



# Windsor Academy Trust

People and Culture  
Committee

12th October 2023



(For completion by Academy)

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

Plan for health and safety within our academy improvement planning activity.

Ensure relevant safety actions are included during the staff appraisal process.

Develop and maintain local arrangements and procedures that interpret the requirements of relevant legislation.

Review with the Local Advisory Body (LAB) all progress against our plans and take appropriate action.

Provide an environment in which academy staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.

Assess and control risks to all academy staff.

Monitor accident trends throughout the academy to further inform the health and safety aspects of the academy improvement plan.

Monitor our performance against plans.

Copy this statement to all staff members or place prominently in an area accessible to all.

Signed .....  
(Headteacher)

Date .....

Signed .....  
(Chair of Local Advisory Body)

Date .....

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

accidents and work related ill health by managing the health and safety risks in the workplace.

the health, safety and welfare of all persons using WAT premises. Maintaining safe and healthy working conditions, providing safe and appropriate equipment and ensuring the safe storage and use of equipment and materials.

the health, safety and wellbeing of staff, pupils/students and other supervising adults participating in off-site visits.

effectively to incidents by implementing effective control measures and emergency procedures.

all employees, managers and leaders to ensure that they are competent to carry out their work and in discharging their responsibilities.

with employees and recognised Trade Union representatives on day-to-day health and safety matters to enable them to be proactive in the management of safety processes and procedures.

of health, safety and safeguarding as an integral part of WAT's culture.

gathering evidence to provide assurance in demonstrating compliance with legal and statutory requirements and to ensure continuous development and improvement.

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Effective structures, systems, procedures and arrangements are developed and implemented in relation to health and safety, including fire, a.o. s,



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## The Construction Design & Management (CDM) Regulations

4.4 The BoD will have overall responsibility for:

Any directions issued in the arrangements concerning the health and safety of persons on WAT premises or tak ises





4.18 The Headteacher is a "duty holder" for the purposes of asbestos management in each academy as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012. It is their duty to ensure that there are appropriate local asbestos organisation and arrangements within the academy. This includes the delegated duty to make sure that as far as reasonably practicable no one can come to any harm from asbestos on academy premises and to ensure that the emergency measures, provided in the arrangements, to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of, ACM, are carried out.

4.19 If any part of the academy premises was constructed before 2000 the Headteacher must ensure that an asbestos survey has been completed. If ACM is discovered an asbestos register must be put in place, a risk assessment completed, and an Asbestos Management Plan (AMP) developed. If this role is delegated to another member of staff, that person must be named in the AMP and their particular asbestos management duties recorded.

There are adequate staffing levels for safe supervision of pupils/students and staff, both while at the academy and for any external activities.

There is effective liaison and monitoring of the activities of contractors (including catering, cleaning and grounds staff), visitors and others on site to ensure that any risks to the health and safety of staff, pupils/students and visitors are kept to a minimum.

All employees are provided with appropriate and adequate training and equipment consistent with their roles and the risks in their work. Induction programmes are provided for all new staff.

Consultation with Trades Union Health and Safety representatives and Representatives of Employee Safety takes place where appropriate.

Appropriate health and safety

training (including first aid) is provided for all staff.

Representative), and where appropriate, consultation with representatives of staff (including those on contracts) is carried out.





6.5 Robust audit and review shall reduce the likelihood of an undesirable impact on:  
health, safety or w





1.1 This document details the organisation and arrangements required to maintain and continuously improve WAT's health and safety management systems.

2.1 The Site Manager/Caretaker are responsible for looking after the premises. Their responsibilities include:

Maintaining an understanding of the health and safety policy arrangements and the responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements.

Arranging

Overseeing contractors working on the premises, and ensuring that hazard information has been exchanged and suitable risk control measures implemented.

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Ensuring adequate security arrangements are maintained.

Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided.

Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.

As Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.

Ensuring that plant and equipment is adequately maintained.

Arranging for the regular testing and maintenance of electrical equipment.

Maintaining accurate records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.

Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.

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3.1 The appointed person will be the 'responsible person' who has the authority and powers of sanction to ensure that standards of fire safety are maintained. The main duties of the responsible person include, but are not limited to:

Managing the academy/workplace to minimise the incidence of fire (fire prevention); e.g. good housekeeping and security.

Ensuring that current, suitable and sufficient, fire risk assessment has been carried out, or reviewed, in the academy/workplace.

Producing, reviewing, or reviewing, or reviewing, current Emergency Fire Plan, inclusive of a Fire Evacuation Plan.

Ensuring that all persons entering WAT premises have had induction training on emergency evacuation procedure in the event of a fire.

Ensuring that all staff have received adequate fire and evacuation training consistent with their role.

Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance.

Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly.

Ensuring that fire detection and protection systems are maintained and tested and proper records are kept.

Ensuring close down procedures are followed.

Establishing and maintaining effective communication with the local fire service and providing the necessary information for the fire service to respond to an emergency.



Supervising sources of ionising radiation on the site, including effective security and protection.

Implementing such monitoring measures as are necessary to provide sufficient monitoring of radiation exposure.

Completing suitable and sufficient risk assessments of activities, in relation to the use of sources of ionising radiation and ensuring effective control measures are in place prior to activities being undertaken.

Ensuring that provisions specific to women and young people are in place and strictly adhered to.

Producing a Radiation Emergency Plan and liaising with the Fire Safety Officer on the provision of information for emergency services in the event of an emergency.

Ensuring that their knowledge of core competency in radiation protection is maintained and keeping abreast of any changes to relevant legislation, codes of practice, or guidance.

How to access help and advice from the appointed Radiation Protection Advisor and other appropriate sources, e.g. HSE, etc.

6.1 The Asbestos Manager is responsible to the Headteacher for ensuring local compliance with all asbestos related legislation and the management of asbestos within the premises.

6.2 The main duties of the Asbestos Manager include a duty to:

Inform relevant staff and contractors of the location, extent and condition of asbestos on the premises.

Arrange for the regular inspection of asbestos containing materials, as required by the asbestos management plan.

Ensure that suitable and sufficient asbestos training and information is provided to all staff and contractors, suitable and effective Personal Protective Equipment and

## 7.1 The Educational Vc

Pupils and parents are provided with all relevant information regarding work experience placements, including risk assessments.

Employers providing placements have full relevant information regarding pupils/students undertaking a placement with them, including details of additional educational or special needs. Where possible, pupils/students are visited during their placement.

- 9.1 Health and safety regulations provide for the appointment of trade union appointed safety representatives from amongst those employees who are members of a recognised trade union. Similarly, provision is in place for employees who are not members of a recognised trade union, or where their trade union is not represented by a safety representative, to elect Representatives of Employee Safety to represent them.
- 9.2 Trade Union Health and Safety Representatives and Representatives of Employee Safety are afforded the right to paid release from duties to discharge their functions. The same right is extended by WAT to Representatives of Employee Safety.
- 9.3 Where Trade Union Health and Safety Representatives and Representatives of Employee Safety are timetabled regarding their employment duties Headteachers must ensure that when formulating the academy staff timetable they take regard of the current Recognition and Procedural Agreement with WAT. This agreement will be reviewed regularly by WAT with recognised trades unions.
- 9.4 Trade Union Health and Safety Representatives and Representatives of Employee Safety have the following duties:

To represent the employees in consultations with the employer.

To report to the Representative of Employee Safety any work-related health and safety risks to employees in the academy.

To receive information from inspectors.

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To attend meetings of safety committees where he/she attends in his capacity as a safety `

All accidents and incidents (including near misses) occurring within their areas of responsibility are promptly reported and recorded using the appropriate system.

All reported accidents and incidents within their areas of responsibility are fully investigated with a view to preventing a recurrence and the findings passed to WAT consultants for review.

All staff within their areas of responsibility are aware of their specific roles in case of fire and/or emergency.

Any equipment/appliance which has been identified as being unsafe and which is in need of repair has been removed from use and reported to the Headteacher.

The levels of class and staff supervision are adequate at all times.

Daily housekeeping health and safety checks are carried out (in conjunction with other members of staff) within their areas of responsibility and report or rectify any issues as appropriate.

The identified responsibilities of staff in case of an emergency are as follows:

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Take part in health and safety training, provided by the employer, that the employer considers necessary to maintain the employee's health and safety.

Make use of all necessary personal protective equipment provided for safety or health reasons.

Where necessary, make use of all control measures made available to them, e.g. fume cupboards, etc.

Follow all relevant safe practices and local rules.

Report any unsafe practices to their manager or Headteacher, or if necessary the Governor responsible for health and safety.

13.2 Where in the presence of pupils/students, as a 'reasonable person', ensure pupils/students follow safe practices and observe all academy safety rules, and as far as is reasonably practicable ensure that pupils:

Follow all instructions issued by any member of staff in the case of an emergency,





2.6 All documents relating to any accident or incident investigation must be retained for a period of five years on WAT property and disposed of in accordance with confidential waste arrangements. These documents should be uploaded to the Every System and linked to the associated incident.

3.1 Where livestock and other farm animals or birds are kept on academy premises, arrangements should be put in place to make suitable and sufficient risk assessment of the risks to those people coming into contact with such animals or birds.

3.2 In all cases where animals or birds are kept on site suitable and sufficient control measures must be put in place to control the risk of transfer of infection from E. coli O157.

3.3 Local arrangements must also be put in place for the proper health and welfare of any animals or birds that are kept. These arrangements must include, but are not limited to:

The regular provision of clean water and suitable food.

Suitable accommodation in a low stress environment.

Adequate room to move and provision to address individual animal/bird welfare needs.

Competent management of all animals or birds.

Provision for weekends and holidays.

Provision for veterinary and other expert assistance.

3.4 Animals or birds must not be kept where they are unable to fully comply with legislation regarding the health and safety of persons in contact with those animals or birds, or where they are unable to meet acceptable standards of animal health and welfare.

4.1 In compliance with Regulation 4 of the Control of Asbestos Regulations 2012, where premises were built before the year 2000, Headteachers must ensure that the following obligations are carried out by a competent person, or persons:

Take reasonable steps to find materials in premises likely to contain asbestos and to check their condition.

Presume that materials contain asbestos unless there is strong evidence to suppose they do not.

Make a written record of the location and condition of asbestos and presumed asbestos-containing materials (ACM), keep the record up to date and ensure that a copy is available for on request to all visitors to the site (the Asbestos Risk Register).

Assess the risk of the likelihood of anyone being exposed to these materials (the Asbestos Risk Assessment).

risk

an Asbestos Risk Register plan will be prepared

Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed.

Local emergency procedures are in place to address the unplanned damage or disturbance, or new discovery of asbestos including procedures for evacuation and subsequent control, survey, repair, maintenance or removal of the affected material.

4.3 Information on the location and condition of the material is given to anyone potentially at risk including all staff working in the affected area/s Headteachers and those persons who have delegated duties in relation to asbestos management must ensure that the legal requirements of licensed and non-licensed asbestos work are strictly adhered to.

4.4 General procedure in the event of accidental damage to, or discovery of, Asbestos Containing Material (ACM):

4.5 If, despite taking every precaution, ACM are discovered during the course of work, or known ACM are damaged, the following actions must be taken:

Stop all work immediately.

Turn off any fans/computers/extractors.

Shut all windows.

Evacuate the local area promptly, but orderly, to the room where the damaged/discovered ACM is located leaving

- 7.1 Anyone entering WAT premises, for the purpose of carrying out work, or who provides a good or a service, specialised or otherwise, for the client, owner or occupier must be regarded as a “contractor” - to whom duties are owed and who, in turn, owes duties in respect of health and safety.

Contractors therefore include building, construction and maintenance workers, caterers, window cleaners, agency staff, equipment repairers, delivery drivers, service staff and consultants. In this policy the term Contractor, includes all subcontractors and their employees.

By virtue of the hazardous nature of construction-related contracting compared with general consultancy work, this policy tends to concentrate on those higher risk areas, however many of the principles still apply to other areas of lower risk.

When children, young persons, or other vulnerable persons are present on site, additional precautions should be taken.

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- 9.2 In order to control the risks associated with these substances, academies must find out what dangerous substances are in the academy and assess what the fire and explosion risks are. If there are none, or the risks are negligible, no further action need be taken.
- 9.3 Where dangerous substances are identified academies must:
- Put control measures in place to either remove those risks or, where this is not possible, control them effectively.
  - Put controls in place to reduce the effects of any incidents involving dangerous substances.
  - Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances.
  - Make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances.
  - Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.
- 9.4 It is likely that a number of dangerous substances may be present in academies, but that most would not be in the quantities or conditions that may result in a fire or explosion. However, staff should be aware of the use of volatile substances in science, paints and coatings in technology, or art, the use of LPG in heating/cooking systems, the use of oils and fats in kitchens and the proximity of such substances to sources of ignition.
- 9.5 Many academies will have Local Exhaust Ventilation (LEV) equipment used to extract dust, fumes and other substances from science laboratories, workshops and kitchens. In

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...tions proposed are proportionate to the risks  
... They should also take account of  
... ensure that

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... place so that trips presenting lower- risk  
... and higher-risk activities (such as those involving  
... activities) are properly planned and assessed.

... properly supported – so that staff can readily check if  
... cautions or whether they should do more.

... should clearly communicate information about the  
... and pupils/students (and parents, where appropriate)  
... tions are and why they are necessary, to help  
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11.1 With particular regard to The Electricity at Work Regulations 1989, WAT will ensure that the following arrangements are in place so far as it is reasonably practicable to do so:

Safe electrical systems are installed on premises that are under the control of WAT.

Suitable protective equipment is to be installed to reduce the risk of electric shock, excess current, or fire.

Account must be taken regarding the environment that electrical systems are to be installed or used in and any external power supply must be rated accordingly.

A suitable earth must be provided for the electrical system and used where appropriate.

A means of isolating electrical systems must be provided and suitable precautions must be in place to ensure that circuits and equipment can be made dead, particularly prior to maintenance or repair work taking place.

Academies are expected to ensure that all electrical works carried out should comply with these arrangements and in particular should ensure that:

Persons working on electrical systems, or equipment, must be competent to do so, in order to prevent danger and injury.

Work activities that involve electrical systems are to be completed safely, with a safe system of work established where any activities that present a real risk are undertaken.

Testing and inspection of fixed installations must be completed every five years. Portable Appliance Testing (PAT) must be completed with regard to a current risk assessment and in line with HSE guidance.

11.2 Guidance on the requirements for inspection and testing is:

All portable electrical equipment that is used by pupils must be inspected and PAT tested annually.

Equipment that is rarely moved and not used by pupils (office computers, printers, copiers, etc.) must be inspected and PAT tested at least every five years.

Equipment that may be frequently moved or equipment that is used in harsh environments (vacuum cleaners, power tools, soldering irons, etc.) must be PAT tested annually, with more frequent inspections.

Records of electrical testing and inspection must be accurately maintained.

Overloading of plugs and sockets must be avoided as it can lead to fires. The use of adaptors is not permitted and only one plug is allowed per socket. Where extension leads are used the electrical capacity of the circuit must be considered before use.

Incident Management Plan

Key Contact Information

Threat Response Plans

## 12.1 Academia



13.1 All academies must ensure that the content of The Provision and Use of Work Equipment Regulations 1998 (PUWER) are adhered to in respect of the equipment resourced by, and used in, the academy, in that it must be:

Suitable for its intended use.

Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.

Used only by people who have received adequate information, instruction and training.

Accompanied by suitable health and safety measures, such as protejrg.

Other (ancillary) equipment such as slings, shackles, strops, etc.: 6 monthly examinations.

Immediately for all lifting equipment that has been subject to 'exceptional circumstances' in its use.

- 13.4 All mobile lifting equipment must be visually checked before use. All users of specialised lifting equipment must be trained in its use before being allowed to use it.
- 13.5 All users must ensure that they comply with the requirements of the Work at Height Regulations 2005 (as amended) and associated guidanceA





- 17.1 Employees must follow manufacturers' instructions printed on containers or packages and wear any protective equipment advised. Staff should consult their manager/supervisor where doubt exists.
- 17.2 To reduce the likelihood of possible infection/disease staff should take the following precautions:
- Always wash hands before eating.
  - Barrier creams can help minimise infection, use where appropriate.
  - Seek first aid immediately for cuts and abrasions and report all cases of suspected work-related illness.
  - Unwanted food is not left lying around to encourage vermin (rats, mice, pigeons, etc.) and to report any evidence of them.
- 17.3 All academies are to undergo food hygiene inspections under the national Food Hygiene Rating Scheme. The frequency of inspection will be determined by the academy's local authority. Inspections should not normally exceed three years in frequency.
- 17.4 Academies (and any contractors) are required to achieve a minimum Food Hygiene Rating of 3 "Generally Satisfactory". Where this rating is not achieved local remedial measures must be put in place, in consultation with the Local Authority and as directed by the academy, to ensure the improvement to the quality of food hygiene in the areas identified.





during working hours shall be required to leave the premises in a safe manner and may be subject to disciplinary action.

Smoking is not allowed on any WAT premises including electronic vaping devices or other forms of smoking.

23.2 Health surveillance can be a legal requirement in a range of health and safety related matters, as a risk management control. WAT employees may be subject to health



25.3 If lasers are used for entertainment, theatre or public exhibition purposes they must consider the guidance to be found in the HSE publication, "HSG65 The radiation safety of lasers used for display purposes" in planning and managing the event. DX

25.4 When using projectors and laser pointers safe systems of work should

- 27.1 In order to comply with The Management of Health and Safety at Work Regulations 1999 (and other legislation) suitable and sufficient risk assessments must be completed and recorded with regard to the risks to the health and safety of WAT employees at work and persons not in WAT employment arising out of, or in connection with, the conduct by WAT regarding their undertaking.
- 27.2 Risk assessment should be completed where potential hazards have been identified with regard to, but not exclusively confined to:
- Processes and procedures
  - Equipment and materials
  - Premises
  - Special tasks

The provision of warnings, notices, and the issue of special instructions in particular cases.

The procedure for introducing changes into normally accepted routines and practices, including explanations of why the changes are neces

pupils/students. These measures should include provision for inclement weather and snow and ice.

Disposal of waste materials must be proactive and in accordance with the requirements of the local authority. Particular attention must be given to the safe disposal of hazardous waste.

Appropriate training on slips and trips should be included within staff training requirements and preventative measures appropriately communicated to pupils/students (reporting spills and trip hazards, etc.)

- 31.1 At times employees could be under levels of stress, either from the effects of their home life, from their duties at work, or a combination

New or inexperienced people are very likely to need more supervision than others. Academies will ensure that employees know how to raise concerns and managers/supervisors are familiar with the possible problems due to unfamiliarity, inexperience and communication difficulties.

Managers and supervisors need to ensure that employees in their charge understand risks associated with the work environment and measures to control them.

Managers and supervisors will need to make sure the control measures to protect against risk are up to date and are being properly used, maintained and monitored.

Arrangements must be in place to check the work of contractors is being done safely and as agreed.

- 32.2 Under the Management of Health and Safety at Work Regulations 1999, there is a duty to ensure that young people (Under 18) employed by WAT are not exposed to risk due to:

Lack of experience;

Being unaware of existing or potential risks and/or lack of maturity.

- 32.3 With regard to young people employed by WAT it is important to consider:  
The layout of the workplace;

The physical, biological and chemical agents they will be exposed to;

How they will handle work equipment;

How the work and processes are organised;

The extent of health and safety training needed;

Risks from particular agents, processes and work.

- 32.4 These considerations should be straightforward in low-risk areas, for example in an office. In higher-risk areas the risks are likely to be greater and will need more attention to ensure that they are properly controlled.

- 33.1 WAT is required to ensure that suitable and sufficient health and safety training has been undertaken by all staff consistent with the needs of their role.

- 33.2 Individual staff health and safety training needs must be assessed by a line manager on appointment of the member of staff and then annually as a minimum. Where employees have significant changes to their role, or they change role, this assessment must be carried out at the time of the change. All training relating to health and safety will be recorded and signed by the individual as a record that such training was completed

- 33.3 All new employees will receive Health and Safety Induction training. This will include familiarisation of their premises layout, including the location of all relevant health

33.4 If a member of staff declines to take part in health and safety training required for their role (in all cases induction health and safety training) the reason/s for declining the training must be provided by the employee. In such cases the matter should be investigated. Employees should be aware that declining health and safety training without having a valid reason may result in disciplinary action being taken.

33.5 Comprehensible and relevant information regarding health and safety compliance and best practice should be available and periodic health and safety advice and updates should be published and distributed.

33.6 WAT employees should be provided with comprehensible and relevant information on the risks to their health and safety identified by any risk assessment, including, but not limited to:

Any preventive and protective measures in place.

The procedures to be followed in the event of serious and imminent danger.  
The measures for fire fighting in the workplace.

The identity of those persons responsible for the evacuation from the premises.

33.7 Each academy/central team must take all reasonable steps to inform any other employers concerned of the risks to their employees' health and safety arising out of or in connection with conducting the academy/central team.

34.1 Local arrangements must be in place for the safe use of transport. Measures that should be in place include:

Designated drivers

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A place to store clothing, where required, (and somewhere to change if special clothing is worn for work).  
Somewhere to rest and eat meals.

Good ventilation – a <sup>2</sup>





