

# *Health and Safety Policy*

*March 2021*

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## 1. Introduction

- 1.1 The JCB Academy is committed to maintaining a safe, healthy and accident free environment for all who attend, work in, or visit the academy. The academy is also committed to ensuring the health and safety at work of its staff and learners conducting work elsewhere on behalf of the academy. In promoting these aims, the academy believes in a partnership in which all recognise and implement their individual and collective responsibilities for its achievement.
- 1.2 This statement identifies the responsibilities, policies and practices to be followed to achieve this aim.
- 1.3 This document is the over-arching policy for the academy. Additional department policies and procedures are also in place containing the detailed arrangements for implementing this policy.
- 1.4 All staff have a personal role in ensuring that arrangements for health and safety are effective within the academy as detailed below. Staff with positions of lead responsibility are:

Overall responsibility	Principal
Health & Safety Co-ordinator	Director of Finance & Operations <i>(who, in the absence of other lead staff, will arrange cover if required)</i>
Combined Cadet Force	Head of PE and Extension Activities
Duke of Edinburgh Award	Head of PE and Extension Activities
Engineering (KS4)	Vice Principal (KS4)
Engineering (post-16)	Vice Principal (Post-16)
Extension activities	Head of PE and Extension Activities
Off-site and residential activities	Principal
Physical education	Head of PE and Extension Activities
Science	Faculty Lead for Science
Site	Site Manager

The trustees who have oversight for health and safety are the Property and Health & Safety Link Trustees



## **2. Statement of intent**

- 2.1 It is the policy of the academy to ensure, so far as reasonably practicable, the health, safety and welfare of its staff whilst they are at work, also of others who may be affected by their undertakings and to comply with the Health and Safety at Work etc. Act 1974 and all other related and relevant legislation as appropriate.

## **3. Objectives**

- 3.1 The academy recognises its responsibility to provide a safe and healthy environment and will take all reasonably practicable steps within its power to fulfil this responsibility. In order to achieve its aim the academy will pursue the following objectives:
- (a) To establish and maintain a healthy environment throughout the academy's premises.
  - (b) To establish and maintain safe working procedures among staff and learners.
  - (c) To identify risks and set in place programmes to remove or reduce those risks.
  - (d) To ensure the provision of sufficient information, instruction and supervision to enable all people working on site, including learners, to avoid hazards and to contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
  - (e) To maintain a safe, healthy place of work and safe access and egress from it.
  - (f) To formulate effective procedures in case of fire and other emergencies and for evacuating the academy's premises.
  - (g) To lay down procedures to be followed in the case of accident.
  - (h) To provide and maintain adequate welfare facilities.
  - (i) To develop campaigns to promote and encourage safety and health awareness of staff and others affected by their undertakings.
  - (j) To monitor the academy's operations with regard to health and safety management.



## **4. Risk assessment**

- 4.1 The underlying process which secures this policy is risk assessment. Risks across the site will be considered and assessments of significant risk will be made in conjunction with those affected and recorded in writing. It is the responsibility of relevant staff with lead responsibilities (as listed in paragraph 1) to ensure risk assessments are in place and kept up to date.
- 4.2 Risk assessments will be reviewed at least annually.
- 4.3 If any activity is a potential health or safety risk it is the responsibility of the member of staff supervising to ensure a risk assessment is in place. If not they should liaise with the relevant health and safety lead to complete one.

## **5. Responsibilities**

### **5.1 Staff**

All academy staff have a responsibility for health and safety. Those who appoint others to carry out duties on behalf of the academy are required to ensure those persons are competent and have adequate resources with regard to health and safety.

### **5.2 Trustees**

The Board of Trustees is responsible for establishing effective policy and practice and will act in partnership with the Principal in the exercise of their distinct and joint responsibilities. The Board of Trustees will be effective in:

- (a) Ensuring that the agreed and published Health and Safety Policy is implemented and monitored within the academy.
- (b) Ensuring that health and safety is a regular item on link meeting agendas.
- (c) Ensuring that the policy is reviewed regularly.

### **5.3 Principal**

The Principal will:

- (a) Pursue the objectives of the governors in respect of health and safety.



- (b) Ensure that appropriate arrangements are in place within the academy to cover all health and safety legal requirements, that there is a written statement of those arrangements and that the statement is brought to the attention of all staff, that the statement is revised and republished as necessary and that the implementation of the arrangements is monitored effectively.
- (c) Be available to any member of staff to discuss and to seek to resolve health and safety problems not solved at a lower level or through the established arrangements.
- (d) Ensure that a system is established for the reporting, recording and investigation of accidents, and that all reasonable steps are taken to prevent recurrences.
- (e) Monitor and review the safe performance of all teaching and learning within the academy and take appropriate action where necessary.
- (f) Ensure safe working practices are adopted at all times, to protect the health and safety of all staff, learners and any other person who may be affected.
- (g) Ensure as far as possible that all staff comply with their safety duties and obligations.
- (h) Ensure adequate first aid provision for staff, learners and other persons if they are injured or become ill at the academy and ensure that appropriate provision is made for staff and learners when they are working away from the academy, e.g. on an educational visit.
- (i) Receive bona fide safety officials and make available all reasonable inspection facilities and information.
- (j) Ensure that the Board of Trustees is kept fully informed of the safety procedures of the academy.

### **5.3 Director of Finance & Operations**

The Director of Finance & Operations will:

- (a) Note all updated health and safety instructions and advice issued by appropriate safety bodies and ensure that they are brought to the attention of trustees and all staff. A file of such information and advice will be kept and made available to all staff.



- (b) Keep a list of safety representatives appointed to represent staff, be readily available to them, and co-operate with them as far as is reasonable in their efforts to carry out their functions. Written reports will be received from safety representatives and will be responded to in writing within a reasonable time.
- (c) Ensure that site management staff inspect all areas of the academy once per term in respect of their contractual responsibilities for health and safety and that the academy is inspected once per term by other members of staff with delegated oversight for health and safety.
- (d) Ensure that all visitors, including contractors working on behalf of the academy, are informed of any hazards on site of which they may be unaware.
- (e) Ensure that consideration is given to the possibilities of maintenance work affecting learners and staff.
- (f) Ensure that the academy is fulfilling its responsibility in respect of contractors working on the premises, ensuring that they are monitored and that working practices do not endanger the health or safety of staff, learners or other persons using the premises.
- (g) Ensure that contracts drawn up by the academy for the provision of services by external contractors have appropriate health and safety requirements contained within them in regard to equipment used and working practices employed.
- (h) Ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained by the academy.

#### **5.4 Managers**

Managers will:

- (a) Ensure that staff receive appropriate instruction and training in the use and operation of new processes, materials, systems of work, changes in working practice or equipment, etc., and where deficiencies are identified, arrange appropriate training.
- (b) Ensure staff are aware of their responsibilities under sections 7 and 8 of the Health and Safety at Work Act etc 1974.



- (c) Ensure that new staff are briefed about safety arrangements; in particular to ensure that they are given a copy of the academy's Health and Safety Policy and an opportunity to read it before starting work.
- (d) Ensure the use of any necessary protective clothing and equipment, and that it is properly maintained and renewed when required.
- (e) Ensure that goods purchased out of the academy budget for use by staff and learners conform with safety standards, (principally British Standards) and that all equipment is safely installed.
- (f) Ensure that staff organising and taking part in visits, journeys and holidays are aware of guidance issued and have the necessary training, knowledge and experience so that they are aware, and have made arrangements to deal with, any particular risks that such a trip may have.
- (g) Ensure that health and safety facilities and procedures take into account learners with special educational needs, especially those with disabilities which may present specific health and safety risks and ensure that appropriate health and safety equipment training and guidance is provided for the staff assigned to teach and care for them.
- (h) Ensure that their area of responsibility is subject to risk assessment, regular inspections and adequate supervision.
- (i) Ensure that all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported, and reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary.

## **5.5 Site Manager**

The Site Manager will:

- (a) Take health and safety implications into account when prioritising repairs and maintenance.
- (b) Ensure that the repair and maintenance of the premises, site and equipment is conducted safely.
- (c) Monitor, or arrange to have monitored, contractors invited to work on the premises to ensure that working practices do not endanger the health and safety of staff, learners or other persons using the premises, and liaise with contractors in case of such a problem, if necessary involving the Principal and Health & Safety Executive. Where necessary, work will be suspended until safe working arrangements are made.



- (d) Take health and safety implications into account when prioritising the replacement of furniture and equipment.
- (e) Liaise with the Director of Finance & Operations regarding any health and safety issues arising out of the work of the cleaning, grounds or specific maintenance staff or contractors
- (f) Liaise with the Director of Finance & Operations on any health and safety matters concerning the kitchen and the work of the catering contractor.
- (g) Analyse the health and safety needs of administrative and site management staff working on the premises and ensure that appropriate health and safety training is provided and that their working conditions comply with health and safety legislation.
- (h) Ensure that a regular safety inspection is made of the academy buildings and site and to put into effect any immediate repair work that may be required. Any defects which constitute a major risk which cannot be immediately dealt with will be reported to the Director of Finance & Operations and the Principal.

## 5.6 Staff

All staff have the following health and safety responsibilities under sections 7 and 8 of the Health and Safety at Work Act etc 1974:

- (a) To make themselves familiar with and conform to the academy's Health and Safety Policy and procedures.
- (b) To take reasonable care for the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work.
- (c) As regards any duty or requirement imposed on his employer or any other person by, or under, any of the statutory provisions, to co-operate with him so far as necessary to enable that duty or requirement to be performed or complied with.

The Act also states that no person shall intentionally or recklessly interfere with, or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the statutory provisions.





To ensure compliance with health and safety law and that responsibilities to learners and visitors to the academy are carried out, all staff are expected to:

- (a) Know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied including the use by themselves and the learners in their charge, of appropriate safety equipment and protective clothing.
- (b) Observe standards of dress which are consistent with safety and/or hygiene.
- (c) Exercise good standards of housekeeping and cleanliness.
- (d) Know and to apply the emergency procedures in respect of fire and first aid.
- (e) Use and not wilfully misuse, neglect or interfere with equipment provided for his/her own safety and/or the safety of others.
- (f) Co-operate with others in promoting improved safety standards in the academy.
- (g) Co-operate with the appointed safety officer and the enforcement officer of the Health and Safety Executive or the Public Health Authority.
- (h) Immediately report to their line manager, team leader or Principal or safety representative as appropriate, hazards and incidents occurring during the course of their work.
- (i) Observe the academy's Smoking Policy.

## 5.7 Learners

Learners are expected to:

- (a) Follow rules and guidelines set out for their safety and welfare.
- (b) Take reasonable responsibility for their own safety and welfare and that of their peers.
- (c) Observe rules on standards of dress and apparel commensurate with safety, e.g. boiler suits, work boots, PE kit, jewellery, etc.
- (d) Observe rules and instructions particularly in the event of a fire or other emergency.
- (e) Use and not abuse or interfere with equipment provided for their safety.
- (f) Observe the academy's Smoking Policy.



## 5.8 Visitors

Visitors are expected to:

- (a) Act positively in respect of their own safety and that of others.
- (b) Follow the visitor procedures to maintain their safety.
- (c) Familiarise themselves with emergency procedures.
- (d) Observe rules and instructions particularly in the event of a fire or other emergency.
- (e) Use and not abuse or interfere with equipment provided for their safety or that of others.
- (f) Observe the academy's Smoking Policy.

## 5.9 Contractors

All contractors working on academy premises, or elsewhere on its behalf, are required to comply with relevant rules and regulations covering their work activities. Contractors are legally responsible for ensuring their own safety on academy premises, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others.

Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

Contractors are expected to:

- (a) Act positively in respect of their own safety and that of others.
- (b) Follow the visitor procedures to maintain their safety.
- (c) Familiarise themselves with emergency procedures.
- (d) Observe rules and instructions particularly in the event of a fire or other emergency.
- (e) Use and not abuse or interfere with equipment provided for their safety.
- (f) Provide a copy of their own health and safety policy if requested by the Site Manager or by the academy.
- (g) Devise and adopt relevant safe systems of work.
- (h) Observe the academy's Smoking Policy.



## 6. Communication

The name of the persons appointed with responsibility for health and safety on academy premises will be clearly communicated. To ensure the control of risks at the premises, the designated person with site responsibility will ensure that any relevant information is communicated to all staff and visitors.

## 7. Consultation and training

The Board of Trustees and Senior Leadership Team are committed to involving staff at all levels in the maintenance of health and safety standards, and to providing staff with adequate information, instruction and training. Health and safety will form part of the regular agenda of items discussed at management and staff meetings.

### **Related Policies/Procedures:**

Emergency Evacuation and Lockdown Procedures  
Off Site and Residential Activities Policy  
Smoking Policy

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