safety and welfare and others who may be affected by their acts or omissions.
 - Co-operate with their employer to comply with statutory duties for health and safety.
 - Use correctly and safely any work item provided by their employer in accordance with the training and instruction given.
 - To assist the Principal/Manager/ Head of Department in reporting any accident or incident that may cause injury to a person or damage to plant or property.

Arrangements for Health and Safety

7. Accidents and Incidents (adverse events)

- 7.1. The Academy has a policy of recording all accidents/incidents to employees and non-employees including those of violence and aggression.
- 7.2. The Academy recognises the role of employees in health and safety and will encourage and provide means for employees to report matters of concern regarding health and safety.
- 7.3. All accidents/incidents are to be reported using the appropriate accident/incident form.
- 7.4. Where necessary the accident/incident/ill health will be reported to the Health and Safety Executive (HSE) in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
- 7.5. Investigations, reporting and recording of accidents/incidents and dangerous occurrences are to be carried out by Principals, Line Managers or the Academy Lead Health and Safety Officer. If necessary, Wellspring Academy Trust will provide assistance in the investigation and preparation of reports in accordance with the agreed procedures and to meet the needs of statutory and civil law requirements.

8. Business Continuity

- 8.1. The Academy is committed to ensuring that an up-to-date Business Continuity Plan is accepted and signed by the Governing Body on an annual basis.
- 8.2. The Academy is committed to ensuring that appropriate records, inventories and details of staff contact details and that records of any information, instruction and training given to employees and managers/supervisors are kept and maintained.
- 8.3. The Academy will keep records of all occasions when the Business Continuity Plan has been activated.

9. Confined Spaces

- 9.1. The Academy is committed to complying with the legislative requirements of the Confined Spaces Regulations 1997.
- 9.2. The Academy acknowledges the hazards arising from confined spaces and is committed to protecting employees and others who are required to enter confined spaces so far as is reasonably practicable.
- 9.3. Those employees who may enter confined spaces whilst carrying out their duties will be provided with suitable and sufficient information, instruction and training.

10. Consultation

- 10.1. The Academy is committed to complying with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
- 10.2. The Academy will consult with the recognised trade unions and employees' representatives (both trade union and non-trade union) on the appointment of safety representatives and representatives of employee safety, and the formulation of Safety Committees.
- 10.3. Such consultation is to take place, where practicable, using existing procedures and in good time, so as to ensure effective consultation on matters which affect the employees represented by the safety representatives/representatives of employee safety concerned.

11. Contact with Enforcement Officers

- 11.1. The Academy is committed to ensuring that all contact with enforcement officers is recorded, matters of concern addressed and actions required undertaken.
- 11.2. The enforcement agencies applicable are the:
 - Health and Safety Executive (HSE)
 - Environment Agency
 - Fire and Rescue
 - Police
 - Environmental Health
 - Any other similar agencies

12. Display Screen Equipment (DSE)

- 12.1. The Academy is committed to complying with legislative requirements as stated within the Health and Safety (Display Screen Equipment) Regulations 1992.

13. Driving at Work

- 13.1. The Academy is committed to complying with the general requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998 as they apply to vehicles.
- 13.2. The Academy will ensure that all persons driving vehicles are suitably licensed and insured as appropriate and that the car has been maintained in a roadworthy condition (through an MOT).
- 13.3. The Academy will ensure that all Academy/Trust owned vehicles are suitably and sufficiently maintained.

14. Drugs/Clinical Waste

- 14.1. The Academy is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health Regulations 2002.
- 14.2. The Academy recognises the increased risk to employees of incurring sharps injuries from discarded drugs waste and does not expect any of its employees to remove or dispose of discarded drugs waste which they may encounter whilst carrying out their duties unless they have received specific information, instruction and training and have the appropriate equipment.

15. Electrical Installations and Appliances

- 15.1. The Academy is committed to complying with the legislative requirements of the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998.
- 15.2. Principals must ensure that all employees are aware of the process of carrying out informal visual user checks and inspections before using any appliance and the process by which defects are reported.
- 15.3. All electrical equipment used within the Academy must be appropriately CE marked.

16. Fire, Emergency and Resilience

- 16.1. The Principal will ensure fire risk assessment as required by the Regulatory Reform (Fire Safety) Order 2005. Frequency of inspection and review of assessments depends upon the individual building risk categorisation.
- 16.2. Principals will ensure that termly emergency evacuation drills are carried out in all premises that they are responsible for (including those for fire and other emergencies such as suspect packages/gas leak). All persons using the building with disabilities (whether permanent or temporary) must be given specific consideration in relation to their evacuation procedures through the completion of a Personal Emergency Evacuation Plan (PEEP). All such evacuation drills are to be recorded in the Premises' Fire Log Book.
- 16.3. Fire and emergency procedures (including those for fire and other emergencies such as suspect packages/gas leak) are in place within the Academy. Principals hold the responsibility for managing these procedures in consultation with the Fire Safety Advisor. All means of escape, fire detection/alarm systems and fire equipment are to be fully maintained.
- 16.4. All persons who undertake design work for or specify or undertake alterations to premises that may affect the premises' fire precautions (including procedures) must:
 - Consult the Trust regarding the effects on the premises' fire risk assessment.
 - Where necessary notify, consult, seek and gain approval from a Trust-approved buildings consultant.
- 16.5. Alterations must not be made to premises unless the appropriate approvals have been granted and appropriate documentation received. Upon completion of works requiring Building Control approval a 'Building Control Completion Certificate' and a complete set of 'As Built' plans of the premises must be obtained.

17. First Aid

- 17.1. The Academy is committed to providing first aid services and facilities for employees to at least the minimum standards as required by the Health and Safety at Work (First Aid) Regulations 1981. Wellspring Academy Trust will monitor these standards.
- 17.2. The Academy will ensure that there is an up-to-date First Aid Policy and associated risk assessment and that the appropriate number of first aiders are appointed and trained as determined by the risk assessment.

18. Hazardous Substances (COSHH)

- 18.1. The Academy is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, Control of Lead at Work Regulations 2002 and Control of Pesticides Regulations 1986.
- 18.2. Principals shall ensure that any substance/process, which is hazardous to health, has been adequately assessed before purchasing the substance or allowing a process to start.
- 18.3. Principals will ensure that COSHH assessments are made available and disseminated to those employees who will be using the substance.

19. Health Surveillance and Occupational Health

- 19.1. The Academy is committed to providing an Occupational Health service for its employees. This service will promote and maintain the highest degree of physical, mental and social wellbeing for workers in all occupations. It will undertake to protect the workers from factors adverse to their health.
- 19.2. The Academy will ensure that the Occupational Health Service they engage is responsible for providing adequate health surveillance provisions as required by the Management of Health and Safety at Work Regulations 1999 and other specific legislation to those employees who are exposed to hazards such as noise, asbestos, hazardous substances and vibration.
- 19.3. Principals shall identify those employed and others exposed to noise, asbestos or vibration and other such chemical, physical or biological hazards and refer them to the Occupational Health Service as required.

20. Legislation

- 20.1. The Academy is committed to complying with all relevant health and safety and associated legislation, Approved Codes of Practice (ACOPs) and guidance.
- 20.2. The Academy will, via Wellspring Academy Trust, keep abreast of current developments in health and safety practice.

21. Lone Working

- 21.1. The Academy recognises the increased risks to lone workers and will extend existing risk assessments to cover lone workers and implement control measures as appropriate to reduce the risks. Employees will be informed of any additional risks they may face as a lone worker.
- 21.2. The Academy recognises the fact that there are risks to employees in the provision of its services, but expects that people generally should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.

22. Management of Health and Safety

- 22.1. The Academy Governing Body is committed to ensure that a high level of Health and Safety performance is established maintained and promoted throughout the Academy and will monitor that the Health and Safety policy is being implemented in the Academy.
- 22.2. The Academy recognises that the Wellspring Academy Trust will continue to develop, produce and implement a Corporate Health and Safety Management System that will set out how the Trust will manage health and safety with regard to:
 - Policy.
 - Planning for health and safety (including for hazard identification, risk assessment and risk control).
 - Implementation and operation arrangements for the policy and occupational health and safety management system.
 - Checking and corrective action (including measurement of performance arrangements to ensure that the policy and organisational and planning and implementation arrangements are put into operation, and reviewing performance and audit arrangements to ensure that the policy addresses legal and organisational requirements and is revised if it does not. Performance review and audit also ensure that the other elements adequately provide measures to implement the policy throughout the Trust).

- Management review of the holistic management of health and safety.
- 22.3. The Academy will endorse and implement the Trust's Corporate Occupational Health and Safety Management System and produce Academy-level operational systems.
- 22.4. The Academy will support the Trust in fulfilling its statutory duty to audit the health and safety management system in place at the Academy and will implement the requirements of the action plan produced to improve any deficiencies identified in the audit.

23. Manual Handling

- 23.1. The Academy is committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992.
- 23.2. Principals will be responsible for identifying all activities within their work area that involve manual handling and the employees who carry out these tasks continually as part of their normal working day. Principals must also make provisions for those employees who carry out manual handling activities on an occasional basis.
- 23.3. The Principal's first requirement with regard to manual handling is to avoid the need where reasonably practicable.
- 23.4. Employees who habitually carry out manual handling operations will be provided with suitable and sufficient training in safe kinetic lifting techniques.

24. Medical Needs and Infection Control

- 24.1. The Academy is committed to complying with the Medical Needs and Infection Control guidance document distributed by the Health, Safety and Emergency Resilience Unit.
- 24.2. The Principal will ensure that any pupils within its care which require specific medical care are subject to a health care plan produced in conjunction with parents, health professionals, the Trust and any other relevant organisation which provides guidance and advice about arrangements which need to be made to ensure their health, safety and welfare.
- 24.3. The Principal will ensure that the necessary consent and notification forms and training records are completed and retained should the Academy allow the administration of medicines on behalf of parents.

25. New and Expectant Mothers

- 25.1. The Academy recognises the increased risks to new and expectant mothers and will extend existing risk assessments to cover new and expectant mothers and implement control measures as appropriate to reduce the risks. Women will be informed of any additional risks they may face as a new or expectant mother.
- 25.2. Risk assessments will be reviewed when a woman notifies her manager that she is pregnant and revised where necessary. Additional control measures will be applied for six months after the birth or where necessary until such time as the new mother is no longer breast-feeding.

26. Noise

- 26.1. The Academy is committed to complying with the legislative requirements of the Control of Noise at Work Regulations 2005.
- 26.2. The Academy will ensure that where necessary noise assessments are carried out by a competent person and appropriate control measures introduced.

27. Permits to Work

- 27.1. The Academy will where necessary due to the hazards and risk involved ensure that work activities will be controlled by the use of documented permit to work systems.

28. Personal Protective Equipment (PPE)

- 28.1. The Academy is committed to complying with the legislative requirements stated within the Personal Protective Equipment Regulations 1992.
- 28.2. The Principal will be responsible for identifying and issuing PPE based upon a risk assessment relevant to the specific task being considered. However, managers should, wherever reasonably practicable, eliminate or reduce the risk at source before PPE is considered. The

use of PPE should only be considered as a last resort. Detailed advice on the selection, suitability and use of PPE can be obtained from the Trust upon request. Where the need of PPE cannot be avoided provision for the storage and maintenance of it must be provided.

28.3. Where the need for PPE has been identified and its requirement is unavoidable, Principals should follow the guidance and implement the required control measures as referenced in the Safety Assurance System.

28.4. All PPE must be appropriately CE marked.

29. Personal Safety (Violence and Aggression) and Cautionary Contacts

29.1. The Academy recognises the fact that there are risks to employees in the provision of its services, but expects that people generally should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.

29.2. Principals will assess, through risk assessment, the risk of aggression, violence or potential violence to employees and take all reasonably practicable measures to eliminate or reduce the level of risk to employees' health and safety.

29.3. Employees are not expected to go alone into a potentially dangerous situation or unnecessarily put themselves at risk.

29.4. The Trust will undertake to identify and evaluate systems for keeping a database of premises and persons where and with whom violent incidents may occur, so that employees can more easily be made aware of challenging individuals. The Academy may make a request to check on an individual or premises by contacting the HSERU.

30. Physical Education and Outdoor Pursuits

30.1. The Academy will ensure that relevant staff have access to the afPE (formerly known as BAALPE) publication, "Safe Practice in Physical Education & Academy Sports". PE activities will be carried out in accordance with the guidance.

30.2. All outdoor and indoor PE/adventurous equipment will be inspected periodically (at least annually) by a competent person.

31. Radiation

31.1. The Academy is committed to implementing procedures in order to comply with the Ionising Radiations Regulations 1999. These procedures will ensure the identification, assessment and subsequent control of hazards and risks presented by its undertakings to employees and others is suitable and sufficient.

31.2. All radioactive materials and substances will be used and stored in line with CLEAPSS guidance.

32. Risk Assessments

32.1. The Academy is committed to implementing risk assessment procedures in order to comply with the Management of Health and Safety at Work Regulations 1999. These assessment procedures will ensure the identification, assessment and subsequent control of hazards and risks presented by its undertakings to employees and others is suitable and sufficient.

33. Safety Observation Reporting

33.1. The Academy recognises the role of employees in health and safety and will encourage and provide means for employees to report matters of concern regarding health and safety. The reporting form for matters of concern is the HS1 Safety Observation Report.

34. Safety Signs and Signals

34.1. The Academy is committed to complying with the Health and Safety (Signs and Signals) Regulations 1996 and will ensure that where necessary suitable and sufficient signs and signals are provided to indicate safe conditions, prohibitions, mandatory control measures and specific hazards.

35. Stress and Employee Wellbeing

35.1.The Academy is committed to protecting the health and welfare of its employees and with regard to work-related stress and general employee wellbeing and will ensure that necessary suitable and sufficient actions are undertaken to meet the Health and Safety Executive's Stress Management Standards.

36. Trainees, Volunteers, Agency Workers and Seconded Workers

36.1.The Academy recognises its responsibilities to all its trainees, volunteers and agency workers. Therefore trainees and agency workers must be afforded the same level of commitment to health and safety as any employee.

36.2.The Academy recognises its responsibilities to all those workers seconded to the Trust or working under the direct or indirect control of the Trust via a partnership or other such arrangement (seconded workers). Therefore seconded workers must be afforded the same level of commitment to health and safety as any employee.

37. Training and Induction in Health and Safety

37.1.Health and safety information, instruction and training form an integral part of the overall training within the Academy. This is particularly important with regard to induction training, which is arranged for all new employees by the Principal, and completed within the first month of their employment start date.

37.2.Principals shall ensure that all health and safety training needs are considered in employees' Performance and Development Reviews and that training provided to employees is recorded.

38. Vibration

38.1.The Academy is committed to complying with the requirements of the Control of Vibration at Work Regulations 2005.

38.2.The Academy will ensure that where necessary vibration assessments are carried out by a competent person and appropriate control measures introduced.

39. Visitors and the Public

39.1.The Academy will conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that members of the public are not endangered by work carried out on Academy premises.

39.2.All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known to exist, or that they are made aware of such risks.

40. Visits and Journeys

40.1.The Academy is committed to complying with the general requirements of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 as they apply to visits and journeys whether they involve employees, non-employees or clients of the Trust.

40.2.The Academy will ensure that before embarking on a visit or journey, the necessary risk assessments are carried and appropriate control measures introduced in accordance with the Trust's guidance document on organising Academy visits and journeys.

41. Work Equipment (including electrical appliances)

41.1.The Academy is committed to complying with legislative requirements of the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and the Trust's schedules for ensuring that all work equipment (hired or owned) is registered and inspected in accordance with statutory requirements.

41.2.Principals must ensure that all employees receive suitable and sufficient information, instruction and training on the correct use of work equipment before they are charged in its use.

41.3.Principals are responsible for ensuring all work equipment is registered and maintained.

41.4.All work equipment used within the Academy must be appropriately CE marked.

42. Work Safe Procedures

42.1.No employee will be expected to carry out tasks where the risk to their health, safety and welfare is considered to be unacceptable. Similarly no employee will be expected to carry out any task, which would impose a similar such risk to others. All employees will be briefed on the work safe procedure, so that they understand the process by which they can bring such work activities to the attention of the person in charge of the work, and the subsequent procedure to resolve the matter.

43. Working at Height

43.1.The Academy is committed to complying with the Working at Height Regulations 2005.

43.2.Principals must ensure suitable safe systems of work are implemented for working at height, including the provision of appropriate information, instruction and training.

44. Workplace (Health, Safety and Welfare)

44.1.The Academy is committed to establishing and maintaining a healthy and safe workplace for all its employees and others who may enter their premises by implementing the requirements of the Workplaces (Health, Safety and Welfare) Regulations 1992 and the Education (Academy Premises) Regulations 1999.

44.2.Principals are responsible for ensuring that frequent inspections are carried out (i.e. at least termly).

Health, Safety, Recording, Reporting and Emergency Resilience

45. Requirements

45.1.The Academy will produce a detailed Health and Safety Policy that will be reviewed annually.

45.2.The Academy Health and Safety Policy will complement the Wellspring Academy Trust Corporate Health and Safety Policy.

45.3.The Academy will report at least twice annually on Health and Safety in their setting via their Governing Body.

45.4.The Academy will complete an annual Health and Safety Performance Audit

45.5.The Academy will produce all required risk assessments.

45.6.The Academy will have an action plan to implement Health and Safety competencies.

45.7.The Academy will have up to date Emergency Plans.

45.8.The Academy will have up to date Business Continuity Plans.

45.9.The Academy will have an up to date Fire Strategy and Fire Log Books.

45.10.The Academy will notify the Trust immediately in the event of a serious or critical incident.

45.11.The Academy will notify the Trust in the event of serious Health and Safety concerns.

45.12.The Academy will record and monitor near misses.

46. Competencies

46.1.In order to achieve successful health and safety management, the Health and Safety Executive (HSE) state that:

- “If employees [at ALL levels] are to make a maximum contribution to health and safety there must be proper arrangements in place to ensure that they are competent. This means more than simply training them, experience of applying skills and knowledge is another important ingredient...Managers need to be aware of relevant legislation and how to manage health and safety effectively... All employees [at ALL levels] need to be able to work in a safe and healthy manner.”

46.2.Therefore all employees at all levels should have a clear understanding of the key occupational health and safety issues for the Academy and be continually developing their skills and knowledge. The guidance below details the health and safety competencies which

employees in the Trust and subsequently, which Academies are required to meet in order to implement the responsibilities detailed in Section Two of this Policy.

47. Principal's Competencies

- 47.1. Knowledge of the Trust's and the Academy's occupational health and safety management system including the provisions for monitoring.
- 47.2. Knowledge of the Trust's and the Academy's monitoring regime for health and safety.
- 47.3. Knowledge of the Academy's protocols and procedures for corporate governance, strategic and operational risk management and statement of internal control.
- 47.4. Knowledge of the operational control, co-ordination, consultation and communication networks for health and safety.
- 47.5. Knowledge of the Academy's emergency resilience arrangements and the role/functions of all staff who have duties as outlined in the Academy's Emergency Plan and Business Continuity Plan.
- 47.6. Knowledge of the risk assessment process and particularly risk assessments which have been developed for the Academy occupation groups, premises and classroom based activities and lessons.

48. Academy Health and Safety Lead Officer Competencies

- 48.1. IOSH Working Safely certificate or the IOSH Managing Safely certificate (particularly for those managers managing higher risk operations or larger/more complex Academy premises).
- 48.2. Knowledge of the Trust's and the Academy's occupational health and safety management system and the arrangements for monitoring.
- 48.3. Knowledge of the Academy's protocols and procedures for operational risk management.
- 48.4. Knowledge of the Academy's operational control, co-ordination, consultation and communication networks for health and safety.
- 48.5. Knowledge of the Academy's emergency resilience arrangements and the role/functions of all staff who have duties as outlined in the Academy's Emergency Plan and Business Continuity Plan.
- 48.6. Knowledge of the risk assessments and the role they play in their development for the Academy occupation groups, premises and classroom based activities and lessons.
- 48.7. Knowledge of and access to the CLEAPSS service and publications and how they are relevant to their activities and undertakings.

49. Employee Competencies

- 49.1. Knowledge of the Academy's Health and Safety system.
- 49.2. Knowledge of the risk assessments and safe systems of work for their role and activities undertaken within the role.
- 49.3. Knowledge of the Academy's consultation and communication arrangements for health and safety.
- 49.4. Knowledge of any duties they have as outlined in the Academy's Emergency Plan and Business Continuity Plan.
- 49.5. Awareness of the CLEAPSS service, advice and guidance as it applies to their work activities and undertakings.
- 49.6. Access to general or specific information, instruction and training as is appropriate for the tools, machinery and equipment used by them or their pupils.

Glossary of Terms

AfPE The **Association for Physical Education (afPE)**. This is the only physical education subject association in the UK. Academies must obtain a copy of the publication Safe Practice in Physical Education & Sport (2012 Edition) and nominate a PE coordinator to ensure that health and safety requirements are implemented in the Academy.

ANT system	<p>The Advanced New Technology website. An internet based package which allows the Academy to manage and close out actions that were identified during their health and safety audit, inspection or fire risk assessment and documented in the corresponding report.</p> <p>Web Address http://antwebsystems.co.uk/sys/barnsley</p> <p>Username dfes number</p> <p>Password Provided on health and safety reports</p>
CHAS	<p>The Contractor Health and Safety Assessment Scheme. A comprehensive database of contractors providing various services, who have submitted health and safety documentation and been assessed against a set of core criteria to achieve 'compliance' status as having a suitable and sufficient health and safety management system.</p> <p>This system should be consulted as part of the Stage 2 competency checks prior to appointing a contractor to carry out any work for the Academy. For further advice and guidance relating to this, see the Health and Safety Academies Intranet site, Contractor Management</p> <p>Web Address www.chas.gov.uk</p> <p>Username bmbcsub</p> <p>Password oakwell</p>
CLEAPSS	<p>An Educational based teaching resource which provides advice to teachers with regard supporting practical science and technology activities. The site offers support to both primary and secondary schools and provides resources such as termly newsletters, a wide range of free publications, model and special risk assessments, low-cost training courses for technicians, teachers and local authority officers, a telephone Helpline.</p> <p>Web Address www.cleapss.org.uk</p> <p>Username boron</p> <p>Password 5b4g2c3a</p>
COSHH	<p>The Control of Substances Hazardous to Health Regulations.</p>
DSE	<p>Display Screen Equipment. In terms of health and safety regulation, this incorporates the entire computer workstation and environment.</p>
EVOLVE	<p>The online system used to enable the process of planning, processing, monitoring, evaluating and reporting of educational and off-site visits.</p>
HSE	<p>The Health and Safety Executive.</p>
HSERU	<p>The Health, Safety and Emergency Resilience Unit, comprising health, safety, emergency planning, business continuity and fire safety support.</p>
IOSH	<p>The Institution of Occupational Safety and Health, the organisation to which all Health and Safety Advisors are affiliated and who accredit the HSERU to provide various safety courses.</p>

PEEP A **Personal Emergency Evacuation Plan** developed to assist those with special requirements such as mobility issues, in the evacuation of a premise in an emergency.

PPE **Personal Protective Equipment** such as masks, goggles, overalls, safety boots.

RIDDOR **The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.**

SSIP A comprehensive database of contractors providing various services, who have undergone a pre-qualification assessment of their health and safety documentation and management systems

This system should be consulted as part of the Stage 1 competency checks prior to appointing a contractor to carry out any work for the Academy. For further advice and guidance relating to this, see the Health and Safety Academies Intranet site, Contractor Management.

Web Address www.ssiportal.org.uk

Username ssip@barnsley.gov.uk

Password barnsleymbc