



Windsor Academy Trust
Colley Lane Primary Academy

Health and Safety Policy	
Responsible Committee:	Windsor Academy Trust, Board of Directors
Date revised by Board of Directors:	21 October 2021
Next review date:	October 2022

WINDSOR ACADEMY TRUST

STATEMENT OF HEALTH AND SAFETY

The Board of Directors of Windsor Academy Trust (WAT) will strive to achieve the highest standards of health safety and wellbeing consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and all other related Acts, Orders and Regulations and relevant common law duties.

We are committed to:

- Providing a safe and healthy learning, working and visiting environment for all on our premises, with safe access. Ensuring adequate emergency procedures are implemented, particularly in relation to fire, asbestos or other significant incidents.
- Preventing accidents and work related ill health.
- Ensuring safe working methods and providing safe working equipment.
- Making arrangements for the safe use, handling, storage and transport of articles and substances.
- Providing effective health and safety information, instruction, training and supervision.
- Ensuring adequate welfare facilities exist throughout the organisation.
- Providing competent health and safety advice, support and resources, as required, so far as is reasonably practicable.
- Assessing and controlling risks from curriculum and non-curriculum activities.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Working with stakeholders to ensure that health and safety provision is appropriate.

At WAT health and safety is everyone's responsibility. We expect all staff and stakeholders to play their part in recognising, supporting and reinforcing our health, safety and welfare commitments.

This policy will be brought to the attention of all members of staff. A copy is to be displayed on health and safety notice boards. Details of the local establishment's management organisation for health and safety and arrangements for implementing the policy are to be found in this document. A reference copy of the full document is to be kept in the academy and must be readily available.

This policy and the accompanying organisation and arrangements will be reviewed on an annual basis.

COLLEY LANE PRIMARY ACADEMY STATEMENT OF HEALTH AND SAFETY

As an academy within Windsor Academy Trust (WAT), we will adopt a planned and systematic approach to the local implementation of the WAT health and safety management standards through this statement of intent and we will:

- Plan for health and safety within our academy improvement planning activity.
- Ensure relevant safety actions are included during the staff appraisal process.
- Develop and maintain local arrangements and procedures that interpret the requirements of relevant legislation.
- Review with the Local Advisory Body (LAB) all progress against our plans and take appropriate action.
- Provide an environment in which academy staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- Assess and control risks to all academy staff.
- Monitor accident trends throughout the academy to further inform the health and safety aspects of the academy improvement plan.
- Monitor our performance against plans.
- Copy this statement to all staff members or place prominently in an area accessible to all.

Signed
(Headteacher)

Date

Signed
(Chair of Local Advisory Body)

Date

Health and Safety Policy Statement

1. Introduction

- 1.1 The Academy trust Handbook 2021 reminds trusts about their obligations regarding safeguarding, health and safety and estates management and that trust boards should follow the Department's "Health and Safety: responsibilities for and duties for schools", as well as "Health and Safety Executive (HSE) guidance for Education".
- 1.2 Windsor Academy Trust (WAT) is committed to protecting the health, safety and wellbeing of all its pupils/students; employees; contractors; partners and visitors and any other users of its premises. WAT will strive to achieve the highest standards consistent with its responsibilities under the Health and Safety at Work Act 1974 and all other related statutory legislation and regulations.
- 1.3 WAT will fulfil its moral and statutory responsibilities for health, safety and wellbeing by ensuring that robust policies, structures, systems, procedures and practices are in place, underpinned by a culture where health and safety is everyone's' responsibility. WAT expects that all staff and stakeholders will play their part in delivering, supporting and reinforcing its health, safety and wellbeing commitments.

1.4 WAT is committed to:

- **Preventing** accidents and work related ill health by managing the health and safety risks in the workplace.
- **Protecting** the health, safety and welfare of all persons using WAT premises. Maintaining safe and healthy working conditions, providing safe and appropriate equipment and ensuring the safe storage and use of equipment and materials.
- **Protecting** the health, safety and wellbeing of staff, pupils/students and other supervising adults participating in off-site visits.
- **Responding** effectively to incidents by implementing effective control measures and emergency procedures.
- **Equipping and training** all employees, managers and leaders to ensure that they are competent to carry out their work and in discharging their responsibilities.
- **Engaging and consulting** with employees and recognised Trade Union representatives on day-to-day health and safety matters to enable them to be proactive in the management of safety processes and procedures.
- **Embedding awareness** of health, safety and safeguarding as an integral part of WAT's culture.
- **Measuring, monitoring and reviewing performance**, gathering evidence to provide assurance in demonstrating compliance with legal and statutory requirements and to ensure continuous development and improvement.

2. Purpose

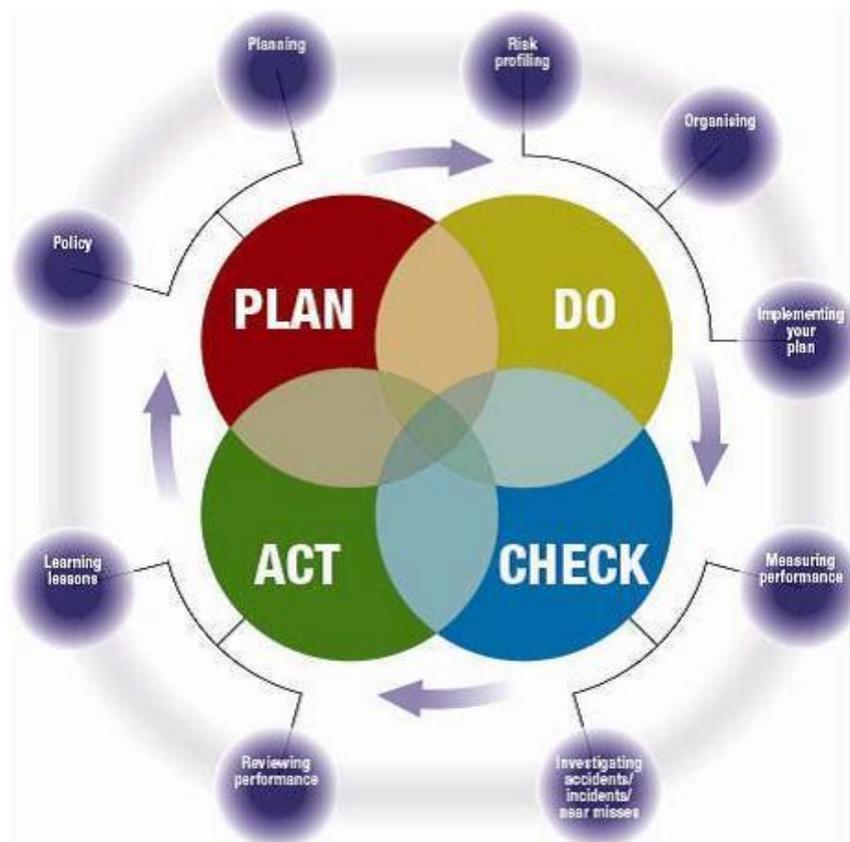
2.1 The purpose of the Health and Safety policy is to ensure that:

- Effective structures, systems, procedures and arrangements are developed and implemented in relation to health and safety, including fire, asbestos or other significant incidents.
- Roles, responsibilities and accountabilities for health and safety are identified and implemented.
- Safe systems of work are effective and safe working equipment is provided.
- Risks are identified and effective controls are in place to manage these.

3. Management of Health and Safety – Plan, Do, Check, Act

3.1 WAT recognises that managing health and safety requires a sustained and systematic approach and will adopt the Health and Safety Executive (HSE) model of good practice, which contains the steps Plan, Do, Check, Act. This cyclical approach helps to ensure that policies, structures, systems, procedures and practices are aligned to the culture, treating health and safety management as an integral, rather than as a stand-alone system.

3.2 The HSE model has been reproduced and is illustrated as follows:



3.3 In adopting this approach WAT will ensure that:

PLAN

- **POLICY** - Appropriate written statements of policy and procedure on health and safety are in place, and that there are effective arrangements for implementation.
- **PLANNING** - There are effective plans in place for the management of health and safety activity and that any additional funding requirements to address health and safety issues are identified through annual capital allocations whilst ensuring contingency plans are in place in the event of an emergency.

DO

- **RISK PROFILING** - Risks to employees, pupils/students, contractors, and any other people who could be affected by WAT activities are assessed and recorded.
- **ORGANISING** - organisational structures, systems and controls that are monitored and reviewed as an outcome of risk assessment.
- **ORGANISING** - Consultation takes place with employees about the risks at work and current preventative and protective measures.
- **IMPLEMENTING PLANS** - There is access to competent health and safety information, advice and guidance about the risks in the workplace and the control measures.
- **IMPLEMENTING PLANS** - Instruction and training is available for employees in how to deal with the risks and ensuring there is adequate and appropriate supervision in place. Staff will continually develop their own competence through health and safety induction and refresher training and specific training where necessary.

CHECK

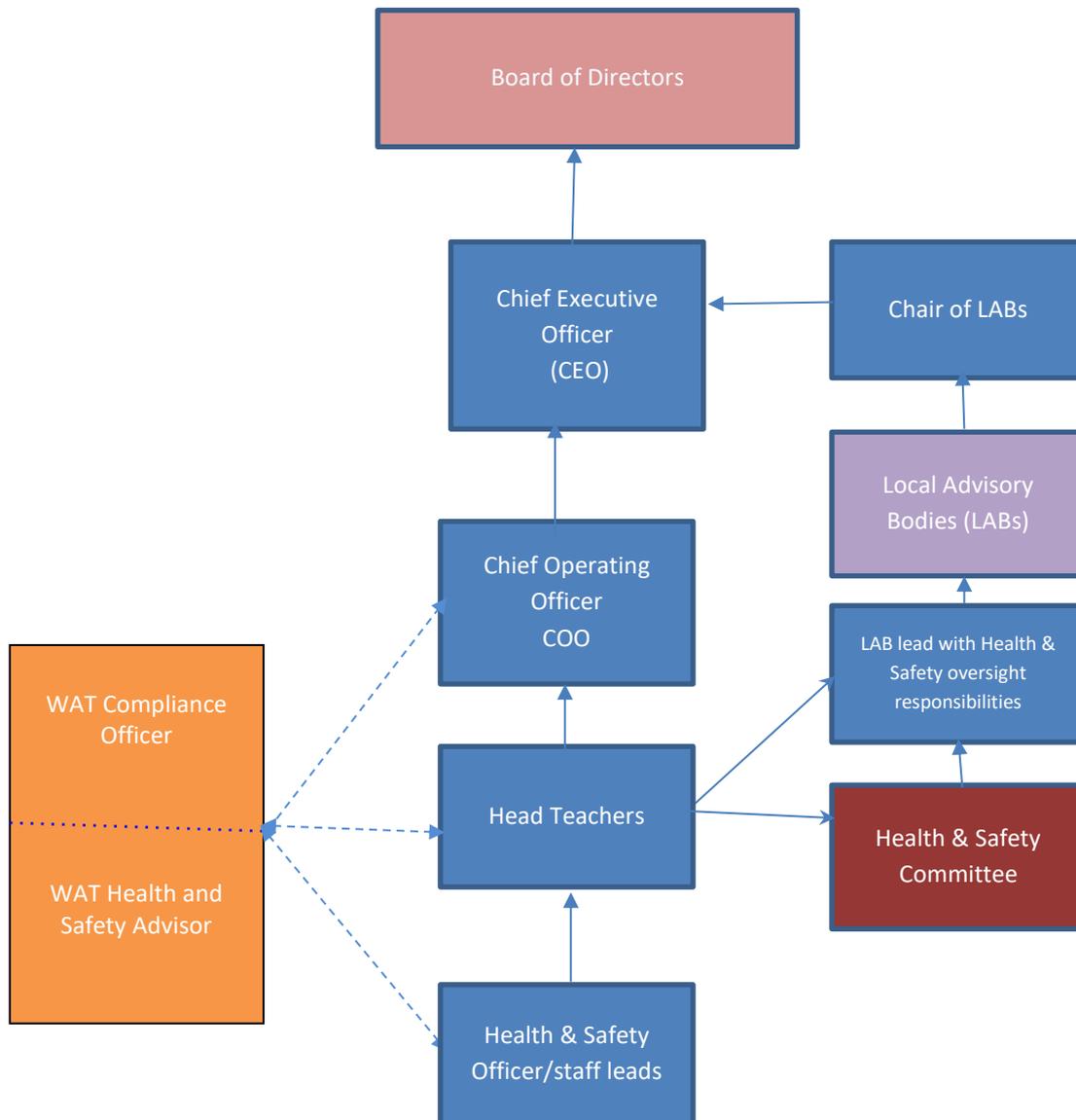
- **MEASURING PERFORMANCE** - Ensure compliance with legal and statutory requirements and monitoring and reviewing all Health and Safety arrangements.
- **INVESTIGATING ACCIDENTS/INCIDENTS** - Investigations take place to identify any trends and to monitor performance of policies, procedures and systems.

ACT

- **REVIEWING PERFORMANCE** - Performance and compliance is regularly reviewed with updates provided.
- **LEARNING LESSONS** - Learning takes place from findings from investigations to inform further developments.

4. Governance of Health and Safety

4.1 The following diagram outlines the structural arrangements for the governance of health and safety across WAT, specific duties and responsibilities are detailed further in this document.



Board of Directors

4.2 The WAT Board of Directors (BoD) is ultimately accountable and responsible for the health and safety of employees, pupils/students and other individuals whilst on WAT premises and in all places where they might be affected by its operations.

4.3 The BoD holds responsibility and liability in relation to health and safety across the following areas:

- Health and safety management
- Risk assessment
- Legionella
- Asbestos management duty of care main “duty holders” for all arrangements as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012

- Fire safety
- First aid
- The Construction Design & Management (CDM) Regulations

4.4 The BoD will have overall responsibility for:

- Any directions issued in the arrangements concerning the health and safety of persons on WAT premises or taking part in WAT activities elsewhere.
- Ensuring that there is access for all its employees, LAB members and Directors, to relevant information, guidance, advice, support and training. This will be provided through specialist consultancy support as the “competent person”.
- Ensuring that there are established arrangements for the provision of health, safety and welfare standards expected in WAT premises.

4.5 The CEO will provide Health and Safety updates to the BoD as appropriate.

4.6 As a result of an audit, inspection, or concern/s raised with WAT, the BoD will direct health and safety improvements to WAT policies, procedures, systems and any other arrangements that are non-compliant with legislation.

WAT Central Team

4.7 For the central team and central locations, responsibilities for health and safety are with the Chief Executive and the executive team who may delegate responsibilities as appropriate.

Local Advisory Body

4.8 The Local Advisory Body (LAB) is responsible for assuring itself that appropriate checks and suitable arrangements are in place at the academy level in accordance with WAT’s Health and Safety and Child Protection and Safeguarding Policies. The LAB is required to promote the well-being of children and young people in terms of their:

- Physical and mental health and emotional well-being.
- Protection from harm and neglect.
- Education, training and recreation.
- Contribution they make to society.
- Social and economic well-being.

4.9 The LAB has a duty to monitor and report health and safety matters and accept the duty for the way in which health and safety issues are addressed at the academy level.

4.10 The LAB is a “duty holder” for the purposes of asbestos management in each academy as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012, and has a duty to scrutinise local asbestos management arrangements within the academy and report into the BoD.

4.11 The LAB has a delegated duty to establish and review additional local procedures, organisation and arrangements of particular health and safety matters. The content of all local procedures, organisations and arrangements must comply with this policy and are subject to review by the WAT Health and Safety Advisor. They must include, as a minimum, provision for:

- Fire and evacuation.
 - Emergency resilience/continuity plans and procedures.
 - First aid arrangements.
 - Lone working.
 - Violence at work.
 - Lettings and hiring of services and equipment (if applicable).
- 4.12 The LAB must establish measures for the local implementation of this policy, organisation and arrangements, with regard to, but not limited to:
- Housekeeping and safe disposal of waste.
 - Occupational health provision.
 - Educational visits and transport.
 - Work experience (if applicable).
 - Local rules regarding radiation (if applicable).
- 4.13 The LAB may appoint a LAB member with particular responsibility for health and safety and this will be a standing item on every LAB meeting agenda.
- 4.14 The LAB must scrutinise the local arrangements for the:
- Effective management of asbestos materials on the premises and ensure that emergency measures are in place to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of Asbestos Containing Material (ACM) and provide feedback to the COO.
 - Effective evacuation of premises in the event of a fire. This will include the provisions contained in the local Fire Evacuation Plan and the effectiveness of the practical application of that plan.

Headteacher

- 4.15 Headteachers have overall responsibility for the day to day management of health and safety in each academy even if they choose to delegate any of the duties. They are required to manage and address health and safety matters within their financial allocations. Any areas that cannot be addressed locally requiring the allocation of funds will need to be raised with the CEO/COO.
- 4.16 The Headteacher may:
- Delegate any, or all, of the duties.
 - Designate a person as the academy's designated Health and Safety Officer.
 - Appoint an Education Visit Coordinator (EVC) as a competent person to oversee all arrangements for educational visits and journeys.
 - Appoint a competent person to oversee any work experience arrangements if applicable.
- 4.17 The specific health and safety duties attached to any appointments must be recorded in writing and the Headteacher must ensure that the person appointed to carry out those duties is competent. "Competent" can be defined as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical and

mental ability, can also affect someone's competence.

- 4.18 The Headteacher is a "duty holder" for the purposes of asbestos management in each academy as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012. It is their duty to ensure that there are appropriate local asbestos organisation and arrangements within the academy. This includes the delegated duty to make sure that as far as reasonably practicable no one can come to any harm from asbestos on academy premises and to ensure that the emergency measures, provided in the arrangements, to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of, ACM, are carried out.
- 4.19 If any part of the academy premises was constructed before 2000 the Headteacher must ensure that an asbestos survey has been completed. If ACM is discovered an asbestos register must be put in place, a risk assessment completed, and an Asbestos Management Plan (AMP) developed. If this role is delegated to another member of staff, that person must be named in the AMP and their particular asbestos management duties recorded.

4.20 Matters requiring particular consideration by the Headteacher will include:

People - ensuring that:

- There are adequate staffing levels for safe supervision of pupils/students and staff, both while at the academy and for any external activities.
- There is effective liaison and monitoring of the activities of contractors (including catering, cleaning and grounds staff), visitors and others on the site to ensure that any risks to the health and safety of staff, pupils/students and others are kept to a minimum.
- All employees are provided with appropriate and adequate health and safety training and equipment consistent with their roles and that this is included in induction programmes.
- Consultation with Trades Union Health and Safety Representatives and Representatives of Employee Safety takes place as appropriate.
- Appropriate health and safety information and WAT announcements are communicated to academy staff, LAB members, Trade Union Health and Safety Representatives, visitors and contractors.

Systems, Processes & Procedures –ensuring that:

- The correct procedure is followed for the reporting, recording, investigation and follow-up of accidents, incidents of violence and near misses.
- Detailed local arrangements are formulated and regularly reviewed outlining the action to be taken in an emergency (including unplanned damage, disturbance or discovery of asbestos containing materials) and ensuring that all involved are informed of the arrangements. These arrangements will also be reviewed by the Health and Safety Advisors.
- Arrangements are in place for termly evacuation drills and weekly fire alarm tests and any other related inspections, ensuring records are up to date and accurately recorded.

Facilities and Equipment –ensuring that:

- There is periodic testing of equipment, in relation to statutory maximum time intervals, or where this is not defined, through effective risk assessment.
- There is adequate provision of first aid materials and fire-fighting equipment.
- The LAB and the Chief Operating Officer (COO) are informed about any defect in the state of repair of the building, or its surrounds, or services, which is identified as being noncompliant and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arrangements are in place for the repair, replacement and/or safe disposal of any item of furniture or equipment which has been identified as unsafe.
- There is assigned responsibility for the maintenance of the premises and the provision of adequate welfare facilities for all pupils/students and employees.
- If a source of ionising radiation exists on academy premises, the Headteacher must appoint a trained and competent Radiation Protection Supervisor to carry out radiation protection duties.

Risk Assessments - ensuring that:

- There is an adequate system for the undertaking of suitable and sufficient risk assessment in complying with the requirements of the Management Regulations 1999 and other Regulations that require specific risk assessments to be completed.
- Risk assessments are undertaken throughout the academy and control measures are implemented, and assessments are monitored and reviewed appropriately.
- All systems are used properly and follow the principles of “Plan, Do, Check, Act” as contained in “Managing for Health and Safety” guidance produced by the HSE as outlined in section 3 of this policy.

Audit and Review –ensuring that:

- A termly health and safety audit/inspection and periodic health and safety checks take place, (ensuring all areas of the academy and all activities are covered in an appropriate schedule and accurate records are maintained.)
- A termly health and safety report is prepared for the LAB including, but not limited to; any accidents, near-miss incidents, identified gaps in health and safety legal compliance, Health and Safety Executive/ Fire Authority intervention.

4.21 Health and Safety Committee

Health and safety matters will be discussed locally. The terms of reference for the academy's Health and Safety Committee (or included in other meetings) are:

- To assist in the regular reviews and monitoring of the implementation of the Health and Safety policy and arrangements throughout the academy.

- To review safety measures and to advise the Headteacher and LAB of any necessary changes to those measures.
- To advise on arrangements for the dissemination of information on health and safety matters to all staff and pupils/students.
- To receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher and LAB to any necessary preventative/remedial action.
- To receive reports from WAT Health and Safety Representatives and external health and safety agencies.
- To advise on arrangements to protect the health, safety and welfare of staff, pupils and visitors to WAT and to review these as necessary.
- To receive audit and monitoring reports and advise the Headteacher and LAB of any necessary preventative and/or remedial action arising from those reports.

5. Health and Safety Advisor

5.1 WAT will work in partnership with its Health and Safety Advisor and other specialists who will provide active support to ensure that appropriate procedures and controls are in place for the management of risk and compliance with legal and statutory requirements including the documentation and completion of records. WAT's Health and Safety Advisor will carry out the duties and responsibilities as the "Appointed Competent Person" to periodically review health and safety management and arrangements to provide assurance and advice on health and safety across WAT in a number of areas including:

- Electrical Issues.
- Management and removal of Asbestos.
- Consideration of reasonable adjustments under the Equality Act for people with disabilities.
- Health and safety legal and technical advice for more complex cases.

6. Reviewing Performance - Reporting Arrangements

6.1 The academy performance will be reviewed termly by the academy leadership team and reported to the LABs. (Updates will be provided to the BoD of any matters warranting specific attention, particularly those matters that have wider implications for WAT.)

6.2 Active monitoring will include workplace inspections in accordance with the academy's local arrangements and the Headteacher will review, report and monitor accidents, near misses and hazard reports in accordance with local arrangements and will report relevant findings to the LAB.

6.3 Indicators used for monitoring and reviewing health and safety performance will include the:

- identification of areas where risk controls are inadequate or absent,
- achievement of specific health and safety objectives, and,
- an analysis of accident and ill-health data.

- 6.4 Academy health and safety planning will be part of the academy's improvement planning process. Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.
- 6.5 Robust audit and review shall reduce the likelihood of an undesirable impact on:
- health, safety or welfare of individuals or groups;
 - the environment;
 - finances; and/or
 - the reputation of WAT.
- 6.6 Actions arising from audits and inspections will be incorporated within the academy action plan with appropriate target dates for completion. This will ensure that all academies are sufficiently resilient when responding to changing circumstances. Assurance updates across WAT will inform the effectiveness of control measures that are in place to mitigate health and safety risks on the WAT risk register as these are continually reviewed by the BoD.
- 6.7 WAT executive and the LAB will be made aware of any incidents carrying a major risk to health and safety or any enforcement action taken against academies/other sites by the HSE, the Environment Agency, the Fire Authority, Local Authority Environmental Health officers and of the response provided in respect of such incidents or enforcement action. The BoD will also be updated as appropriate.
- 6.8 WAT's Health and Safety Advisor, working in partnership with WAT will investigate and liaise with the Health and Safety Executive (HSE) during incidents, issues or enquiries.

7. Local Arrangements

- 7.1 In discharging this policy, each academy will develop and document their local procedures suitably customised and tailored to meet the needs of their own local circumstances and arrangements. Such arrangements will be supported and informed by WAT's Health Safety Advisor and other specialist advisors. These arrangements will ensure that the commitment and intent outlined in this policy is delivered. The local arrangements are outlined and held by each academy. For Colley Lane Primary Academy, please refer to the last page of this document. (A reference copy of the full document is to be kept in the academy/central team premises and must be readily available.

8. Additional Information

- 8.1 Further details regarding responsibilities for Health and Safety within Academies/WAT premises and further guidance notes and procedures are outlined in separate appendices to this policy document.

9 Communication

- 9.1 This policy statement must be brought to the attention of all members of staff. A copy is to be displayed on health and safety notice boards.

10. Policy Review

- 10.1 This policy and local arrangements will be reviewed regularly and as a minimum annually, in accordance with DfE requirements.