



# ASPIRATIONS

## OCEAN ACADEMY HEALTH AND SAFETY POLICY



**Ocean Academy Poole**  
an Aspirations Academy

Date of last review:	<b>October 2020</b>	Review period:	<b>1 year</b>
Date of next review:	<b>October 2021</b>	Owner:	<b>AAT DFM</b>
Type of policy:	<b>Statutory</b>	Approved	<b>SCDB / CEO</b>

# Health and Safety Policy Statement, Organisation and Arrangements

**This Health and Safety Policy incorporates**

## **The Statement of Intent (Part 1)**

- The declared commitment by the AAT Board to the health, safety and welfare of employees, pupils and of other users of their premises.

## **The Organisation (Part 2)**

- The roles and responsibilities of those entrusted with the management of health and safety

## **The Arrangements (Part 3)**

- The means by which the management of health and safety is achieved

## **The Appendices (Part 4)**

- Containing summaries of regulations, guidelines, advice, etc.



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## Statement of Intent

The AAT Board recognises and accepts that it is responsible for providing a safe and healthy environment for the staff employed across the group, for the pupils attending the academies and for other persons on their premises.

The Board will ensure that all reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety Regulations 1999 and those other Regulations made under the Act. To this end, the Board have designated that the District Team have strategic oversight of each Academy's Health and Safety Organisation and Arrangements on its behalf and that each Academy's Principal/Head teacher is expected to reinforce the Board's intentions on Health and Safety. It furthermore recognises that it also has a corporate responsibility towards the group of Academies, its staff, pupils and others coming on to their premises.

Each Principal recognises and accepts that they are responsible for providing a safe and healthy environment for the staff employed in the Academy, for the students attending it and for other persons on the premises.

Each Principal has taken note of the implications of the Corporate Manslaughter and Homicide Act 2007 and the Health and Safety (Offences) Act 2008 and believe that its Health and Safety Management systems are duly in place and adequately rigorous. They will continue to monitor those systems with due diligence in respect of the health, safety and welfare of staff, pupils and anyone else who may be affected by them.

The Principal will ensure that within the Academy budgets there are adequate resources available to cover the cost not only of the planned maintenance of the grounds, buildings, plant and equipment in a safe condition but also, so far as reasonably practicable, of any emergency action necessary to ensure the health and safety of the occupants of the Academy premises.

The Principal will take reasonable steps to bring to the attention of each and every member of staff that

- under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work
- they must co-operate with their employers in fulfilling their duties under the Act and supporting legislation as well as under the Academy's Health and Safety Policy and
- They each read (and sign that they have done so) the Academy's Health and Safety Policy, including the statements about the **Organisation** and **Arrangements** through which the Academy Management and staff aim to fulfil the relevant requirements.

This Statement of Intent will be displayed in staffrooms

### 1. Part 2.1 – Organisation – General

#### A. *Role of the AAT Board*

- To accept its collective role in providing Health and Safety leadership
- To ensure all relevant Board decisions reflect its Health and Safety intentions as articulated in the Statement of Intent
- To ensure that Health and Safety risk management systems are in place and remain effective
- To ensure that all academies are adequately funded to meet their statutory health and safety obligations

- To receive a consolidated annual report on risk management issues, significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To review the Aspirations Academies Trust Health and Safety Policy annually

**B. *Role of the AAT Director of Finance and Operations***

- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered throughout the network, supported by the Operations Director
- To ensure all relevant network decisions reflect the AAT Board's Health and Safety intentions as articulated in the Statement of Intent
- To ensure that the necessary advice, resources and support are available to academy Principals including legislation updates
- To receive termly summary reports from Principals on any significant health and safety issues.
- To receive a consolidated annual report from the Operations Director on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution.
- To present a consolidated network report annually to the AAT Schools Board on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To present an annual review of the Health and Safety Policy to the AAT Board

**C. *Role of the Principal in all Academies***

- To manage the Health, Safety and Welfare of staff and other persons on individual academy premises.
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered at their academy
- To ensure all relevant Academy decisions reflect the AAT Board's Health and Safety intentions as articulated in the Statement of Intent
- To ensure suitable instruction, training and information is available to staff within their academy

**D. *Role of the Operations lead in each academy/district***

- To manage the Health, Safety and Welfare of staff and other persons on an individual academy premises as directed by the Principal.
- To act on behalf of the Principal on all Health, Safety and Welfare issues in relation to external bodies and agencies - HSE, Fire Brigade, Local Authority, Insurance Risk Manager, etc.
- To consult with staff in accordance with the Health and Safety (Consultation with Employee) Regulations 1996
- To receive reports from Senior Leaders/Site Managers/ Senior Caretakers/Staff/Safety Representatives of risk management issues, significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To inform the Principal/AAT District of relevant Health and Safety risk management issues, significant failures, outcomes of investigations as considered appropriate.
- To present a consolidated annual report to the district team on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To review the Academy's Health and Safety Policy annually

### ***E. Role of the Health and Safety Team***

The aim of the Safety Team will be promotion of co-operation between management and all employees at the Academy in achieving and maintaining a safe and healthy workplace for all users of the premises.

Within that aim the Safety Team will consider certain specific matters:

- accidents which have occurred since the previous meeting, and remedial action taken to prevent a recurrence
- arrangements of the next inspection of the premises, and matters arising from the previous inspection
- implementation within the Academy of safety instructions/ advice issued by the Health and Safety Adviser
- progress on remedying any specific hazards which may have been identified
- review, on an annual basis, of the content of the Health and Safety Policy and the monitoring of its implementation

The exact composition of the Health and Safety Team will be determined by each individual academy but would include members of the Senior Leadership Team and Staff Representatives

### ***F. Role of Staff and Union Representatives***

- to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he represents) and to examine the causes of accidents at the workplace;
- to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- to investigate to make representations to the employer about matters arising out of sub-paragraphs above;
- to make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace;
- to carry out inspections in accordance with the regulations;
- to represent the employees he/she was appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority;
- to receive information from Inspectors in accordance with the Act;
- To attend meetings of safety committees/teams where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.

("Workplace" in this respect means the place or places where the employees represented by the safety representative work or frequent in the course of their work. There is no legal right of access to premises or parts of premises handed over to contractors for work.)

### **Notification of Safety Representative Appointments**

Recognised Trade Unions should notify the Principal of the details of all safety representative appointments and a record of this will be maintained by the Academy.

### **Time off and Facilities for Safety Representatives**

The Academy will grant reasonable paid time off to enable safety representatives to carry out the duties set out above (Safety Representative of each recognised Trade Union and Staff elected Safety Representatives). It will

also grant reasonable paid time off, subject to its Trade Unions Facilities Agreement and the 1996 Regulations, to enable Safety Representatives to receive health and safety training.

#### **References –**

Section 2(6) of the Health and Safety at Work etc. Act 1974

The Safety Representatives and Safety Committees Regulations 1977

The Health and Safety (Consultation with Employee) Regulations 1996

#### **G. Role of the Health and Safety Adviser**

The Adviser will:

- carry out a full inspection of the Academy, annually, and submit a full written report, prioritising the issues identified
- review written procedures (audit)
- provide AAT with up-to-date health and safety information

The Adviser will if requested:

- provide in-service training
- carry out risk assessments
- review and advise on safe systems of work
- help draft and advise on policy
- review policy
- arbitrate on health and safety matters

#### **H. Audit and Inspection Schedule**

- Formal Health and Safety Inspection by H&S Adviser - Annually
- Formal Health and Safety Audit by H&S Adviser – Every 2 years

#### **I. Dissemination of Health and Safety Information**

All relevant information and reports will be made available to staff via staff handbooks, induction, internal communication streams, posted on notice boards or individually as appropriate.

## **2. Part 2.2 – Organisation – Academy Specific**

### ***Responsibility for Management of Health and Safety at Ocean Academy***

Principal

Director of Standards

Director of Operations / Site manager

Head of Logistics & Operational Staff

Employees

**A. *Role of the Principal***

- To manage the Health, Safety and Welfare of staff and other persons on the premises.
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered at their academy
- To ensure all relevant Academy decisions reflect the AAT Board's Health and Safety intentions as articulated in the Statement of Intent
- To ensure suitable instruction, training and information is available to staff within their academy.
- To reinforce the AAT Board's Health and Safety intentions as articulated in the Statement of Intent.
- To encourage the staff's active participation in improving Health and Safety
- To consult with staff on the Health and Safety management system of the Academy
- To inform the District Executive Principal of any relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate

**B. *Role of the Director of Operations / Site manager***

- To manage the Health, Safety and Welfare of staff and other persons on an individual academy premises as directed by the Principal.
- To act on behalf of the Principal on all Health, Safety and Welfare issues in relation to external bodies and agencies - HSE, Fire Brigade, Local Authority, Insurance Risk Manager, etc.
- To be responsible for organising and meeting with the Health and Safety Committee
- To liaise with the independent Health and Safety Adviser
- To arrange Health and Safety Audits and Inspections as laid down in this Policy
- To investigate safety matters raised by staff or students and to take any necessary action
- To consult with the Principal for advice and guidance where his/her normal executive authority does not allow him/her to resolve the matter effectively
- To produce, for the Academy, a written Health and Safety Policy ensuring (i) that all members of staff are aware of its contents and fully understand their responsibilities (ii) training is provided where necessary for Responsible Persons so that they can act with knowledge (iii) it is monitored and (iv) revised as necessary.
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To inform the Principal/AAT District of relevant Health and Safety risk management issues, significant failures, outcomes of investigations as considered appropriate
- To take note of Health and Safety bulletins, instructions, etc., issued from time to time, ensuring that where required these are distributed and maintaining a file of all such material which is readily accessible to all employees
- To be readily available to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions
- To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time

- To ensure that the circumstances of accidents are properly reported, examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence
- To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect the occupants
- To encourage the staff's active participation in improving Health and Safety
- To consult with staff on the Health and Safety management system of the Academy
- To be responsible for other Health and Safety matters as reasonably requested by the Principal and as indicated in the Organisation and Arrangements contained in this Policy.
- To provide an annual report to the Executive Principal on significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To monitor the safe maintenance of premises plant, machinery and equipment
- To ensure the safe maintenance and testing of the Fire Alarm as required by law and of the Intruder Alarm
- To ensure the relevant COSHH and Risk Assessments are being undertaken by the appointed staff.
- To be responsible for the appointment and monitoring of contractors (including in respect of H&S competence)
- To ensure the statutory display of information (H&S poster, H&S Policy Statement, Certificate of Employer Liability Insurance etc.)

### ***C. Role of Operational Staff***

- To be responsible for Health and Safety matters as reasonably requested by the Principal and as indicated in the Organisation and Arrangements contained in this Policy
- To organise and monitor the administration of First Aid.
- To ensure, within the remit of their responsibilities, that employees new to the Academy are helped to perform their duties in a safe manner, In particular, to ensure that they have all necessary information on health and safety matters including, for staff, a copy of the local arrangements and the opportunity to read and discuss them before starting work.
- To ensure the H&S arrangements for those staff and students with special medical needs
- To ensure the statutory display of information (H&S poster, H&S Policy Statement, Certificate of Employer Liability Insurance etc.)
- To arrange whole Academy H&S training, including induction training and specific training for specialist staff
- To keep an up-to-date list of all safety representatives in the Academy, both teaching and support staff and of their training

### ***D. Duties of Employees***

- To take reasonable care of themselves and anyone who may be affected by their acts or omissions
- To keep children safe
- To co-operate with the Academy management in the interests of health and safety, e.g. fire drills, first aid, training
- To report any concerns or issues with regard H & S

### ***E. Areas of Responsibility***

	<u>Area</u>	<u>Managed by</u>
1.	Accident Reporting and Recording	Office Manager
2.	First Aid	Office Assistant

	(a) Accidents involving blood	First Aiders
	(b) Infectious Diseases	Office Manager / First Aiders
	(c) Administering Medicines to students	Office Manager / First Aiders
3.	Emergencies	
	(a) Emergency Procedures and Drills	Site manager / Principal
	(b) Evacuation Notices and Signs	Senior Manager
4.	Fire Fighting Equipment	
	(a) Checking	Site Manager
	(b) Maintenance/Serviceing	Director of Operations / Site Manager
5.	Control of Substances Hazardous to Health	Director of Operations
6.	Electrical Safety	
	(a) Mains	Director of Operations / Site Manager
	b) Portable Appliances	Senior Manager
7.	Gas Safety	Director of Operations / Site Manager
8.	Smoking	Principal
9.	Display Screen Equipment	IT / Operational Staff
10.	Defect and Hazard Reporting	Director of Operations / Site Manager
11.	Health & Safety Information	Director of Operations / Site Manager
12.	Risk Assessments	
	(a) Equipment, activities, etc.	Teaching Staff
	(b) New and Pregnant Mothers	Principal
	(c) Fire	Director of Operations / Site Manager
13.	Clear Passageways	Site manager / Staff
14.	Security	Director of Operations / Site Manager
15.	Alarm Systems	Director of Operations /Site Manager
16.	Intruders	Director of Operations / Site Manager

17.	Violence to Staff	Principal
18.	Academy Journeys and Outings	Teaching Staff
19.	Minibuses, Coaches, Driving Permits, etc.	Site Manager
20.	Parking	Site Manager
21.	Storage	Site Manager
22.	Manual Handling	Principal
23.	Contractors on Site	Site Manager/Director of Operations
24.	Other Users	Site Manager
25.	Water Quality	Site Manager/Director of Operations
26.	Hiring of Premises	Site Manager / Office Manager
27.	Consultation with Employees	Principal
28.	Work Experience	Assistant Principal
29.	Work Equipment	Director of Operations / Site Manager
30.	Asbestos	Director of Operations / Site Manager
31.	Work at Height	Director of Operations / Site Manager
32.	Noise/ Vibration at Work	Director of Operations / Site Manager

**Schedule of Reviews and Record-Keeping**

Task	Frequency	Responsible Person(s)	Comments
<b>Review</b> of Health and Safety Policy Organisation and Arrangements	Every year and when required	AAT BOARD / AAT DISTRICT / Principal	New Regulations, Codes of Practice, Academy Policies, etc. May have to be added in the interim
<b>Review</b> of COSHH assessments	Every 2 years or whenever changes occur	Director of Operations / SITE MANAGER	Record to be kept by HoFs/DoO; all contractors to provide COSHH information, if required
<b>Record</b> of water quality testing, temperature taking	As required by the Water Risk Assessment	Director of Operations / SITE MANAGER	Training required for Senior Caretaker, Management; log book must be kept
<b><u>Electrical Safety</u></b>			
<b>Certification</b> of fixed installations	As advised on current Certificate	Director of Operations / SITE MANAGER	
<b>Record</b> of maintenance inspections of fixed installations	As advised	Director of Operations / SITE MANAGER	
<b>Record</b> of Portable Appliance Testing	Bi-annually and all new items tested on arrival / according to Risk Assessment	Director of Operations / SITE MANAGER	Appliances to be categorised for testing according to vulnerability
<b>Record</b> of Gas appliance testing	At least once a year	Director of Operations / SITE MANAGER	Only a Gas Safe registered person can do this

Task	Frequency	Responsible Person(s)	Comments
<b><u>Fire Safety</u></b>			
<b>Record</b> of staff training	Keep up to date	Office Manager Director of Operations / SITE MANAGER	
<b>Record</b> of nominated persons – ‘fire marshals’	Keep up to date	SITE MANAGER	
<b>Record</b> of Fire Fighting appliances check	Weekly	SITE MANAGER	
<b>Record</b> of Fire Fighting appliances maintenance	Annually	SITE MANAGER	Contractor carries out
<b>Record</b> of fire Alarm testing	Weekly	SITE MANAGER	Call points to be tested on a rota basis
<b>Record</b> of Fire Alarm and Battery back-up maintenance	3 monthly	SITE MANAGER	Contractor carries out
<b>Record</b> of Emergency Lighting tests	Monthly	SITE MANAGER	
<b>Record</b> of Fire Drills	Termly	SITE MANAGER/PRINCIPAL	Log time taken, note problems
<b>Record</b> of False Alarms	As required	SITE MANAGER	Note reasons
<b>Record</b> of provision	Annually	SITE MANAGER	

Task	Frequency	Responsible Person(s)	Comments
<b>First Aid</b>			
<b>Record</b> of Accidents / Injuries	As required	Office Manager/FIRST AIDERS	To be tabled at Local Advisory Body meetings
<b>Record</b> of number of First Aiders and first aid stock	As required after assessment of needs	Office Assistant	
<b>Review</b> of provision	Annually and as required	Principal	Need for replacement when a first aider leaves
<b>Record</b> of training of First Aiders	Keep up to date	Office Manager	Important for arranging re-training
<b>Record</b> of Manual Handling training	Keep up to date	Office Manager	
<b>Record</b> of Display Screen Equipment assessments	Annually	IT : Aspirations TEAM	
- Designated users			
- Visits to Optician	Keep up to date		
- Re-testing	As required		
- Claims	As advised		
- Training	When necessary		
- Review of assessments	When carried out, attendee register On changes and as required		

Task	Frequency	Responsible Person(s)	Comments
<b>First Aid</b>			
<b>Record</b> of Staff H&S Representatives	Keep up to date	Office Manager	
<b>Record</b> of staff H&S Representative training	On changes	Office Manager	Union and non-Union representation
<b>Record</b> of other H&S training	Keep up to date	Office Manager	
<b>Record</b> of Young Persons on Work Experience	Annually	Assistant Principal	Full details to be kept
<b>Record</b> of Asbestos visual check of condition	Termly or more frequently, if considered necessary	Director of Operations / Site Manager	Where vulnerable to damage
<b>Record</b> of journeys, outings, off-site activities, etc.	On all occasions	EVC lead	Full details to be kept. Risk assessment to be made
<b>Record</b> of Risk Assessments	Keep up to date	Principal	Records to be kept by HoFs/DoO
<b>Review</b> of Risk Assessments	Annually or after incident / near miss	Principal	
<b>Review</b> of security arrangements	Annually and as required	Director of Operations /Site manager / Principal	
<b>Record</b> of incidents	Keep up to date	Director of Operations / Office Manager	

Task	Frequency	Responsible Person(s)	Comments
<b>First Aid</b>			
<b>Record</b> of maintenance of equipment	Annually	Office manager / Site Manager	Contractors should check in and out, recording times All listed on SCR as appropriate
<b>Review</b> of Smoking Policy	Every two years or when required	Principal	
<b>Review</b> of Policy on Special Medical Needs	Every 3 years as required	Principal SENCO	
<b>Record</b> of students with Special Medical Needs	Annually or as required		
H&S Inspection <b>Reports</b>	Annually, as scheduled	Director of Operations / Site Manager	
H&S Audit <b>Reports</b>	Every 2 years	Director of Operations / Site Manager	
<b>Record</b> of all visitors on Academy Premises	Every occasion	Office staff	