



# Sandwell Academy Health & Safety Policy

<b>Policy Title:</b>	Health & Safety
<b>Policy Reference:</b>	SA / Staff
<b>Description:</b>	This safety policy manual set outs the management arrangements and commitment to ensuring the health, safety and welfare of staff, pupils, visitors and all other persons who might come into contact with the works and activities associated with Sandwell Academy. This document will be reviewed annually to ensure it is kept up to date, relevant, pragmatic and compliant with the law.
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# Contents Page

## Table of Contents

Contents Page.....	3
The Requirements.....	4
General Statement of Policy.....	5
Organisation for Health & Safety Management.....	6
Management Duties for Safety.....	6
Line Management responsibilities.....	6
Specific Duties.....	7
Advisory Arrangements.....	7
Individual Responsibility.....	8
Cross References.....	8

# The Requirements

This safety policy manual set outs the management arrangements and commitment to ensuring the health, safety and welfare of staff, pupils, visitors and all other persons who might come into contact with the works and activities associated with Sandwell Academy. This document will be reviewed annually to ensure it is kept up to date, relevant, pragmatic and compliant with the law.

- Documents pertaining to the management of Health and Safety will be made available to all employees, visiting Health and Safety Executive (HSE) Inspectors, visiting School Inspectors and auditors working on behalf of the employer. The file can be printed off as an uncontrolled PDF only.
- Individual contents will include the following;
  1. The most recent signed copy of the 'General Statement'
  2. A clear link to the persons responsible and the template forms in the associated resource documents and files.
  3. Reference and links to any safe working procedure documents and non safety specific standalone management plans. These may address whole school issues such as fire evacuation arrangements, first aid, accident recording, medical arrangements, asbestos management, Legionella management, supervision of pupils, security of site and facilities.
  4. The group and school pro-formas.

This and associated document is controlled by the Operations Manager.

## General Statement of Policy

The **Governors** recognise and accept their responsibility as the employer for providing, in accordance with the law, work places and work practices which are safe and healthy for employees, for pupils, for visitors including contractors and for anyone else who might be affected by their work activities. The Academy Trust expect that legal compliance is the minimum acceptable standard and will strive for ongoing improvement and the very highest levels of safety for all pupils, staff and anyone affected by its operations.

In particular care will be taken to provide and maintain:

- A safe and healthy working environment
- Safe plant, and equipment
- Proper arrangements for the use, handling, storage, transport and disposal of articles and substances
- Information, instruction, training and supervision for safety and safe systems of work

The school will set annual safety improvement targets. The day to day duty of ensuring health and safety rests with the **Head** who will work on behalf of the **Governors** by providing and interpreting policy. Without detracting from this primary duty health, safety matters will be administered by **the Operations Manager**

The **Governors** will ensure that competent professional health and safety advice is provided to the school and provide any additional resources when required.

Employees are expect to be mindful of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees are expected to co-operate with the employer to ensure good safety management and to comply with the health and safety policy. Details of the organisation for health and safety management and the arrangements for policy compliance are to be found in the safety manual documents, of which this policy statement forms one part.

The policy statement and supporting standards and procedures will be reviewed annually if no significant change has occurred to prompt an earlier review. A copy will be available in reception of all main school buildings and posted in the school internet page. The school set a high level of importance in educating children on personal safety issues in all its forms. The school will strive to enable children to learn and act in a way that encourages responsible actions and to recognise and manage risks in both everyday life and school activities.

The **Head** will report to **Governors** at least annually on all significant health and safety matters and as and when there is a major accident or incident.

Chairman of the  
Governors

Signed copy held

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Signature

Date

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Head Teacher

Signed copy held

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Signed

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Signature

Date

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# Organisation for Health & Safety Management

## Management Duties for Safety

It is the responsibility of the **Head** to ensure compliance with this health and safety policy document. Specific duties will be carried out directly or through delegation. The head teacher is responsible for:

- A. Ensuring compliance with this health and safety policy in each and every respect, to keep the senior management team and all employees informed of this policy and any changes to it.
- B. To ensure that the necessary resources for implementation are available.
- C. Set targets to improve on the previous year's health and safety performance and arrange resources to achieve these targets.
- D. Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors including contractors and others affected by our work activities
- E. Ensure that all significant risks are assessed and documented
- F. Ensure that work in all its aspects is managed in an effective manner to ensure it is safe and without risks to health
- G. Ensure that information, training, instruction and supervision is provided and that systems of work are safe
- H. Make proper provision for occupational and pupil health
- I. Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires
- J. Ensure that the conditions of licences are observed
- K. To report to **Governors** termly

A number of the heads actions to assist delivery of these responsibilities will be delegated to others, as identified below. The head teacher is responsible for ensuring that those noted below are competent to perform these duties. When these members of staff are absent for significant periods, the head teacher will ensure adequate delegation of duties to alternative competent staff members.

## Line Management responsibilities

All managers with responsibility for staff are authorised to deal with concerns locally. Where concerns cannot be dealt with departmentally or have a potential whole school learning, then these shall be escalated for discussion.

All line managers will ensure the following;

- Risk assessments are conducted as per this policy document, utilizing the templates provided in the associated resource document.
- Relevant information, instruction and training is provided to ensure all employees can carry out their duties effectively and safely.
- Health and safety is constructively discuss and concerns address appropriately.
- Incident/ accident reporting is promoted and carried out as per this policy document utilizing the templates provided in the associated resource document.

- Incident/ accident investigation is carried out as per this policy document utilizing the templates provided in the associated resource document.
- Routine inspections are carried and defects are reported according as per this policy document utilizing the templates provided in the associated resource document.
- Departmental health and safety representation at the whole school health and safety committee meeting.

### Specific Duties

The following job roles are delegated a specific duty to ensure compliance with the relevant standard and ensure safety and health:

- **Operations Manager** is responsible for premises including onsite traffic management.
- **Operations Manager** is the fire manager with duties.
- **Operations Manager** is responsible for asbestos management.
- **Operations Manager** is responsible for Legionella risk assessment and control.
- **Operations Manager** is responsible for minibuses/transport management.
- **Deputy Head P.E.** is the educational visits co-ordinator.
- **Operations Manager** in collaboration with the appropriate line manager and/or safety co-ordinator is responsible for duties Training, environmental licences and disposal of wastes.
- **Operations Manager** is responsible for making arrangements for visitors (who may be contractors) and this will involve carrying out suitable risk assessments.
- **Head of Careers** is the work experience co-ordinator.
- **Head of Science** - is responsible for radiation protection arrangements.
- **Academy Nurse** is responsible for first aid and health management and promotion.
- **Operations Manager** is health & safety representative for COVID-19

Line managers are required to notify the head teacher, the safety co-ordinator, and any other persons affected, of any planned, new or recently identified significant risks in their areas. Notification of the control measures required should also be reported to the head, as well as any significant breach of safety arrangements.

### Advisory Arrangements

**Operations Manager** will act as the health and safety coordinator whose duties are to:

- A. Review performance and work with the head teacher to develop improvement targets for the coming year.
- B. Ensure that the 'Organisation for Health and Safety Management' is reviewed annually, that a copy is provided for the **Finance Director** early in each academic year and that a copy plus the 'Synopsis' is emailed to all employees early in each academic year.
- C. Together with others, identify health and safety training needs and co-ordinate as necessary. A safety training needs survey must be carried out annually.
- D. Monitor that line managers prepare and review local management arrangements, standalone management plans, prepare and review risk assessments and carry out thorough examinations, test and inspections. (The 'Annual Checklists' in the associated resource document to this policy and the "Requirements" identified in the policy are designed as internal audit tools to assist.)
- E. Monitor the formal defect reporting procedure

F. Monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE

G. Liaise with HSE/EHO/Fire Service as appropriate

The Co-ordinator must advise the head teacher and those with delegated duties on the measures needed to comply with the policy, co-ordinate any advice given by specialist safety advisors and those with enforcement powers, monitor health and safety matters and report back to the head teacher.

### Individual Responsibility

All employees, all pupils and all other persons entering onto school premises or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) must ensure that the visitors adhere to the appropriate requirements of this health and safety policy.

Each individual must:

- Make sure that work is carried out in accordance with this policy, procedures and risk assessments
- Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices
- Adhere to training and instructions
- Inform their immediate line manager, head of department or supervisor of any new hazards identified
- Give their visitors (including contractors) a named contact with whom to liaise
- Offer any advice and suggestions that they think may improve health and safety
- Report all accidents, ill health, fires, incidents and defects as soon as practicable
- Make themselves familiar with the location of fire alarm points, fire escape routes, fire procedures and firefighting equipment

If any individual is in doubt about any safety matter they must consult their line manager, the Safety Co-ordinator, or if necessary, the head teacher.

### Cross References

Other relevant school standards address welfare and health and safety issues. Examples are emergence response plan; pupil health and medication; SENDA (including physical accessibility); pupil behaviour; whistle blowing; safeguarding; physical restraint; supervision of pupils; and drugs and substance abuse. **Refer to staff policies on shared area**

Signature ( <b>Head</b> )	Signed copy held _____	Date _____
Endorsed by ( <b>Chair of Governors</b> )	_____	Date _____
Signed copy held:	_____	