



**TRENT  
ACADEMIES  
GROUP**

***Health & Safety Policy***

***October 2017***

<b>Document Owner:</b>	<b>Chief Executive Officer</b>
<b>Review Date:</b>	<b>October 2019</b>

***This is the Trusts' over-arching Health & Safety Policy and must be implemented and adhered to in each Academy within the Trent Academies Group (TAG).***

Please note that the version of this document contained at

<http://trentacademiesgroup.com/index.php/about-us/policies>

is the only version that is maintained. Any printed copies should therefore be regarded as “uncontrolled” and as such they may not contain the latest updates and amendments.

## Version History

V0	June 2015	Rushcliffe School H&S Policy
V1	June 2015	TAG Policy adopted from Rushcliffe School Policy
V2	October 2017	Revised TAG Policy – <b>this document</b>

## Review prior to Ratification

<b><i>Name of Group/Department Committee</i></b>	<b><i>Date</i></b>
H&S specialist advisors & consultees	27/05/2017
TAG Staff Consultation	26/06/2017
TAG Policies Committee	18/10/2017
TAG Board of Trustees	

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# 1. Statement Of Intent

- 1.1. Trent Academies Group (TAG) is a Multi-Academy Trust.
- 1.2. TAG recognises and accepts its responsibilities to ensure the effective and safe management of safety risks within its premises in accordance with current Health and Safety legislation. Schools within Trent Academies Group aim to provide an environment which is safe and which promotes safety at all times.
- 1.3. Trent Academies Group is committed to:
  - Providing a safe and healthy working and learning environments.
  - Preventing accidents and work related ill health.
  - Meeting our legal responsibilities under Health and Safety legislation.
  - Assessing risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
  - Ensuring safe working methods and providing safe work equipment.
  - Providing effective information, instruction, training and supervision.
  - Consulting with employees and their representatives on Health and Safety matters.
  - Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
  - Setting targets and objectives to develop a culture of continual improvement.
  - Ensuring adequate welfare facilities exist throughout the School.
  - Ensuring adequate resources are made available for Health and Safety issues, so far as is reasonably practicable.
- 1.4. The Governing Body and Head Teachers of each Academy are responsible for the implementation of the Health & Safety Policy and for the arrangements and procedures in place.
- 1.5. The Governing Body delegates to the Head Teacher of each Academy the necessity to develop local arrangements for delivering effective health & Safety management, which will set out in detail the roles, responsibilities and duties of named post holders who will co-ordinate, manage and carry out the local procedures, under:
  - The overall supervision of the Head Teacher; and
  - To fit within and comply with the overall Trust policy.

## 2. Review

The Chief Executive Officer (CEO) shall review, and where necessary revise, this policy to meet with continuing requirements as necessary. The review period shall be **every two years** or when relevant legislation changes.

The CEO may delegate the review to a competent person or organisation but shall remain responsible for ensuring the review is undertaken in a timely manner.

### **3. Signatures**

Name: \_\_\_\_\_  
(Chair of Board of Trustees)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(Chief Executive Officer)

Signature: \_\_\_\_\_

Date \_\_\_\_\_

## **4. Aims**

4.1 The Trust through its executive officers will fulfil the Statement of Intent by:

- having regard to the Trust's Statement of Intent, and the provisions of this policy;
- through best endeavours establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure, as far as is reasonably practicable, suitable and sufficient standards of safety are adopted and enforced;
- ensuring that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, Students and visitors in their departments;
- providing comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and Students;
- ensuring that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, Students or visitors or the public, and where necessary appropriate training will be given;
- ensuring the provision of means of access and egress which are safe and without risks to health;
- ensuring safe arrangements are made for the storage, handling and transport of articles and substances;
- ensuring that the academies will have and maintain up-to-date fire safety procedures and documentation, and that all employees and students (and as far as is practicable visitors) are familiar with them;
- developing safety awareness among all trustees, governors, employees, students and visitors and to promote individual responsibility for health and safety at all levels;
- ensuring that the health, safety and welfare of all trustees, governors, employees, students and members of the public are under continuous and reasonable review by managers at all levels;
- appointing a competent person to oversee the implementation of the Academy's health and safety policies and procedures;
- appointing a member of the governing body to be its health and safety representative;
- providing sufficient funds to enable safe systems of work to operate and for the training of relevant staff; and
- reporting as directed to the governing body on the implementation of its health and safety policies and procedures.

4.2 The Trust aims to ensure that so far as is reasonably practicable:

- all persons are safeguarded in respect of health, safety, security and welfare whilst at work or study;
- safe systems and effective procedures are in place to protect the health, safety, security and welfare of students, and the health, safety and security of visitors to the Academy, including parents, contractors' employees and members of the public affected by the work of the Academy;
- arrangements are in place in the Academy to ensure that no work is carried out by

the Academy or by contractors that is liable to expose employees, students, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;

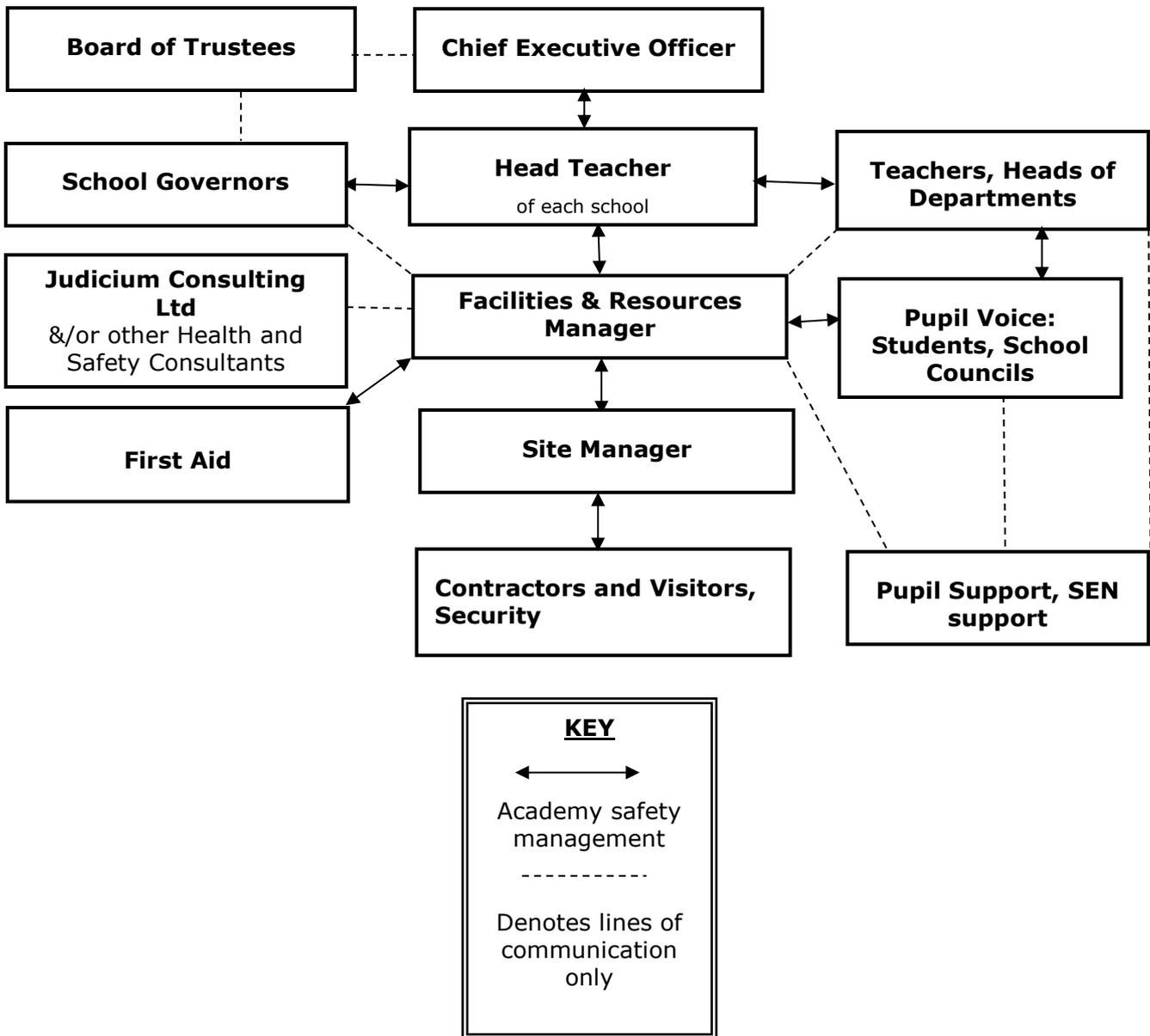
- procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place, and arrangements for securing proper health and safety of employees and anyone on the Academy sites affected by their work;
- all health, safety, security and welfare managers in the Academies are suitably trained;
- sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the Academy site or outside the Academy if engaged in Academy business; and
- sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

## **5. Organisation**

### **5.1 Structure**

- The Trust as the employer has overall responsibility for the policies and procedures in each Academy;
- The Local Governing Bodies will consider and make recommendations on overall health and safety issues affecting each Academy and will report to the Head Teacher;
- Local Governing Bodies have overall responsibility for the localisation of the Trust's policies to their Academy, which should be done in conjunction with the Head Teacher.
- The Head Teacher has responsibility for the internal management of the Academy policies and procedures, and reporting to the Local Governing Body;
- The Chief Executive Officer assumes responsibility for health & safety matters across the Trust and reports directly to the Chair of the Board of Trustees and local Academy Head Teachers on such matters.
- Each Academy appoints an appropriate Health & Safety Manager (HSM) at each site and has the responsibility for the day-to-day management, co-ordination and implementation of the policy and for liaising with contractors, and reporting to the Head Teacher; it is usual for such a role to be undertaken by the Facilities manager or equivalent.
- Heads of Areas/Departments have responsibility for Health and Safety within their areas and for reporting to the HSM;
- Regular (at least termly) Department and Team meetings with reports going to the HSM;
- Union Safety Representatives have the right to participate in the Academy Health and Safety Working Group, where in existence, and to discuss health and safety issues as necessary with the HSM and/or the Head Teacher;
- Staff who are not in a union have a right to discuss health and safety issues with the HSM and/or Head Teacher.

## 5.2 Safety Organisational Chart



## **6. Roles and Responsibilities**

All those who have responsibility for the use, control and maintenance and/or repair of School premises have a duty to manage the health & safety risk present in the premises.

The extent of the legal duty is determined by the terms of any tenancy agreement or contract that applies, and in the absence of any such agreement, on the degree of control the party has over the premises.

It is recognised that some school buildings may be managed under a third party PFI arrangement, or similar. In these school buildings it is recognised that the PFI Partner Company will probably hold contractual liability for elements of the premises safety management of the relevant buildings. See **Appendix 1**, which describes instances of buildings within TAG where third party organisations exercise an element of health & Safety management responsibility.

- Such responsibilities will normally be described within the relevant contractual agreements.
- Health and safety matters shall be a regular agenda item at formal meetings with third party organisations.

To suitably manage health & safety within Schools it is policy that designated people shall be responsible for specific roles, responsibilities and tasks.

6.1 This policy is largely dependent upon the total co-operation of every person who works in each Academy. The Trust expects all employees to co-operate in ensuring the health and safety of all staff, students and visitors as is their duty under the Health and Safety at Work Act (1974).

6.1.1 The Trust recognises that members of staff are generally not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make reasonable, common-sense decisions about risk assessment and control measures.

### **6.2 The Trust Board**

shall:

- Review and approve the TAG Health & Safety Policy.
- Hold the Chief Executive Officer accountable for the implementation of the policy.

### **6.3 The Chief Executive Officer (CEO)**

shall:

- Ensure that a Health & Safety Policy exists, is approved by the Trust Board, and is reviewed periodically.
- Hold Head Teachers at schools within TAG accountable for the implementation of the policy at their schools.

- Hold Head Teachers at schools within TAG accountable for the implementation of Health & Safety Management Systems and Procedures at their schools.

#### 6.4 Each Academy's **Local Governing Body** will:

- ensure that local health and safety procedures are in line with this Health and Safety policy and the Statement of Intent, and that the Appendices are localised effectively and communicated to all staff effectively;
- set up and maintain a Academy Health and Safety Working Group under the Safety Representatives and Safety Working Group Regulations 1997 and the Health and Safety (Consultation with Employees) Regulations 1996;
- ensure that the Head Teacher takes into account the views and recommendations of the Academy Health and Safety Working Group, where one is in existence;
- appoint a member of the Local Governing Body to be responsible for liaison on Health and Safety issues with the Head Teacher and Staff, who will also sit on the Academy Health and Safety Working Group, where one is in existence;
- appoint a competent person (or persons) as the Academy Health and Safety Manager (or 'Managers') (HSM), and ensure that he/she is appropriately trained;
- ensure that there is a system across the Academy for appropriate risk assessments to be carried out, recorded and regularly reviewed;
- ensure that appropriate standards of welfare are established and maintained for staff, Students and visitors;
- ensure that staff are trained in health and safety as appropriate;
- provide adequate resources to enable the Health and Safety policy to be carried out;
- agree and maintain any necessary health, safety and security contracts with contractors;
- ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of, and to conform to, the Academy policy and procedures;
- monitor the implementation of health and safety procedures through the Academy's health and safety management system, and ensure that it is used effectively in the Academy;
- receive a termly report on the progress of the Health and Safety policies and procedures, and an Annual Status Review from the Head Teacher (or representative).

#### 6.5 **Academy Health and Safety Working Group (HSWG)**

6.5.1 The Trust leaves the decision on whether to constitute a formal Health and Safety Working Group to the Head Teacher in each Academy. If none is constituted then the Head Teacher must document the procedures by which all staff may raise Health and Safety concerns.

6.5.2 Where constituted, the Academy Health and Safety Working Group will consist of at least the Head Teacher or his/her nominee, Academy HSM (typically the Facilities Manager), and the nominated local governor for health and safety. Trade Unions may also select a member from the Academy workforce to join this group.

6.5.3 The Working Group will meet at least three times per year and will report to the Head Teacher, who will report to the Local Governing Body.

6.5.4 Three members, including the Head Teacher or his/her nominee, present will form a quorum.

6.5.5 The Working Group may determine its own Chair and proceedings.

6.5.6 The Working Group may invite other members of staff and students to attend a Working Group meeting for specific agenda items.

6.5.7 Function of the Academy Health and Safety Working Group

This Working Group will:

- take into account the Statement of Intent and the health and safety policies;
- monitor health and safety performance by checking the Health and Safety management system (Smartlog or equivalent);
- make and review regularly specific health, safety, welfare and security arrangements;
- consider accident, incident and ill health records and statistics;
- consider reports of any internal and external inspections;
- consider risk assessment and the management of risks;
- make recommendations on health and safety training throughout the academy;
- consider the efficacy of emergency procedures in the academy;
- consider any changes of any kind that affect health and safety;
- receive and consider an Annual Health and Safety Status Review from the HSM and determine any necessary response;
- consider any other items raised by management or the staff representatives; and
- report as required to the Head Teacher, the governing body/employer.

## **6.6 Designated Member of the Local Governing Body for Health and Safety**

6.6.1 Every Academy's Local Governing Body shall appoint a designated member to provide an overview and robustly check that the Trust's Health and Safety policy and procedures are in place and being correctly implemented.

6.6.2 This member of the Local Governing Body is responsible for:

- liaising with the Head Teacher and the HSM between meetings of the Governing Body to ensure that the Academy policies are carried out;
- ensuring that proper oversight of any contract with contractors is maintained;
- participating in a site inspection at least once a year;
- participating in the working of the Health and Safety Working Group, where in existence;
- overseeing the use of the Smartlog (or equivalent) health and safety management system in the academy;
- inspecting the accident/incidents books at least once a term; and
- reporting as appropriate to the Local Governing Body at least once a term.

## 6.7 The Head Teacher

The Head Teacher is expected by the Trust and the Local Governing Body to show leadership in health and safety management and recognises his/her duty in law to discharge the Duty of Care which must be shown by an employer in a Academy to staff, students and all visitors or contractors.

The Head Teacher (or, when absent, a named, nominated Deputy Head) will be responsible for the overall implementation of the Health and Safety Policy.

In their Academy and for all Academy activities, the Head Teacher is responsible for:

- the health, safety and welfare of staff, students, visitors and any other person using the premises; ensuring safe working conditions for all of the above (staff, Students, visitors etc.);
- ensuring safe working practices and procedures throughout the Academy, including those relating to the provision and use of machinery and other apparatus;
- ensuring that staff are consulted appropriately on issues that affect them;
- implementing a Student Positive Behaviour policy that will ensure as far as is reasonably practicable the health and safety of Students on site and when engaged in Academy activities off-site;
- appointing members of the Academy management team to the Health and Safety Working Group (when in existence);
- directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the Academy;
- ensure that there is a suitable system in place for reporting accidents, near misses, and concerns about staff or Student welfare;
- ensuring that liaison with contractors is maintained and that regular reports are obtained;
- arranging for appropriate supervision of students;
- carrying out periodic safety reviews and audits;
- determining in consultation with the HSM which risk assessments should be considered exceptional and be written, taking into account the government's advice.
- ensuring that the health and safety training needs of all staff and students are identified, and appropriate training provided;
- encouraging staff, students and others to promote Health and Safety and to suggest ways of reducing risks;
- ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- reviewing and signing off completed Accident/Incident/Near Miss forms;
- delegating to the HSM appropriate tasks for the day-to-day implementation of the policy;
- ensuring that the Smartlog health and safety management system or other (if any) is used effectively by relevant users, with sufficient training provided in a timely fashion;
- ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate;
- keeping the Academy Local Governing Body informed of the progress of the implementation of the policy, and informed about changes to the law and guidance.

- ensuring that significant ongoing health and safety issues are considered for inclusion within the formal Academy Risk Register

## 6.8 The Health and Safety Manager (HSM)

**N.B. The responsibilities of the HSM may be discharged by a team of competent persons rather than a single individual. Where this option is exercised in an Academy, the Head Teacher shall ensure that a clear method of working which ensures that gaps are not left between the responsibilities taken on by each team member must be in place, to the satisfaction of the Governing Body.**

6.8.1 The HSM will be a suitably qualified and 'competent person' (as defined below) responsible to the Head Teacher for:

- managing, co-ordinating and monitoring health and safety matters within the Academy;
- ensuring that the Academy's Health and Safety Policy and systems are implemented;
- meeting regularly with the Head Teacher to review the status of Health & Safety matters within the Academy;
- reporting regularly to the Head Teacher on health and safety issues;
- participating in the work of the Academy Health and Safety Working Group, where in existence;
- assisting in compiling the Annual Status Review;
- liaising as appropriate with the member of the Governing Body with health and safety responsibility;
- maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or Student welfare;
- ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented;
- advising the Head Teacher on which risk assessments should be written having taken into account the government's advice
- liaising with any contractors and making reports to the Head Teacher on the progress of the contractual requirements;
- engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action;
- meeting with staff Health and Safety representatives;
- advising on all Health and Safety matters (including safety of buildings, plant and equipment used and operated by the Academy);
- ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the health and safety policy that affect them;
- ensuring that contractors and persons hiring any part of the premises are aware of the Academy policy;
- ensuring that all necessary safety signs and notices are displayed;
- ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the Academy's Fire Safety Policy;

- putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety policy as appropriate; and
- overseeing the efficient use by all relevant staff of the Smartlog (or equivalent) health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.
- Reviewing and where necessary investigating Accident / Incident / Near miss forms;
- making termly progress reports and an annual health, safety and security Status Review and presenting it to the Head Teacher, Academy Local Governing Body and the Trust board;

6.8.2 The definition of a '**Competent Person**' is the person who has responsibility as the competent person for advising the Head Teacher and other Senior Managers in the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation, and for liaising with local Health and Safety Officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive and Fire Officers.)

6.8.3 The Trust's policy is that as a minimum requirement the person designated as the 'Competent Person' and the HSM (where different) should have taken and passed the IOSH Working Safely qualification. It would be preferable (though not mandatory) if they should also hold an IOSH Managing Safely qualification as well.

## 6.9 Staff with Departmental Responsibilities

**Heads of Departments/Areas of the Academy** will be appropriately trained for their duties and are responsible to the Head Teacher for the implementation and operation of the Health and Safety policy as it affects their areas of responsibility.

In order to discharge this responsibility they will:

- familiarise themselves with the Academy's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- participate as required in the work of the Academy Health and Safety Working Group (where existent);
- use the health and safety management system to record completion of the relevant tasks;
- make and regularly review a departmental health and safety policy;
- set up and implement safe methods of work;
- ensure that the Academy's Student Behaviour policy is implemented within the Department as appropriate;
- apply effectively all relevant Health and Safety regulations, rules, policies, procedures and codes of practice;
- instruct all staff, Students and others under their jurisdiction in safe working practices;
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments (including COSHH) are carried out on any relevant risk and effective measures are taken to control those risks (see Appendix 45 for Risk Assessment template);

- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- make available appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that all departmental staff and Students in their areas know the emergency evacuation procedures;
- ensure that Material Safety Data Sheets are held for all toxic hazardous and highly flammable substances
- ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- provide appropriate Health and Safety information to relevant persons;
- report any Health and Safety concerns to the HSM;
- participate in the work of the Health and Safety Working Group (where existent) if required to do so; and
- assist the HSM and Head Teacher in compiling an annual status review.

#### **6.10 Site Manager**

The Site Manager is responsible to the HSM for:

- implementing the appropriate Academy policies and procedures in the areas for which they hold formal responsibility according to their job description;
- maintaining an appropriate cleaning schedule;
- ensuring that site staff are competent to carry out their responsibilities;
- arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as failing or unsafe;
- taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- ensuring that other site and cleaning staff are adequately supervised;
- ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment;
- ensuring that all site and cleaning staff work in accordance with safe working practices issued by the Academy.

#### **6.11 Catering Manager (whether directly employed or employed through an external contractor)**

- implementing the relevant Academy policies;
- applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
- supervising and training staff appropriately;
- training and instructing all catering staff in the emergency procedures;
- carrying out regular reviews of the procedures and informing the HSM of any issues of concern;
- recording results of the monitoring and review of procedures;
- ensuring that all catering staff have opportunities for raising concerns about Health and Safety issues; and
- assisting with the making of the annual status review.

#### 6.12 All members of staff have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, Students in their care, and any other persons who may be affected by their actions;
- understand and use the Academy health and safety management and reporting systems;
- report (through the Academy's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- take reasonable precautions in safeguarding themselves and others;
- know and understand the Academy's and any departmental Health and Safety policies;
- observe all Health and Safety rules and procedures set out by the Academy and use all health and safety equipment provided;
- participate in assessing risks and the management of identified risks;
- read and sign the content of departmental Health and Safety folders including Risk Assessments, COSHH Risk Assessments, and local departmental safety procedures;
- follow all relevant codes of safe working practice and local rules;
- alert the HSM, the Head Teacher, and Heads of Areas/Departments as appropriate to any potential hazard noticed (by email and by logging a helpdesk ticket in the relevant software);
- ensure that Students' behaviour is regulated in accordance with the Academy's **Managing Pupils Positively** policy;
- report any unsafe working practices to the Site Manager and the HSM;
- report any concerns they may have about the health, safety and welfare of any Student in their charge in line with the Academy's 'Safeguarding Students' procedures;
- ensure that no person uses potentially dangerous machinery (as identified in the machines operating instructions) unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- ensure that no Student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate direct expert supervision;
- ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. (Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work);
- use the Smartlog health and safety management system of health and safety management where relevant and complete and evidence all delegated tasks in a timely fashion;
- participate in any relevant paid training; and
- read this Health and Safety policy and any sub-policies and local procedures agreed by the Academy, and sign and date the Departmental Health & Safety logbook to indicate that he/she has done so. **The following statement shall be used:**

*'I have read the Trent Academy Group Health and Safety policy and any sub-policies that refer to my responsibilities.'*

6.12.1 All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meetings in their departments. Staff also have the right to elect staff

representatives to participate in the Health and Safety Working Group (where existent) and to raise health and safety issues with the Head Teacher and/or the HSM on behalf of the staff. Raising issues by email shall suffice.

6.12.2 All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who will be able to discuss these with the HSM or Head Teacher as appropriate.

6.12.3 The Academy will follow the government's advice that all Academy staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with the HSM in the first instance and request that it is reviewed.

### **6.13 Staff Safety Representative (when existent)**

6.13.1 Trade Union representatives or Staff Health and Safety Representatives have the right to:

- investigate potential hazards and to examine the causes of accidents in the workplace;
- investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- make representations to the Head Teacher and the HSM, as appropriate, on general matters affecting the health, safety and welfare of employees;
- participate as an elected union representative in the work of the Academy Health and Safety Working Group;
- carry out workplace health, safety and welfare inspections;
- participate in the work of the Academy Health and Safety Working Group (where existent); and
- have paid time off to carry out their functions and to receive health and safety training.

6.13.2 None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

6.14 Confirmation that the policy has been read and understood.

6.14.1 All new staff should read and sign the departmental Health & Safety folder as part of their formal Staff Induction process.

6.14.2 All current staff should sign the departmental Health & Safety folder at the start of each academic year, or whenever the policies and risk assessments therein are updated

### **6.15 Pupils**

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the Health and Safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.

- Observe all the Health and Safety rules of the Academy and in particular the instructions of staff members given in an emergency. Pupil Safety Rules are shared with pupils via:
  - Pupil Organiser Diaries (or equivalent);
  - General safety notices displayed around school sites and buildings;
  - Department specific notices displayed in teaching departments;
  - Notices and instructions issued in assemblies and tutor periods;
  - Pupil Briefings for Educational Visits.
- Use and not wilfully misuse, neglect or interfere with equipment provided for their Health and Safety.
- Report any issues to the person leading the activity in which they are participating or at the earliest opportunity to their form tutor or pastoral tutor.

## 6.16 Obligations of Contractors

External contractors, for example, those engaged to provide cleaning, catering, and ground maintenance services (amongst others services), and also contractors engaged in the maintenance servicing and repair of the school premises and equipment, all have a role to play to ensure safety.

6.16.1 When the premises are used for purposes not under the direction of the Head Teacher then the person in charge of the activities will have responsibility for safe practices in the areas under their control.

6.16.2 All contractors must be provided with a copy of and shall comply at all times with the **TAG Health and Safety** policy and the School-specific health and safety arrangements and emergency procedures.

6.16.3 Contractors from the construction and maintenance sectors must be provided with a copy of and shall comply with the **Trent Academies Group Managing Contractors** policy (Annexe 11).

6.16.4 Contractors shall sign a log to confirm they have received, read and understood their responsibilities within the TAG Health & Safety policy and the TAG Managing Contractors policy.

6.16.5 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the HSM or the Site Manager of any risks that may affect the School staff members, students and visitors. This shall normally be achieved through the provision of site and task specific Risk Assessments and Method Statements (RAMS) which shall be retained for reference by the Site Manager in either paper or electronic format.

6.16.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher or his representative will take such actions as are necessary to protect the safety of School staff members, students and visitors.

## **7. Consultation**

### **7.1 Expert Independent Expertise**

Each Academy within TAG shall contract with external providers of independent expert health and safety advice.

As at May 2017 the arrangements are as follows:

<b>Academy</b>	<b>Science, Design Technology &amp; Art</b>	<b>General H&amp;S Advice &amp; Audit</b>	<b>Radiation Protection Officer</b>
Arnold Hill Academy	CLEAPPS	Judicium	Notts. County Council
The Farnborough Academy			Nottingham City Council
Rushcliffe School			Notts. County Council

### **7.2 Staff**

7.2.1 The Head Teacher and the HSM will consult staff safety representatives of trade unions recognised by the Academy, and any representative elected by the staff who are not in trade unions recognised by the Academy.

7.2.2 It is also sound practise to consult with heads of departments which may be affected by relevant issues. Departments whose activities may be considered to be potentially more hazardous than general teaching include:

- Art
- Cookery / Food Preparation
- Design Technology / Metalwork / Woodwork / Construction Skills
- Drama
- PE
- Science
- Special Educational Needs (or equivalent)
- Textiles

**7.2.3 Health and Safety shall be a standing item on the agendas of all Departments, pastoral groups, and any formal management meetings in the Academy. Any points raised will be duly minuted and reported promptly to the HSM.**

### **7.3 Pupils and Parents**

73.1 Pupils also play a part in overall Health and Safety and welfare of the Academy and will be encouraged to discuss Health and Safety issues at Student Council meetings, and raise any concerns, which will be reported to the HSM.

7.3.2 Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding of Students; road safety). The Head Teacher may determine the amount and manner of the consultation.

## **8. Training**

8.1 The Trust will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

Such training may take the form of one or a combination of the following:

- Documentation held in Departments and on the Intranet;
- Targeted web-based training courses accessed via the Internet/Intranet;
- INSET training -Internal/ external;
- Working with other colleagues in a coaching, mentoring or supported role;
- Sharing and disseminating good practice;
- Formal external training courses and workshops;
- Developmental programmes leading to new skills and /or formal qualifications.

8.2 All employees whether permanent or temporary will undergo **Induction training** which will include the following health & safety matters:

- Accident Reporting
- Asbestos Awareness (when the premises contains asbestos)
- Codes of Safe Practice and Guidance (specific to job role)
- COSHH awareness
- Display Screen Equipment (if appropriate to role)
- Emergency Arrangements
- Fire Awareness including Drills
- Fire Marshal training (if appropriate)
- First Aid Arrangements
- Health & Safety at Work awareness
- Health & Safety Policy (awareness of this document)
- Manual Handling
- School Environmental Awareness
- Slips Trips and Falls
- Smartlog (or equivalent) Health and Safety management system training for relevant staff
- Specific Hazards/Responsibilities Associated with Work Activity
- Special Needs of Students including Students with disabilities (if appropriate to role)
- Working at Height

8.3 Further training needs will be considered when employees transfer or take on new responsibilities or when there is a change in the work equipment or systems of work in use.

8.4 The HSM will identify with relevant Heads of Department and staff the appropriate Health & Safety training needs. Staff who feel that they have a need for health & safety training of any kind should notify the HSM in writing or by email.

8.5 The Educational Visits Coordinator shall ensure that staff responsible for organising and managing educational visits trips are trained to comply with the TAG and the individual School Educational Visits Policy (Appendix 18) and are trained to use and understand the EVOLVE or equivalent visit safety management processes.

8.6 The HR Manager of individual Academies will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, use of access towers, swimming etc.), Heads of Department are responsible for:

- checking the validity of certificates;
- arranging refresher training when necessary; and
- keeping the HSM and HR Manager informed.

8.7 Responsibility for facilitating attendance and funding of training of Academy staff will be delegated by the Trust to the Head Teacher.

8.8 Responsibility for facilitating attendance and funding of training of TAG Core Service Staff will be the responsibility of the Chief Executive Officer.

## **9. Monitoring & Reviewing Performance**

9.1 Each Academy will use the Smartlog and/or Parago (or equivalent) Health and Safety management systems to support relevant staff in carrying out their responsibilities for Health, Safety and Security in their areas.

9.2 The HSM will ensure that the following are carried out as appropriate, using the Smartlog and/or Room Booking System Helpdesk and or Parago (or equivalent) management systems for logging purposes:

- Regular documented audits including those undertaken by independent expert advisors/consultants;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the Health and Safety Working Group (if existent);
- Information coming out of department meetings, and how it is dealt with;
- Results of any external reviews/audits/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the Academy.

9.3 Each Academy HSM will draw up a **Health & Safety Quality Assurance Review** for each meeting of the Governors Business Committee.

The review will draw off the information on the management system and will comprise:

- a statement of the number of uncompleted tasks on the Smartlog/Room Booking System/Parago or equivalent system
- a review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system;
- a review of the overall decrease/increase in risks and reported incidents
- a review of the overall decrease/increase in accidents/incidents;
- any other findings in the annual health & safety audit;

- any outstanding matters in the Fire Risk Assessment
- changes in the Health and Safety organisation, policy or structure;
- new processes and new technology introduced for health, safety and security;
- a reference to external influences - legislation/guidance/British standards/auditors, reports;
- any proposals for improvements.

9.4 Each Academy has a **Risk Register** that records matters that present a significant financial, reputational or safety risk to the Academy. The Head Teacher at each Academy maintains an overview of safety concerns and is able to suggest items to be considered for inclusion within the TAG Risk Register.

## **10. Equal Opportunities**

10.1 In making, reviewing and implementing this policy the Trusts' Equal Opportunities policies must be taken into account.

10.2 In particular each Academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, Students and visitors to safely use the Academy's facilities and curriculum as far as is reasonably practicable.

10.3 The Disability Accessibility Plan for each Academy must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, Students and visitors.

## **11. Consequences and Discipline**

11.1 Failure to adhere to the Trust's Health and Safety policy shall constitute a disciplinary offence as it places the health, safety and well-being of colleagues, students and visitors at risk.



## 12. Appendices

12.1 The appendices listed in the table below contain the main documents that make up the Trust's overall Health and Safety policy and procedures. The policies, procedures and arrangements have been established to eliminate or reduce Health and Safety risks to an acceptable level and to comply with minimum legal requirements:

12.2 The list provides a brief summary of all the key Health and Safety arrangements applicable to TAG Schools and sites.

12.3 More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File at each site, and/or are available as electronic files on the relevant shared network or cloud-based drives.

12.4 Each Academy may decide to add additional sub-policies that are relevant to its situation and needs

<b>TAG H&amp;S Policy Annex No.</b>	<b>Health &amp; Safety Area</b>	<b>TAG Policy</b>	<b>Local School Policy or Procedure</b>
0	TAG Health & Safety policy	Y	
1	Third Party Organisations with H&S management involvement at TAG sites	Y	
2	Accidents and Incidents	Y	
3	Accident & Incident Reporting Form	Y	
4	Administering Medicines	Y	Y
5	Art	Y	Y
6	Asbestos Management policy	Y	
7	Asbestos Management Plan		Y
8	Behaviour & Anti Bullying	Y	
9	Bomb Threat	Y	Y
10	Caretaking & Cleaning	Y	Y
11	Contractors	Y	
12	Cookery / Food Preparation	Y	Y
13	COSHH	Y	Y
14	Design & Technology	Y	Y
15	Disability Accessibility		Y
16	Display Screen Equipment	Y	Y
17	Drugs	Y	
18	Educational Visits	Y	Y
19	Electrical Equipment & Portable Appliance Testing	Y	
20	Emergency Plan	Y	Y
21	Emergency School Closures	Y	Y
22	Evacuation Plan		Y
23	Fire Safety Management Policy	Y	
24	First Aid	Y	Y
25	Food and Healthy Eating	Y	Y
26	Hazard Menu	Y	

27	Induction Health & Safety Awareness	Y	Y
28	Infectious Illnesses	Y	
29	Ionising Radiation	Y	Y
30	Legionella	Y	Y
31	Lettings and Extended Activities	Y	Y
32	Lockdown Procedures	Y	Y
33	Lone Workers	Y	
34	Managing Occupational Road Risk	Y	
35	Manual Handling	Y	
36	Noise	Y	
37	PE	Y	Y
38	Personal Emergency Evacuation Plan	Y	Y
39	Personal Protective Equipment	Y	
40	Physical Restraint	Y	
41	Pregnant Staff & New Mothers	Y	
42	Pupil Welfare	Y	Y
43	Reasonable Adjustment policy	Y	
44	Risk Assessment	Y	
45	Risk Assessment Template	Y	
46	Safeguarding	Y	
47	Science	Y	Y
48	Security including Trespassers	Y	Y
49	Severe Weather (Hot, cold, flooding)	Y	Y
50	Site & Premises Maintenance	Y	Y
51	Smoking & Vaping	Y	
52	Staff Welfare & Wellbeing	Y	
53	Stairs and Landings	Y	
54	Stress Management	Y	Y
55	Visitors including Abusive	Y	Y
56	Waste Management	Y	Y
57	Working at Height	Y	Y

# Appendix 1

## Third Party Organisations with H&S management involvement at TAG sites

PFI contracts, Lease contracts, Facility Management Service Level Agreements, Lettings Agreements and the like will generally contain contractual provisions with respect to Health and Safety management.

School	Building	Notes
<b>Arnold Hill Academy</b>	2 x all-weather soccer pitches	<b>Play Football</b> occupy under a lease, with school use during the school day
<b>The Farnborough Academy</b>	Main School (Land and buildings owned by Nottingham City Council)	Operated and maintained by Carillion under a PFI agreement. Carillion FM undertakes statutory maintenance and testing of fire safety related equipment within the building.
	Trent House ( <i>also known as Orchard Centre and Yr. 7 Base</i> )	<b>Field Sports Management</b> manage the commercial letting of facilities under a Lettings Management Service Level Agreement (2016), with school use during the school day
	Sports Centre	
<b>Rushcliffe School</b>	Former Leisure Centre (Nottinghamshire County Council = building owner)	<b>Rushcliffe School</b> occupies areas of the building under a Lease (from January 2017)
		<b>Nottingham Gymnastics Academy</b> occupy the East Midlands Gymnastics Centre
		<b>Nottinghamshire County Council</b> manage the “moth balled” abandoned Leisure centre premises (from Jan 2017) and is responsible for undertaking statutory maintenance and testing of fire safety related equipment within the building.
	Sports Pavilion, 2 x all-weather soccer pitches	<b>Field Sports Management</b> occupy under a long lease, with school use during the school day. Field Sports Management undertakes statutory maintenance and testing of fire safety related equipment within the building.
	Sports Halls and Changing rooms in main school “A” block used for sports lettings	<b>Field Sports Management</b> manage the commercial letting of sports facilities under a Lettings Management Service Level Agreement (2016), with school use during the school day

Unless indicated above, Lettings outside regular school hours are managed by school staff.