

*part of the*



**Bristol Brunel**  
Academy



**Cabot**  
Learning  
Federation

# Health & Safety Policy

|                            |  |
|----------------------------|--|
| <b>Creation Date</b>       | April 2016   |
| <b>Implementation Date</b> | 1 <sup>st</sup> May 2016   |
| <b>Review Frequency</b>    | Annually   |
| <b>Last Reviewed</b>       | April 2016 (V1)  |
| <b>Approval</b>            | Full Academy Council   |
| <b>DfE Status</b>          | B – Statutory Policy required by other legislation which impacts on schools. |

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## 1. History of most recent Policy Changes

| Date              | Page           | Change   | Origin of Change (e.g. TU request, Change in legislation) | Actioned By                                    |
|-------------------|----------------|--|---|--|
| <b>April 2016</b> | Whole Document | Creation of new policy following review of existing policies and changes to legislation. | Adoption of CLF central policy.                           | John Garland<br>Academy<br>Business<br>Manager |
|                   |                |  |   |  |
|                   |                |  |   |  |

## **2. Legislative Compliance**

This Policy has been written as guidance for staff, parents or carers and young people with reference to the following guidance and documents:

\* [Health and Safety at Work Act \(1974\)](#)

## **3. Links to Other Policies**

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

## **4. Staff Contacts**

| <b>Role</b>                     | <b>Name</b>    | <b>Contact</b>   |
|---------------------------------|----------------|--|
| Principal                       | Jon Jones      | <a href="mailto:jjones416@bba.bristol.sch.uk">jjones416@bba.bristol.sch.uk</a> |
| Academy Business Manager        | John Garland   | <a href="mailto:jgarland@bba.bristol.sch.uk">jgarland@bba.bristol.sch.uk</a>   |
| Chair of Brunel Academy Council | Suzanne Carrie | <a href="mailto:Suzanne.carrie@uwe.ac.uk">Suzanne.carrie@uwe.ac.uk</a>         |

## 5. **Aims and Objectives of this Policy**

It is the policy of Bristol Brunel 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 or European Union health and safety legislation.

This will be achieved by:

- Creating and encouraging a positive and pro-active Health and Safety culture across the organisation;
- 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;
- Providing safe access and egress to the premises at all times;
- Ensuring staff receive appropriate and up to date training, information, instruction and supervision;
- 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;
- Ensuring 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 good and clear communications and consultation with/to all parties, on all information related to Health and Safety and the management requirements of this;
- Monitoring compliance and good practice of Health and Safety, and where issues arise 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 they are working documents that continually highlight and mitigate as far as is reasonably practicable any identified risks.

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 of Directors.

All Academy Councils, Principals and Academy staff must familiarise themselves with the contents of this statement, the organisational structure, arrangements and the health and safety manual provided by PCS Enterprises Ltd 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 with consultation. Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety to their line manager or appropriate reporting procedures.

It is the belief of Bristol Brunel 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 pupils, through risk education and awareness. The organisational structure named below will endeavour to ensure that sufficient resources, both financial and physical are available so that the policy and its arrangements can be implemented effectively.

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

## **6. Academy Management Structure**

As of 1<sup>st</sup> April 2016

Chair of Academy Council – Suzanne Carrie

Principal – Jon Jones

Vice Principal – Cameron Shaw

Academy Business Manager – John Garland

PA to the Principal – Sue Limb

Assistant Principal – Steve O’Callaghan, Rebecca Thielen, Jen Cusack

Associate Assistant Principal – Alex Lynett, Colleen Litchfield, Pete Gandon

## **7. Roles and Responsibilities**

Bristol Brunel Academy recognises the need to identify organisational methods for implementing and managing the Health and Safety of all persons who work and visit the Academy; this includes off site activities and any third party subsidiary companies.

The following is an outline of duties and responsibilities that have been assigned to CLF Board of Directors, Academy Councils, Academy Councilors, Principals and Academy staff and other contractors.

### **Cabot Learning Federation Board of Directors**

The CLF Board of Directors, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters in the Academy. The CLF Board of Directors 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 strategy development, adopting an annual plan and budget, monitoring the CLF safety management systems 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 CLF.

The CLF Board of Directors must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors. The CLF Sub-committees, Executive Groups, Senior Leadership Teams, Academy Council or Academy Principal and any relevant project steering groups will keep the CLF Board of Directors 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:

- Each board member accepts their individual role in providing health and safety leadership for the CLF;
- The board formally and publicly accept its collective role and responsibility in providing health and safety leadership for the CLF;
- To ensure the boards decisions reflect its health and safety intentions, as articulated in the CLF Health and Safety Policy statement;
- To provide and ensure an overall CLF health and safety strategic development plan is implemented and undertaken;
- The board must warrant that all external and third party contracts that are awarded across the CLF, have a consistency of approach and ensure legal compliance. Any successful contracts awarded by the CLF must have been appropriately vetted for health and safety standards, and other measures deemed appropriate;
- To ensure that there are adequate communications and channels of co-operation between relevant third parties, to enable that CLF meet their statutory requirements;
- To ensure the Executive Groups openly and transparently inform the Board of Directors and that the Senior Leadership Team assists the CLF by implementing and reviewing policies, strategic and operational decision making, ways in reducing the likelihood of people getting harmed by the CLF's activities, provide findings from health and safety audits, compliance audits, building condition surveys, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, as well as minimising the likelihood of prosecutions

and penalties. Ensuring that there is an overall development plan outlined and implemented;

- To ensure every Academy has an Academy Council with thirteen members, seven appointed by the Board of Directors and six who represent the Academy community. To ensure the Academy Council is chaired by a member nominated by the Board of Directors;
- To provide and ensure an informed, proportionate and prioritised risk management system for the CLF is implemented and monitored;
- To ensure annual health and safety targets and initiatives are recorded and published across the CLF;
- To establish and ensure effective accident reporting and investigation procedures are in place across the CLF;
- To ensure there are effective and adequate formal internal and external communications on health and safety across the CLF;
- To ensure monitoring of compliance contracts throughout the CLF is undertaken and suitable reports are provided to the Executive Groups, for example, mechanical and electrical statutory inspections, fire risk assessments, asbestos surveys and management systems, and water hygiene monitoring. This includes those academies under the Building Schools for the Future (BSF) investment programme;
- Ensure there are effective business continuity plans, emergency plans and emergency procedures for the safe evacuation of all CLF premises. Contingency emergency arrangements must be in place to ensure the CLF strategic and educational operations continue in line with their statutory requirements;
- 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.

### **The Audit Committee**

The Audit Committee must:

- Implement an overall CLF health and safety strategic development plan;
- Identify and manage risk, at all levels of the CLF;
- Openly and transparently inform the Board of Directors on implementing and reviewing policies, strategic and operational decision making, ways of reducing the likelihood of people getting harmed by the CLF's activities, provide findings from health and safety audits, compliance audits, inspection audits, building condition surveys, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, as well as minimising the likelihood of prosecutions and penalties;
- Gather data, record, monitor and provide reports to the Board of Directors on the effectiveness of the CLF's health and safety systems. Ensure that the Board of Directors is satisfied with the

support and governance from the Audit Committee and that the CLF is getting value for money;

- Ensure suitable and sufficient monitoring, reviewing and recommendations of all health and safety management systems across the CLF is warranted and implemented;
- Ensure there are adequate communication and co-operation channels between all levels within the CLF and relevant third parties, to ensure the CLF meet their statutory requirements;
- Receive reports from the CLF central team which incorporates information and advice from PCS Enterprises Ltd on the effectiveness of the health and safety policy, safety management systems, procedures and arrangements within every Academy;
- To ensure that the Executive Groups receive reports from Avon Partnership NHS Occupational Health services, or other occupational health providers, on the effectiveness of the occupational health policy, procedures and arrangements for occupational health, clinical audits and any notifications of medical data of employees within the CLF;
- Ensure there are systems in place to gather data, record and publish annual health and safety targets and initiatives across the CLF;
- Oversee the implementation of an effective accident reporting and investigation procedure system across the CLF;
- Ensure an effective business continuity plan and emergency plan with emergency procedures for the safe evacuation of CLF premises are in place. Contingency emergency arrangements must be in place to ensure the CLF strategic and educational operations continue in line with their statutory requirements.

### **Academy Council**

The Academy Council must ensure:

- That in co-operation with the CLF Board of Directors and the Academy 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;
- That risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly;
- That where practically possible sufficient resources are allocated and authorised within the organisations budget to meet statutory procedures and standards for health and safety within the Academy;
- That when awarding contracts, health and safety is included in specifications & contract details;
- That regular Health and Safety inspections of the premises are carried out and recorded;
- That competency, management, monitoring and auditing of all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance services

agreements are carried out on the Academy premises and in line with current legislation;

- That the Academy Council appoint a Health and Safety Councillor and receive an annual audit of health and safety systems and standards from the Academy;
- There are effective arrangements for business continuity and an effective emergency plan and emergency procedures for the safe evacuation of the Academy;
- That health and safety keeps on the agenda by including it intrinsically within business discussions;
- That a Health and Safety Committee is established with key representation from senior Academy staff and staff groups. The chair must be a person in a position of responsibility and influence. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year.

### **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:

- Co-operating with the Academy Council, Senior Leadership Team and CLF Board of Directors to advise on any safety policies 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;
- Ensure the development and implementation of the overall health and safety strategic plan;
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and emergency 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;
- Communicating the policy and other appropriate health and safety information to all staff including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff have had an induction and are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring that a Health and Safety Committee is established with key representation from senior

Academy staff and staff groups. The chair must be a person in a position of responsibility and influence. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year;

- 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 in conjunction with Skanska FM that the premises, plant and equipment are maintained in a serviceable and compliant condition;
- Reporting to the Academy Council and Head of Compliance any hazards which cannot be rectified within the establishment's budget;
- Ensuring pupil off-site visits or learning outside the classroom has effective health and safety management arrangements in place for pupils and staff. 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/carer's of pupils on all off-site visits or learning outside the classroom activities is communicated effectively.

Reference: National [Guidance for the Management of Outdoor Learning, Off-Site Visits](#)

The Principal may undertake or devolve certain tasks to appropriate senior staff or managers within the academy. The task of overseeing Health and Safety on this site has been delegated by the Principal to John Garland, Academy Business Manager. It is 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.

### **Academy Business Manager (ABM)**

The ABM is responsible and accountable for delivering the Academies Health and Safety strategic plan in collaboration with the Principal. The ABM must also ensure the Academy meets and adheres to the UK Statutory Instruments, as well as any future National or European Union Health and Safety Legislation as advised by PCS Enterprises Ltd.

The ABM is also required to:

- Develop and implement relevant action plans based on risk assessments, outcomes of meetings, audits, inspections and emergency arrangements;
- Be responsible for the implementation of effective arrangements for business continuity and an emergency plan, emergency procedures and the safe evacuation of the Academy premises;
- Investigate and report all serious incidents and liaise with appropriate authorities as necessary;
- Work with the Principal to ensure that a Health and Safety Committee is established with key representation from senior Academy staff and staff groups. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year. ABM to attend all Health and Safety committee meetings;
- Monitor purchasing and contract procedures to ensure compliance with the Academy policy;

- In conjunction with Skanska FM ensure there is a systematic and methodical system for the inspection and servicing of workplace equipment in the Academy;
- In conjunction with Skanska FM be responsible for checking the competency of contractors. Managing, monitoring and auditing 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 on the Academy premises. This should be undertaken with guidance from the Head of Compliance manager;
- In conjunction with Skanska FM ensure that the Academy asbestos register and the asbestos management plan is maintained and available as required;
- In conjunction with Skanska FM ensure competency of all contractors engaged by the Academy to undertake work or activities at the Academy e.g. insurance, financial viability, health and safety policies, Exor registered, method statements, risk assessments, accident records, DBS;
- In conjunction with Skanska FM ensure building projects comply with the Construction (Design and Management) Regulations 2015(CDM), length of project as well as other statutory instruments e.g. 'Principal Designer' has been appointed;
- In conjunction with Skanska FM ensure reasonable attempts to identify the hazards arising out of any contractors work or activities is undertaken. Provide any appropriate health and safety information to contractors' e.g. asbestos register/location, underground services, floor loading, safe working loads, academy activities;
- Ensure the academy notifies the CLF ahead of entering into any new contract;
- Ensure all staff are made aware of the contents of the Health and Safety Policy and their responsibilities within it;
- Ensure the development of the overall health and safety strategic plan.

### **Facilities Management/Site Manager**

Skanska FM Site Manager, Dave Stiddard is responsible and accountable for all matters relating to health, safety and welfare within the scope of their duties.

The (Facilities Manager / Site manager) responsibilities are to:

- Report to the ABM any defects and hazards that are brought to their attention;
- Notify the ABM whenever contractors are due to enter the Academy to undertake maintenance, service or works contracts. Any works that affect the fabric of the building will be subject to a permit to work;
- Ensure all relevant information, surveys, inspections, statutory and compliance findings are communicated to the ABM for actions to be considered, authorised and implemented;
- Be responsible for co-ordinating all contractual work and maintenance carried out on the

Academy premises, including health and safety matters concerned with contractors;

- In conjunction with the ABM ensure that strict procedures are laid down for building works such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes;
- Ensure that all site staff and cleaning 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;
- 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;
- Ensure that all contractors share the Academies commitment to safeguarding children and have DBS certificated staff;
- Undertake and coordinate the site managers and site teams specific emergency procedures, as detailed in the emergency plan;
- Undertake required checks of safety systems, e.g. Fire alarm, fire doors, firefighting equipment, smoke detectors etc.

**Vice Principal / Assistant Principals / Associate Assistant Principals / Heads of Year / Line Managers (if appropriate or delegated)**

Vice Principal / Assistant Principals / Associate Assistant Principals / Heads of Year / Line managers are responsible to the Principal and ABM 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. Ensuring that a positive health, safety and welfare awareness culture is also developed, actively encouraged and reinforced with all students;
- Apply the Academies Health and Safety Policy to their own department or area of work. Be directly responsible to the ABM for the application of the health and safety procedures and arrangements to all staff and students;
- Develop and record a specific Health and Safety policy for high risk departments, such as Science Department, Design and Technology Department;
- 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 regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and shared with all staff;

- 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, and inform Principal/ABM of any problems to which 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 where 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 ABM. 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 ABM any identified training needs;
- Ensure that 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.

### **Teaching Staff, Cover Supervisors and Supply Teachers**

Teaching Staff, Cover Supervisors and Supply Teachers are responsible to their Line Manager 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 in terms that they can be easily understood;
- Carry out safety briefings, 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 ensuring that they are adhered to;

- Ensuring that all students, probationers 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, 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;
- Reporting to the 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.

### **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 Academy's Health and Safety policy and procedures at all times;
- Report all accidents and incidents in line with the reporting procedure;
- Report all defects relating to premises or equipment and any health and safety concerns immediately to their line manager;

- 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 their Line Manager 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, or becoming pregnant;
- 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.

In addition to the duties outlined above the following organisations, services or individual roles have additional duties as outlined:

#### **Priory Community School Enterprises Ltd - Health and Safety Department**

Priory Community School Enterprises Ltd have been contracted to provide an effective health and safety service, as published within the CLF Service Level Agreement, for Bristol Brunel Academy. Jo Crickson, Health and Safety Manager and her team of Health and Safety Advisors are responsible for providing this service to the Academy.

A summary of the Service Level Agreement is to: -

- a) Provide timely health and safety advice, support and training to the Academy and their staff. Ensure that all Academy Council members and staff are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement those duties to full effect;
- b) Undertake pro-active monitoring such as workplace inspections, audits and health checks by applying the test of reasonableness. Explaining and offering constructive feedback of the findings of the audits to the ABM in a style that achieves legal compliance and 'buy in'. The findings of audits and inspections, in part, will feed into the health and safety strategic plan for the Academy;
- c) Advise on the risk assessment process and encourage the recording of risk assessments and control measures. Provide a review of risk assessments, or areas that could influence changes to policies guidance and working practices;
- d) Manage and report all major accidents under the requirements of RIDDOR, (The Report of Injuries, Diseases and Dangerous Occurrences Regulations 2013);
- e) Assist and advise on the investigation of all reportable accidents and changes to systems to prevent a re-occurrence. Identify trends and advise on concerns and training needs;
- f) Liaise with any enforcing authority, the HSE, insurance organisations, or other agencies on the

Academies health and safety arrangements.

### **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;
- If an ambulance is called the ABM will notified as this is to be reported to PCS Ltd as a possible RIDDOR incident.

### **Trade Union Safety Representatives**

Any Trade Union Safety Representative will be encouraged by the Principal to fulfil his or her duties as well as being released for any appropriate training. They will consult regularly with the Safety Representative on health and safety matters. They will be entitled to inspect the Academy in accordance with the agreed Trade Union procedures.

### **Pupils**

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

## **8. Monitoring**

8.1 The Academy Business Manager will monitor the implementation of this Policy termly.

8.2 The Council will review the Policy every year, unless there are any changes to legislation or guidance that require it to be altered in the interim.

8.3 The Health & Safety Working Group will, each time they meet, review incidents of accident, incident and near misses. Anything of note will prompt further enquiry and action.

8.4 An Annual Report will be presented to the Council at the end of each academic year outlining accident, incident and near miss statistics and actions arising.

## **Appendix 1**

### **Contracts**

#### Solicitors:

VWV LLP  
Orchard Court  
Orchard Lane  
Bristol  
BS1 5WS

#### Auditors:

Baker Tilly UK  
Chartered Accountants  
Hartwell House  
55-61 Victoria Street  
Bristol  
BS16AD

#### Compliance Contracts:

Skanska FM