



**ALL SAINTS  
MULTI ACADEMY TRUST**  
BIRMINGHAM  
GOD'S LOVE IN ACTION

Term Adopted	Summer 2016
Frequency Reviewed	Annually

**Policy Name:**  
Health & Safety Policy

**Policy Group:**  
Health & Safety

**Committee reviewed by:**  
Resources Committee

**CHARGING AND REMISSIONS POLICY**

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## Mission Statement

All Saints Multi Academy Trust, Birmingham

**God's Love in Action**

Our children are at the heart of everything we do **through Christian values and relationships**. **Living and learning together** we celebrate the uniqueness and diversity of everyone in our family. We nurture a sense of **self-belief, mutual respect and belonging** through Social Emotional Learning and academic excellence. We are dedicated to building the foundations for **happy and successful life-long learning**.

**Draft June 2016**

**Amended & Approved Date:**

Health & Safety is of paramount importance at All Saints Multi Academy Trust, Birmingham

We aim to ensure that our whole school community is enveloped in a safe, secure and caring environment.

### 1. STATEMENT OF GENERAL POLICY

The Board of Directors of All Saints Multi Academy Trust, Birmingham recognises that the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere, is primarily the responsibility of **Birmingham City Council (BCC) and the Directorate of Children, Young People & Families (Directorate for Children's Services)**. We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated in the first instance to the Schools Board of Directors. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

- 1.1 On behalf of the Board of Directors, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:
  - a. All persons employed at All Saints Multi Academy Trust, Birmingham whilst they are at work;
  - b. Persons other than All Saints Multi Academy Trust, Birmingham employees who may be exposed to risks arising out of, or in connection with, the activities of employees of All Saints Multi Academy Trust, Birmingham whilst they are at work.
- 1.2 To effectively achieve this, All Saints Multi Academy Trust, Birmingham will provide, so far as is reasonably practicable:

- a) Safe premises, plant and systems of work;
- b) Safe methods of using, handling, storing and transporting of articles and substances;
- c) Information, instruction, training and supervision;
- d) A safe working environment;
- e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

- 1.3** The Board of Directors for All Saints Multi Academy Trust, Birmingham will comply with safety policies, guidance, advice and instructions issued by BCC, the Directorate for Children's Services and advice from Schools Safety Services. All Saints Multi Academy Trust, Birmingham will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.
- 1.4** While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.
- 1.5** It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

Signed :.....

Date:.....

Chair of Directors (on Behalf of the Board of Directors for All Saints Multi Academy Trust, Birmingham)

## **2. ORGANISATION AND RESPONSIBILITIES**

### **Board of Directors**

Directors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.**

- 2.1** The Directors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a Safety Advisory Group. The role of the Group will be to act as a communication link between the Board of Directors, Executive Headteacher, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:
- Identify and develop practicable arrangements for health & safety
  - Develop strategies/arrangements to actively monitor their enforcement
  - Consider/assess any safety issues for new equipment or in anticipation of organisational change

## Health & Safety Policy

- Ensure effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Board of Directors each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the schools management structures or by the Executive Headteacher, to the immediate attention of the Chair of Directors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

### 2.2 Members of the Group shall include the following:

Director	Vacancy
Strategic Head of Finances & Resource	Amanda Priddey
Safety Co-ordinator	Vacancy
Teaching Representative	Vacancy
Support Staff Representative	Vacancy
Building Service Manager	Stephen Crisp
Safety Advisor	Birmingham City Council Advisor

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each Group member will be confirmed annually by their respective bodies as appropriate and confirmed by a full Board of Directors on an annual basis. The Group will meet at least each term and more often at the request of one Group member, the Executive Headteacher or the Board of Directors.

### 2.3 Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

**They will carry out, and/or assist in, the process of undertaking a suitable assessment of the risks to health and safety arising out of, or in connection with, their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of All Saints Multi Academy Trust, Birmingham Health and Safety Management.**

Everyone has a responsibility for his/her own safety and must act in accordance with that. Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

### 2.4 Executive Headteacher

The Directors charge Executive Headteacher Daniel Lassetter with the day-to-day responsibility of managing and enforcing All Saints Multi Academy Trust, Birmingham Health and Safety at Work Policy. Where necessary the Executive

Headteacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The Strategic Head of Finance & Resources will assume these responsibilities in the absence of the Executive Headteacher.

### 2.5 Health and Safety Co-ordinator

**VACANCY** is appointed by the Executive Headteacher to assist the Head of Strategic Finance and Resources in the day-to-day implementation of the school safety plan. The Safety Co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. He/She will endeavour to keep up-to-date with safety regulations and through the Safety Advisory Group initiate steps that ensure arrangements for health and safety at All Saints Multi Academy Trust, Birmingham conform to both current regulations and best-known practice. **VACANCY** will also be responsible for convening meetings of the Safety Advisory Group, ensuring that minutes are taken and stored in a place accessible to all interested parties.

### 2.6 Classroom Teachers/ Lunch Time Supervisor

Will be responsible for assisting the Safety Coordinator in the risk assessment process in their immediate areas, and for tasks relating to pupils, members of staff and others in their sphere of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with Safety Coordinator or a member of the Safety Advisory Group. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their charge will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their designated SLT member/Executive Headteacher. Classroom Teachers/Lunch Time Supervisor will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Board of Directors/Executive Headteacher.

### 2.7 Building Services Manager (BSM)

The BSM has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Executive Headteacher. The BSM is also responsible for the supervision of cleaning staff, materials and any equipment they use. He will be responsible for undertaking/assisting in the risk assessment process in matters relating to his work, and that of other members of staff within the sphere of his work. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of, Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the BSM will identify quickly areas that threaten the safety of himself, pupils or other members of staff.

The BSM will conduct regular safety inspections and should conduct a termly inspection with the Safety Coordinator, which specifies designated areas to be

checked and identifies any hazards found. The BSM should raise any concerns with the Executive Headteacher/Safety Co-ordinator. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Executive Headteacher or Safety Co-ordinator. The BSM will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Board of Directors/Executive Headteacher.

### 2.8 Non-Supervisory Staff

The final level of responsibility for implementing All Saints Multi Academy Trust, Birmingham safety plan is that of the individual member of staff who has a statutory duty to co-operate with the school's managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of, or in connection with, their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their line manager.

## 3. ARRANGEMENTS

The Board of Directors will ensure that those appointed and charged with responsibility for implementing All Saints Multi Academy Trust, Birmingham Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required, advice will be sought from Children's Safety Services to advise/assist directly or, where appropriate, identify other competent persons to provide support.

**Staff will be made aware of, and encouraged to consult, the safety manual and/or Children's Services Safety web site for guidance on specific safety topics.**

The arrangements for managing health and safety within All Saints Multi Academy Trust, Birmingham are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

### 3.1 Children Services Policies for Safety

Useful information, guidance, policies and information relating to risk assessments are contained in the schools' Safety Manual or can be viewed on Children Safety Services at : <http://www.bgfl.org/services/safety/default.htm>

The website also contains contact names, numbers and email addresses for all members of Children's Services Safety Team who can be contacted directly for support and advice,

### 3.2 Staff Induction

The Safety Coordinator will guide all new members of staff and/or students through all aspects of safety during the induction process. A record of the induction process will be kept in the School Induction File. The school's induction process must cover emergency evacuation, first aid, asbestos (where this is identified on site and reporting procedures in the event of damage) and safe work instructions applied throughout the school

### 3.3 Fire Safety

The Executive Headteacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. The risk assessment will be reviewed annually or, in the event of change and significant findings, will be processed onto a priority action plan of remedial steps needed to be taken. All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in main office.

### 3.4 Security

The school will undertake a review of security annually. This will be undertaken by the Safety Advisory Group. Findings will be recorded and progressed onto action plan of remedial measures. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Executive Headteacher.

#### Safety Training

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

### 3.5 Premises Safety Sweeps

These safety sweeps will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the Safety Coordinator and BSM sweeping a designated safety zone within the school and findings will be recorded on checklist. These sweeps will be carried out once each term.

Completed checklists will be handed onto the Strategic Head of Finance & Resources to sign off and where necessary ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

Checklists along with any documentation – such as details of any remedial action taken will be filed into a Premises Log held in the school office for future audit inspection.

These arrangements will be closely monitored and checklists inspected annually by the Safety Advisory Group. Any failure to comply with these arrangements must be brought to immediate attention of the Executive Headteacher.

### 3.6 Play Ground and Grounds Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the BSM and Lunch Time Supervisors sweeping designated safety zones within the playground or grounds and record findings on a checklist every term or more frequently as specified. Staff are reminded to report any issues immediately to the Safety Co-ordinator. Evidence will be recorded and filed the same as 3.6 above.

### 3.7 Working at Height

Executive Headteacher/Leaders/Managers and Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved/recorded.



Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

A Line Manager will be informed and will approve a plan for working at height before the task is carried out. Recorded approval will be passed onto a Line Manager for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings. Guidance notes for Working at Heights are made available during Staff Induction Process.

All access equipment will be fully inspected every 6 months by BSM and a record of this retained. See Ladder Inspection Checklist. Authorised staff will also be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored annually by the Safety Advisory Group.

### 3.8 External Educational Visits

**Insert Name** has been appointed and trained as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. School trip leaders will complete the school's Educational Visit Risk Assessment packs prior to any trip being authorised by EVC. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures.

### 3.9 Well Being

All Saints Multi Academy Trust, Birmingham has a Well Being policy for all staff and the school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times.**

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager or a member of the Safety Advisory Group who will if necessary seek external advice from BCC Employee Relations Service.

### 3.10 First Aid

A number of staff have been appointed and trained as First Aiders. Mr D Lassetter is responsible for ensuring that there is an appropriate number of first aid trained persons and facilities provided for first aid are maintained. The names of all appointed First Aiders will be identified to all school staff.

### 3.11 Accident Reporting and Investigation

Accidents involving pupils will be recorded and copies kept in the main office, and kitchen and will include an entry into a 1<sup>st</sup> Aid treatment book. Copies of entries are

sent home with pupils. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to CYPF Safety Services.

**All accidents involving staff must be reported and recorded on the Accident A1 form and sent to CYPF Safety Services.**

All A1 accidents will be investigated by the Executive Headteacher or a member of the Safety Advisory Group in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

### 3.12 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on a various items of plant and equipment at appropriate frequencies.

**This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.**

Further information on statutory testing – including checklists – can be obtained at the Birmingham Grid for Learning website.

This arrangement will be closely monitored by the Safety Coordinator and/or Building Services Manager to ensure tests results are logged. A matrix will be held on file, located in the office, showing the ongoing status of test compliance.

### 3.13 Asbestos Management

Recognising the absolute duty to manage asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Children's Services Health & Safety: [Asbestos 2006](#).

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric of the building unless authorised to so and having regard to the asbestos guidance.

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

Contractors will be made aware of the Asbestos Management Survey and this policy and requested to ensure any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

In order to prevent an unplanned disturbance of asbestos and before the fabric of the building is disturbed a 'Permit to Work' system will be employed. See attached Permit to Work forms and guidance.

The Duty Holder responsible for strict enforcement of this arrangement is The Executive Headteacher, Mr D Lassetter and in his absence, the Strategic Head of Finance & Resources.

### 3.14 Substances Hazardous to Health

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

Contractors will ensure that all cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations

2000 (COSHH 2000). Where chemicals other than those listed are used then a supplier data sheet must be obtained and information processed into safe use to comply with COSHH.

### **3.15 Electrical Equipment**

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.13 above), staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of a member of the Safety Advisory Group.

### **3.16 Tools and equipment**

All tools and equipment, such as paper cutters, used in classrooms will be properly stored to ensure no unauthorised or unsupervised use. Only round ended scissors will be used by pupils.

As part of the planning process for curriculum activities that involve tools and equipment, teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures. School equipment such as ladders and tools will be stored in a secure location and will be the responsibility of the Building Services Manager.

### **3.17 Visitors and Contractors**

All visitors to the school must sign in and be supervised by a member of the school staff at all times. Contractors must report to the school office who will contact either the Building Services Manager or Assistant Buildings Supervisor who will ensure appropriate Contractor School Rules are followed and for larger jobs Permit to Work of Contractor Risk Assessment is completed.

### **3.18 Co-operation Liaison with other site/tenants users**

The school has several after school clubs and Childs Play run the After School Club. All issues relating to Health & Safety will be communicated as appropriate. Kitchen and cleaning staff are employed by Direct Services and they adhere to the Safety Policy and Procedures issued to them by their employer.

### **3.19 Vehicle/Pedestrian Traffic**

Gates are kept locked during the school day. Staff or visitors' vehicles are only permitted on the car park. No vehicles will be allowed access to school premises during breaks, lunchtime etc. or at other times when pupils may be out of class. Any company requiring access to the grounds must make appropriate arrangements with Building Services Manager and school office.

### **3.20 Holiday Shut Down**

During holiday periods any contractors working on site must adhere to usual Health and Safety Procedures and liaise with Safety Coordinator or Building Services Manager in advance of work commencing. Appropriate Risk Assessment must be undertaken for specific tasks such as moving heavy furniture, working at height etc. All staff and contractors on site during school holidays will be required to sign in and out.

### **3.21 Safety Audit Arrangements**

The Safety Group will audit procedures on a regular basis e.g. twice yearly for Accident Reporting etc, every two years for External Educational Visits etc.

### **3.22 Policy Review Date**

Will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

## Matrix of delegated H&S responsibilities

<b>Area of responsibility</b>	<b>Line Manager/s responsible to ensure compliance.</b>	<b>Staff responsible for implementing arrangement/task.</b>
3.1 Safety Guidance	Safety Co-ordinator	All Staff
3.2 Staff Safety Induction	Safety Co-ordinator	Safety Coordinator
3.3 Fire Safety	Executive Headteacher/ Safety Co-ordinator	All Staff
3.4 Security	Safety Group	All Staff
3.5 Safety Training	Executive Headteacher	Safety Coordinator
3.6 Premises Safety Sweeps	Safety Co-ordinator	Team Leaders
3.7 Playgrounds/Grounds Safety Sweeps	Safety Co-ordinator	BSM/Lunchtime Supervisors
3.8 Working at Height	Safety Group	All Staff
3.9 External Education Visits	Executive Headteacher	Trip Organisers
3.10 Well Being	Safety Group	All Staff
3.11 First Aid	Executive Headteacher	Appointed First Aiders
3.12 Accident Reporting & Investigation	Executive Headteacher	All Staff
3.13 Statutory Testing	Safety Co-ordinator	BSM
3.14 Asbestos Management	Executive Headteacher	Safety Coordinator/BSM
3.15 Substances Hazardous to Health	Executive Headteacher	BSM / All staff
3.16 Electrical Equipment	Executive Headteacher	BSM
3.17 Tools & Equipment	Executive Headteacher	BSM / Teachers
3.18 Visitors & Contractors	Executive Headteacher	BSM/Strategic Business Manager
3.19 Liaison with Other Site Users	Safety Group	Safety Coordinator
3.20 Vehicle/Pedestrian Traffic	Executive Headteacher	BSM/Office
3.21 Holiday Shut Down Arrangements	Executive Headteacher	Safety Coordinator/BSM
3.22 Safety Auditing	Board of Directors	Safety Advisory Group
3.23 Safety Policy Review	Board of Directors	Safety Advisory Group