

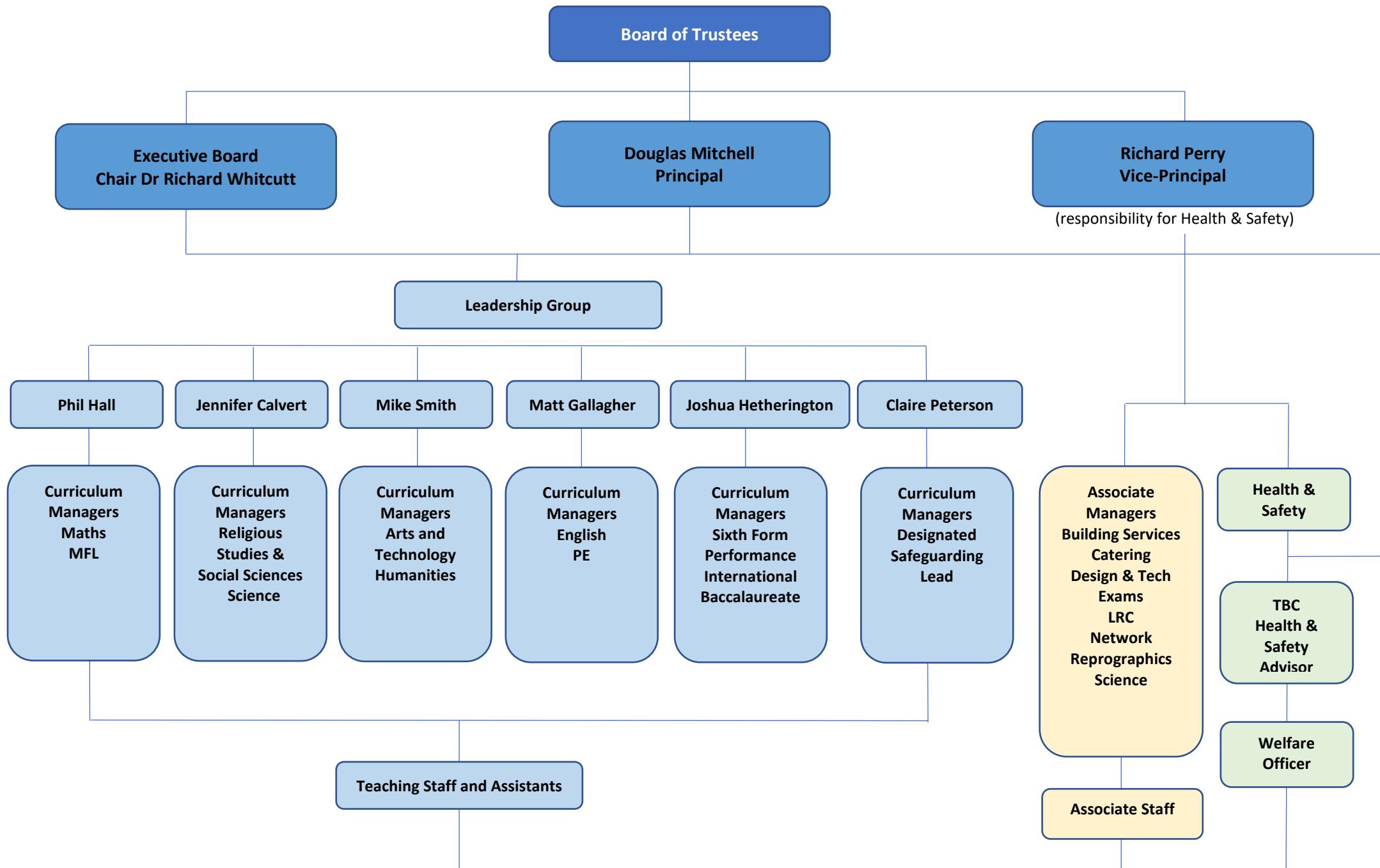


Health & Safety Policy

Updated in November 2024



HEALTH AND SAFETY ORGANISATIONAL STRUCTURE OF ASHCROFT TECHNOLOGY ACADEMY (2024)



2.0 Organisation of Health and Safety

1.1.1 Responsibility of the Board of Trustees

Overall responsibility for the strategic operation of Prospect Education (Technology) Trust Ltd (The Trust) sits with its Board of Trustees. In a non-charitable organisation the Trustees would be referred to as the Directors of the company. The Trustees collectively meet at least once per annum, although Trustee representation is present at other levels as described below.

The Board of Trustees has a Trustee Remuneration Committee and operates a separate Finance & Resources Committee which meets at least five times a year (on which one Trustee sits) though also delegates oversight of day-to-day operational procedures to an Executive Board (on which the same Trustee(s) sit). The Executive Board also meets five times a year and aside from Trustee representation, it also has staff; parent; local authority; business and community representatives amongst its number. The Executive Board is responsible for ensuring that an appropriate Health & Safety Policy exists for the Trust and to receive regular reports on health and safety matters at the Academy.

1.2 Duties of the Executive Board

1.2.1 In the discharge of its duty the Executive Board, through its Chair, in consultation with the Academy Principal, will:

- (a) make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the Academy, in particular the Management of Health and Safety at Work Regulations 1992 (S1 1992 No. 2051);
- (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy;
- (c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made;
- (d) identify and evaluate all risks relating to:
 - (i) accidents
 - (ii) health
 - (iii) Academy-sponsored activities (including work experience)
- (e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others;
- (f) create and monitor the management structure, to oversee health and safety requirements within the Academy.

1.2.2 In particular the Executive Board undertakes to provide:

- (a) a safe place for staff and students to work including safe means of entry and exit.
- (b) plant, equipment and systems of work which are safe.
- (c) safe arrangements for the handling, storage, transport and disposal of articles and substances.
- (d) safe and healthy working conditions which take account of all appropriate:
 - (i) statutory requirements.

- (ii) codes of practice whether statutory or advisory
- (iii) guidance whether statutory or advisory

- (e) supervision, training and instruction so that all staff and students can perform their Academy related activities in a healthy and safe manner. Where training is required by statute or considered necessary for the safety of staff, students and others then the Executive Board will ensure, within the financial resources available, that such training is provided. Students will receive such training as considered appropriate to the Academy-related activities which they are carrying out. All training will be regularly updated, taking account of changes in legislation and / or best practice.
- (f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- (g) adequate welfare facilities.

1.2.3 So far as is reasonably practicable the Executive Board, through the Principal, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) this policy.
- (b) all other relevant health and safety matters.
- (c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

1.3 The Duties of the Principal and Vice-Principal

- 1.3.1 As well as the general duties which all members of staff have (see 1.10), the Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, associate staff, ancillary staff, students, visitors and any other person using the premises or engaged in activities sponsored by the Academy and will take all reasonably practicable steps to achieve this end through the Leadership Group (LG), Curriculum Managers, other staff with line management responsibility, teachers and others as appropriate. The Vice-Principal has specific delegated responsibility to oversee the day-to-day management of health and safety matters as directed by the Principal coupled with the duty to report to the Executive Board on matters relating to health and safety.
- 1.3.2 The Vice-Principal is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 1.3.3 In particular, the Vice-Principal will:
 - (a) be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the Academy.
 - (b) through the Safety Advisor, ensure, at all times, the health, safety and welfare of staff, students and others using the premises or facilities or services or attending or taking part in Academy sponsored activities.
 - (c) ensure safe working conditions for the health, safety and welfare of staff, students and others using the Academy premises and facilities.
 - (d) ensure safe working practices and procedures throughout the Academy including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.

- (e) consult with all members of staff, including the Health and Safety Working Group, on health and safety issues.
- (f) arrange systems of risk assessment to allow the prompt identification of potential hazards, and the recording of appropriate evaluations.
- (g) carry out periodic reviews and safety audits on the findings of each risk assessment.
- (h) identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- (i) encourage staff, students and others to promote health and safety.
- (j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay. Any financial resources required for such matters will be made available from the Academy budget or general reserves.
- (k) encourage all employees to suggest ways and means of reducing risks.
- (l) collate accident and incident information, and when necessary, carry out accident and incident investigations.
- (m) monitor the standard of health and safety throughout the Academy, including all Academy based activities, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- (n) monitor first aid and welfare provision.
- (o) ensure that parents/guardians are aware of the Academy's health and safety policy, including provisions for first aid.

1.4 The Duties of the Health and Safety Working Group (HSWG)

1.4.1 The Executive Board, through the Principal will make arrangements for the establishment of a Health and Safety Working Group. Representation on this group will cover all appropriate areas of work or special hazards within the Academy. The relevant representative from each area shall be at the discretion of the Principal in consultation with designated line managers. The group shall meet at least three times per year and report annually back to the Executive Board and Academy staff through the Vice-Principal or earlier in the case of significant developments

1.4.2 The membership of the HSWG shall include representatives responsible for the following areas:

- Health & Safety Advisor
- First Aid and Welfare
- Premises and related contractor, manual handling and COSH requirements
- Physical Education
- Special Educational Needs
- Restaurant
- Design and Technology and related safety issues on use of machinery
- Science and related COSH requirements
- Work Experience for Students
- Vice-Principal as Chair and with direct oversight for all areas

Safeguarding

1.4.3 All members of the HSWG will make themselves familiar with the requirements of Health and Safety legislation and codes of practice which are relevant to the work of their area of responsibility.

1.4.4 In addition to the general duties which all members of staff have (see 1.10), they will be directly responsible to the Principal through the Vice-Principal to have overall day-to-day responsibility for the implementation and operation of the Academy Health and Safety Policy within their relevant departments and areas of responsibility.

1.4.5 They will take a direct interest in the Academy Health and Safety Policy and in helping other members of staff, students and others to comply with its requirements.

1.4.6 As part of their day-to-day responsibilities they will ensure that:

- (a) safe methods of working exist and are implemented throughout their department or specific area of responsibility (department).
- (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- (c) staff, students and others under their jurisdiction are instructed in safe working practices.
- (d) new employees working within their department are given instruction in safe working practices.
- (e) safety inspections are made of their area of responsibility as required by the Vice-Principal or as necessary.
- (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others.
- (g) all plant, machinery and equipment in the department in which they work is adequately guarded.
- (h) all plant, machinery and equipment in the department in which they work is in good and safe working order.
- (i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- (j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- (k) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored, transported, disposed of and labelled.
- (l) they monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- (m) all the signs used meet the statutory requirements.
- (n) all health and safety information is communicated to the relevant persons.
- (o) they report, as appropriate, any health and safety concerns to the appropriate individual.
- (p) raise any significant incident or any major departure from the effective operation of this policy with the Principal, Executive Board and / or Board of Trustees.

1.4.7 In line with the Management of Health and Safety at Work Regulations 1992, the HSWG has

responsibility for identifying hazards within the Academy and for undertaking appropriate risk assessments within their areas of responsibility. Risk assessments will be subject to review and copies will be maintained both within the area concerned and also with the Vice-Principal. The Vice-Principal will be responsible for maintaining a central register of all risk assessments undertaken across the Academy.

- 1.4.8 The HSWG shall meet on a regular basis (this shall be at least three times each academic year) to debate issues of general policy as well as in relation to risk assessments.
- 1.4.9 The members of the HSWG will be appropriately trained in the areas of health and safety relating to their area of responsibility and will receive regular updates from the Vice-Principal on changes in legislation, codes of practice, best practice in their areas of responsibility and general issues of health and safety that relate to the activities of the Academy.
- 1.4.1 The Academy will allocate appropriate funding from its professional development budget to ensure that the members of the HSWG remain appropriately trained and up to date in terms of health and safety within their areas of responsibility.

1.5 The Duties of the Safety Advisor

- 1.5.1 The role of the Safety Advisor is to offer advice and guidance to the Executive Board, management and staff and advise on
 - (a) creating and developing the Health and Safety Policy
 - (b) the promotion of a positive health and safety culture
 - (c) health and safety planning
 - (d) day to day implementation and monitoring of policy and plans
- 1.5.2 The Safety Advisor may be a suitably qualified member of the Academy staff or may be an external consultant.
- 1.5.3 Within the organisation the Safety Advisor will
 - (a) offer independent advice and if required seek clarification of legal or compliance issues
 - (b) report and offer advice to the Executive Board and the HSWG
 - (c) have authority to stop work if it contravenes agreed standards and puts people at risk of injury
- 1.5.4 The Safety Advisor will provide a point of liaison on matters of health and safety with external agencies
 - (a) Health and Safety Executive (HSE), environmental health officers and local authorities
 - (b) fire and rescue authorities and the police
 - (c) architects, consultants and contractors
 - (d) insurance companies and equipment suppliers
 - (e) clients, customers and members of the public

1.6 The Duties of the Welfare Officer

- 1.6.1 The main duty of the Welfare Officer is to promote best practice with regards to the welfare and first aid of students and staff, other duties include

- (a) liaison with the Academy's Designated Safeguarding Lead who would be the first point of contact for staff where concerns are raised about welfare, poor practice or child abuse
- (b) assist the Academy in the implementation of accident reporting and recording procedures
- (c) assist the Academy to fulfill its responsibilities to safeguard students
- (d) ensure confidentiality is maintained
- (e) to ascertain where further improvements to welfare facilities are required
- (f) ensure existing welfare facilities are available and properly maintained
- (g) ensure first aid treatment and other assistance for those injured
- (h) provision of training in first aid to staff and students including keeping certificates and qualifications up to date.

1.7 The Duties of the Educational Welfare Officer

- 1.7.1 The role of the Education Welfare Officer is to promote good practice within the Academy and to be a named contact for students, parents / guardians and carers for issues involving attendance and safeguarding student welfare. Other responsibilities are
 - (a) to improve attendance rates, reduce student absence and engage with families to offer support to ensure they fulfill their legal responsibilities
 - (b) to facilitate effective partnership between parents and the Academy, colleagues and others to contribute to the reduction of disaffection and anti-social behaviour
 - (c) advise on student absence and suggest strategies aimed at improving engagement in education provision, reducing disaffection and increasing self esteem of the most challenging students
 - (d) provide support and advise colleagues regarding the monitoring of attendance for all students and systems to follow up absence
 - (e) work in partnership with colleagues to improve attendance rates by establishing effective partnerships with teaching and associate staff
 - (f) provide regular and timely attendance data
 - (g) interview students, parents and others on site, at their home or any other venue
 - (h) offer appropriate targeted support to families and young people which enables them to engage fully in education provision and to contribute to multi agency working groups that work to reduce youth involvement in anti-social behaviour and crime as both victims and perpetrators
 - (i) be aware of and adhere to all child protection procedures ensuring the safety of young people remains paramount
 - (j) attend case conferences and liaise with professionals from other agencies where appropriate and maintain case records and contribute to the Academy databases and record keeping systems, which are ICT based
 - (k) identify, refer and track vulnerable young people in partnership with other professionals

1.8 The Duties of the Leadership Group

- 1.8.1 The Leadership Group will make themselves familiar with the requirements of the Health and Safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 1.8.2 In addition to the general duties which all members of staff have (see 1.10), they will be directly responsible and accountable to the Principal through the Vice-Principal for the health and safety performance and operation of the Academy Health and Safety Policy within their relevant departments and areas of responsibility.
- 1.8.3 They will take a direct interest in the Academy Health and Safety Policy and in helping other members of staff, students and others to comply with its requirements.
- 1.8.4 As part of their day-to-day responsibilities they will ensure that:
 - (a) safe methods of working exist and are implemented throughout their directorate.
 - (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively.
 - (c) staff, students and others under their jurisdiction are instructed in safe working practices.
 - (d) new employees working within their directorate are given instruction in safe working practices.
 - (e) regular safety inspections are made of their area of responsibility as required by the Vice-Principal and or as necessary.
 - (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others.
 - (g) all plant, machinery and equipment in the directorate for which they are responsible is adequately guarded and is in good and safe working order.
 - (h) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the directorate for which they are responsible
 - (i) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the directorate for which they are responsible.
 - (j) toxic, hazardous and highly flammable substances in the directorate for which they are responsible are correctly used, stored, transported, disposed of and labelled.
 - (k) they monitor the standard of health and safety throughout the directorate for which they are responsible, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
 - (l) all the signs used meet the statutory requirements.
 - (m) all health and safety information is communicated to the relevant persons.
 - (n) they report, as appropriate, any health and safety concerns to the Health and Safety Advisor.

1.9 The Duties of Other Managerial Staff

- 1.9.1 All other managerial staff (eg Curriculum Managers, Managers, Senior Technicians) will make themselves familiar with the requirements of the Health and Safety legislation and codes of practice which are relevant to the work of their area of responsibility.

1.9.2 In addition to the general duties which all members of staff have (see 1.10), they will be directly responsible and accountable to the Vice-Principal for the health and safety performance and operation of the Academy Health and Safety Policy within their relevant departments and areas of responsibility.

1.9.3 They will take a direct interest in the Academy Health and Safety Policy and in helping other members of staff, students and others to comply with its requirements.

1.9.4 As part of their day-to-day responsibilities they will ensure that:

- (a) safe methods of working exist and are implemented throughout their department.
- (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- (c) staff, students and others under their jurisdiction are instructed in safe working practices.
- (d) develop a training plan for new or transferred employees working within their department are given instruction in safe working practices.
- (e) regular safety inspections are made of their area of responsibility as required by the Vice-Principal and or as necessary.
- (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others.
- (g) all plant, machinery and equipment in the department in which they work is adequately guarded and is in good and safe working order.
- (h) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- (i) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- (j) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored, transported, disposed of and labelled.
- (k) they monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- (l) all the signs used meet the statutory requirements.
- (m) all health and safety information is communicated to the relevant persons.
- (n) they report, as appropriate, any health and safety concerns to their line manager and the Safety Advisor.
- (o) investigate lost workday cases and dangerous occurrences and report to their line manager and progress any corrective action.

1.10 The Duties of All Members of Staff

1.10.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- (b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

1.10.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

1.10.3 In particular all members of staff will:

- (a) be familiar with the Health and Safety Policy and any related policies approved by the Executive Board.
- (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students.
- (c) see that all plant, machinery and equipment is adequately guarded.
- (d) see that all plant, machinery and equipment is in good and safe working order.
- (e) not make unauthorised or improper use of plant, machinery and equipment.
- (f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored , transported, disposed of and labelled.
- (h) report any defects in the premises, plant, equipment and facilities which they observe.
- (i) take an active interest in promoting health and safety and suggest ways of reducing risks.
- (j) in the event of a fire or other emergency, act as a fire marshall in aiding the safe evacuation of students in their charge to the assembly point.

1.11 Hirers, Contractors and others

1.11.1 When the premises are used for purposes not under the direction of the Principal then the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 2.0 of this document.

1.11.2 The Safety Advisor or the event co-ordinator will seek to ensure that hirers, contractors and others who use the Academy premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

1.11.3 When the Academy premises or facilities are being used out of normal Academy hours for an Academy-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

1.11.4 When the premises are hired to persons outside the employ of the Academy, it will be a condition for all hirers, contractors and others using the Academy premises or facilities that they are familiar with this policy, that they comply with all Health and Safety legislation and codes of practice which are relevant in their use of the Academy. In particular they will not without the prior consent of the Academy:

- (a) introduce equipment for use on the Academy premises.

- (b) alter fixed installations.
- (c) remove fire and safety notices or equipment.
- (d) take any action that may create hazards for persons using the premises or the staff or students of the Academy.

1.11.5 All contractors who work on the Academy premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc Act 1974. Contractors, engineers, supervisors etc will ensure that their work practices fully comply with the Construction (Design and Management) Regulations 1994 (CDM) and the Construction (Health Safety and Welfare) Regulations 1996 on construction projects. Appointed contractors will be required to provide evidence of this at tender stage, prior to appointment.

1.11.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Principal through the Health and Safety Advisor will take such actions as are necessary to prevent staff and students at the Academy from being at risk of injury.

1.11.7 The Executive Board draws the attention of all users of the Academy premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

2.0 OTHER ARRANGEMENTS AND APPENDICES

Detailed below are the arrangements in place for specific and general procedures in respect of health and safety issues affecting the whole staff and student population at the Academy as well as impacting upon visitors, contractors, hirers and other users.

2.1 Codes of Practice and Safety Rules

- 2.1.1 In consultation with the Executive Board (where appropriate) and taking into account the requirements of this statement, the HSWG will approve (where necessary) additional supplementary policies for the observation of safety requirements in the Academy.
- 2.1.2 From time to time the Department for Education (DfE) the HSE and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of those who have health and safety responsibility for educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Principal considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Executive Board that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

2.2 Risk Assessment

- 2.2.1 The Vice-Principal will ensure that risk assessment surveys of the premises, methods of work and all Academy-sponsored activities are conducted annually (or more frequently, if necessary). These surveys will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. Any significant defects and deficiencies identified through such a survey which are deemed hazardous for persons using the premises or the staff or students of the Academy resulting from such surveys will be reported to the Executive Board. The risk assessment process is a major responsibility of the HSWG.

2.3 Crisis Management Policy

2.3.1 The Principal will ensure that a Crisis Management Policy (emergency plan) is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the Academy. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (a) save life
- (b) prevent injury
- (c) minimise loss

This sequence will determine the priorities of the emergency plan.

2.3.2 The plan will be agreed by the Executive Board and be incorporated into the staff handbook. Fire evacuation procedures will also be agreed by the Executive Board and included in the staff handbook, the evacuation procedures will be regularly rehearsed by staff and students. The result of all such rehearsals will form part of the regular risk assessment survey and any significant outcome will be reported to the Executive Board.

2.3.3 The Crisis Management Policy is also a separate appendix to this policy booklet.

2.4 First Aid

2.4.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents and will be incorporated into the staff handbook.

2.4.2 The number of certificated first aiders will not, at any time, be less than the number required by law. It is a policy of the Academy to ensure that all senior technical staff, members of the building services staff, the welfare officer and at least one member of the PE staff are trained and qualified in first aid.

2.4.3 At the discretion of the Academy other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Executive Board after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the Executive Board as that being sufficient to meet the needs of all foreseeable circumstances.

2.4.4 Supplies of first aid material will be held at various locations throughout the Academy. Those locations will be determined by the Principal. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

2.4.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of Academy activities.

2.4.6 A record will be made of each occasion any member of staff, student or other person receives first aid treatment either on the Academy premises or as part of an Academy related activity and will be held by the Welfare Officer.

2.4.7 The arrangements for first aid are also shown as a separate appendix to this policy booklet.