

Barwell Academy

Health and Safety Policy



Approved by: Board of Trustees **Date:** March 2025

Next review due by: March 2026

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Changes and updates grid

Changed from	Changed to	Initial & date
Covid 19 response statement removed.	Covid 19 response kept in whole school risk assessment	RH 6.1.25
Accidents and assaults – ‘accident book’ & RIDDOR reports	<i>reported on AssessNet, CPoms and paper copies kept in school with First Aid risk assessments. AssessNet will inform school whether the incident is to be reported as a RIDDOR, then the incident will be reported to the HSE within the required timescale</i>	RH 6.1.25
Audit changes from every 2 years internally	To each term has an audit. Head teacher audit, governor audit and external audit.	RH 6.1.25
Management of major incident & emergency closure policy	Business continuity plan	RH 6.1.25
Health and safety cupboard	Premises officer office	RH 6.1.25
Asbestos monitoring changes from one every 6 months	Quarterly monitoring	RH 6.1.25

Declaration of Intent

As a responsible employer, the Governing body of Barwell CE Academy will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

The Governing Body recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of the employees, students and visitors so far as is reasonably practicable.

In compliance with the Management of Health and Safety at Work Regulations, risk assessments, will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as reasonably practicable using a sensible risk management approach.

To achieve these objectives, we will:

- Conduct all our activities safely and in compliance with legislation and where possible, best practice.
- Provide safe working conditions and safe equipment.
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them
- Provide suitable information, instruction, training and supervision.
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare.
- Promote the principles of sensible risk management
- Monitor, review and modify this policy and any arrangements as required.

All of Barwell CE Academy employees have a duty of responsibility to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

Organisation – Roles and Responsibilities

Governing body

Barwell academy is an academy whereby the governing body has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure health, safety and welfare of employees, pupils, visitors and contractors and the self-employed.

The Governing body is responsible for:

- Determining the school's Health and Safety policy and its implementation
- Allocating sufficient funds for health and safety
- Establishing clear lines of accountability for health and safety
- Periodically assessing the effectiveness of the policy and ensure that any necessary changes are made
- Identifying and evaluating risks relating to possible accidents and incidents connected with Barwell Academy providing access to competent health and safety advice.

Head Teacher

Without limiting the responsibility of the governors, the Head Teacher will generally oversee the day-to-day management of safety and implementation of this policy within Barwell Academy.

The Head Teacher will comply with Barwell Academy health and safety policy and in particular will:

- Make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of Barwell Academy and maintain an up-to-date file of policies and procedures.
- Work with trade unions and employee health and safety representatives to ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties.
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard
- Ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- Liaise with the governing body
- Undertake monitoring and ensure the provision of adequate resources to achieve compliance
- Ensure that local procedures for the selection and monitoring of contractors are in place
- Take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures
- Ensure the school/academy has access to competent health and safety advice.

In addition to their statutory duties, Head Teachers and teachers have a common law duty of care for pupils with stems from their position in law 'loco parentis'.

Senior leadership Team

The leadership team at Barwell academy will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Any member of staff with supervisory responsibilities will:

- Make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work.
- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures.
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary control measures are followed
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials, and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees/volunteers/students at the commencement of their employment/volunteering/work experience.
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- Be responsible for aspects of health and safety included in their job description
- Organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures.
- Ensure that all statutory registers and records are adequately kept
- Ensure that reporting and investigation of all accidents, ensure all persons under their control are aware of the reporting procedure

Premises Officer

The premises officer is responsible for day-to-day management of property maintenance and compliance checks. The Premises Officer will be responsible for:

- Have general responsibility for the application of school's health and safety policy to their own area of work and are directly responsible to the Deputy Head and Head Teacher.
- Will establish and maintain safe working procedures including (referring to legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (eg chemicals, boiling water and sharp instruments).
- Carry out regular health and safety assessments of the activities for which they are responsible, and report to SLT/Head Teacher any defects, which need attention. Monitor their effective implementation by staff under their control.
- Where appropriate, ensure relevant advice and guidance on health and safety matters is sought
- Advise the Head Teacher on requirements for health and safety equipment and on additions or necessary improvement to premises, plant, tools, equipment or machinery
- Liaise and co-operate with The Head Teacher on property related matters
- Provide a termly health and safety report for the SLT.
- Retain and maintain compliance and health and safety related documentation and ensuring this documentation is backed up digitally.
- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors and completing.
- Conducting contractor induction and recording the process.
- Reporting incidents, accidents, dangerous occurrences and near misses to the Head Teacher
- undertaking any training identified by the Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.

All Staff

All employees, agency and peripatetic workers and contractors, volunteers and students, must comply with school health and safety policy and associated arrangements and, in addition to any specific responsibilities which may be delegated to them, in particular are required to: -

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- Cooperate with their line manager and senior management to work safely
- Comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- Support the academy in embedding a positive safety culture that extends to pupils and any visitors to the site

Pupils

All pupils are expected to behave in a manner that reflects the academies expectations and in particular are expected to: -

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the academy
- Cooperate with teaching and support staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of academy staff any health and safety concerns that they may have

Shared site users

Where two or more employers share a workplace, each employer shall cooperate with the other employers concerned to enable them to comply with their duties under health and safety legislation. Barwell C of E Academy as the primary site user will have the lead responsibility.

All shared users of the site must agree to:

- Cooperate and co-ordinate with Barwell Academy on health and safety matters
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the academy that may arise from their activities
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the academy so as to ensure the health, safety and welfare of all academy staff and users
- Meet the insurance requirements of the academy and the academy's insurance provider
- Familiarise themselves with and communicate to their employees/users the academy's health and safety arrangements

Barwell C of E Academy will ensure that:

- The premises are in safe condition for the purpose of use
- Adequate arrangements for emergency evacuation are in place and communicated
- Users are consulted with on health and safety matters
- The academy's health and safety arrangements are made available to shared users.

Lettings

Barwell C of E Academy has a lettings policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons / organisations letting the site must agree to:

- Cooperate and coordinate with the academy on health and safety matters
- Agree to the terms of the letting policy in relation to health and safety arrangements
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the academy that may arise from their activities

Barwell C of E Academy will ensure that:

- The premises are in a safe condition for the purpose of use
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
- Adequate arrangements for emergency evacuation are in place and communicated

Organisation – Arrangements

The following arrangements will be adopted to ensure that the Governing Body and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

Setting health and safety objectives

The Governing Body and the Head Teacher will specifically review progress of health and safety objectives at the termly meeting of the Academy Trust. Where necessary health and safety improvements will be identified and included within the academy's action plan.

Provision of effective health and safety training

The Governing Body and the Head Teacher will consider health and safety training on an annual basis in line with the academy's health and training matrix focussing on mandatory training as a priority.

Provision of an effective joint consultative process

The academy Health and Safety Governor will meet with the Premises Officer termly and conduct a site visit. This report will be presented to the Governing body who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

Establishing adequate health and safety communication channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, this communication will be recorded and include:

- Senior leadership team meetings and staff meetings
- Site health and safety committee
- Provision of information relating to safe systems of work and risk assessments
- Training provided
- Communications with relevant specialist advisors and bodies

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial resources

The Governing Body along with the Head Teacher will review the academy budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Specialist advice/support

Barwell C of E Academy will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by;

- ❖ Accessing the services of a competent Health and Safety Advisor through Leicester County Council Health, Safety and Wellbeing service

Organisation – Other arrangements

Accident and assaults

All accidents, assaults and near miss incidents will be reported on AssessNet, CPoms and paper copies kept in school with First Aid risk assessments. AssessNet will inform school whether the incident is to be reported as a RIDDOR, then the incident will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

Pupil forms/records are retained for 24 years, employee forms for 6 years and forms relating to work related ill health for 6 years or longer (40 years where there has been potential exposure to radiation or asbestos; further guidance is obtained from Occupational Health).

Audit

Barwell C of E Academy health and safety management will be audited by the head teacher in the summer term, by governing body representative during the autumn term and by external Health and safety auditor

from LCC during the spring term. The academy reviews this process as a positive assessment of our health and safety across the academy.

Contractor management

Barwell Academy comply with the HSE's approved code of practice '*Managing health and safety in construction – Construction (Design and Management) regulations 2007*' (L144) relating to the management and control of contractors. The academy ensures that:

- Competent contractors are used
- Clear specification of works are drawn up by a competent person
- Pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- Key contacts are identified
- Regular update meetings take place throughout any works/projects
- Works are visually monitored and any concerns immediately reported
- Works are signed off and any associated certification and documentation is obtained
- All staff pupils and other users of site remain in a safe environment for the duration of the works

Control of Hazardous substances

Barwell Academy comply with the HSE's approved code of practice '*Control of substances hazardous to health*' (L5) relating to the management and control of hazardous substances on site. The academy will ensure:

- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- A COSHH risk assessment will be completed for all the hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, a risk assessment will be carried out and control measures implemented
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff
- Any need for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- Training records are maintained for those who receive training
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substances purchased through the school's procurement systems can be used on site
- Substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored quarterly and reviewed annually

Dealing with health and safety emergencies – procedures and contacts

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

- See Barwell Academy Business Continuity Plan

Defect reporting

Barwell Academy has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported to the Premises Officer verbally or in defects log book. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Display screen equipment (DSE)

Barwell Academy acknowledges that staff that use DSE should have suitable equipment for which to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The academy ensures that:

- All static workstations used by staff meet the minimum standards required
- Equipment is maintained in good working condition
- Staff are aware of best practice in using DSE and issued with relevant information
- Staff whose roles require significant use of DSE are prioritised for individual assessment
- Assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health
- A trained DSE assessor is available.

Driving

All staff that drive their own cars for work purposes must have a full UK driving license, Business insurance and maintain their vehicle in a road worthy condition. Annual license and insurance checks are undertaken and documented

- See Barwell Academy- Driving Policy

Electrical Systems and equipment

Barwell Academy maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electrical appliances have a portable appliance test (PAT) carried out, in line with the HSE guidance 'Maintaining portable electrical equipment in low-risk environments' by the Premises Officer or a competent contractor with records maintained.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of their equipment prior to use and not to use any equipment that appears damaged or defective. The academy's defect reporting procedure is followed as required.

Fire safety

The academy is committed to providing a safe environment for both staff and pupils. The academy manages the risk of fire by ensuring:

- A comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost
- A detailed fire and emergency plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation
- Statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- Some staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction

- A fire drill is undertaken at least termly to practice evacuation arrangements and ensure working as expected.

First Aid and supporting pupils' medical needs

Adequate first aid arrangements are assessed and maintained at the academy and for all activities that the academy leads. The academy ensures that:

- The number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- All first aiders and appointed persons hold a valid certificate of competence, the academy maintains a register of all qualified staff and will arrange re-training as necessary
- First aid notices are clearly displayed around the academy
- Sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are stocked
- A suitable area is available for provision of first aid
- Staff are regularly informed of first aid arrangements within the academy, through induction, teacher training days and staff meetings
- Where first aid has been administered this is recorded in the first aid treatment books
- Correct reporting procedures are followed
- Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers
- Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency

Management of asbestos

Barwell academy complies with the HSE's approved code of practice 'The management of asbestos in non-domestic premises'(L127). The academy is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The academy has a whole site asbestos management (type 2) survey from which a local asbestos management plan (LAMP) has been developed. This is shared annually with staff, volunteers, students and is available for all contractors.

A quarterly visual inspection of all identified asbestos containing materials (ACM) that are not in restricted areas are undertaken and documented in the LAMP. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the academy's LAMP. Where necessary more frequent checks of ACMs are undertaken

Prior to any works that will or has the potential to alter the fabric of the building; a refurbishment and demolition (type 3) survey will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.

Moving and handling

Barwell Academy complies with the HSE's approved code of practice 'Manual handling. Manual handling operations regulations 1992 (as amended). Guidance on regulations (L23)'

Within Barwell Academy there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The academy manages the risk associated with moving and handling tasks by ensuring that:

- Moving and handling is avoided wherever possible
- If it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained

- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- Any defective equipment is taken out of use until repaired or is replaced
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling tasks being restricted
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

Occupational health services and work-related tress

Barwell Academy acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress

The academy will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HS(G)218). The following arrangements are in place to locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager, head teacher or another member of the senior leadership team of any ill health issues
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- The member of staff will be offered a referral to an occupational health professional for advice and support e.g., counselling etc.
- The member of staff will be advised that support can also be provided through their trade union
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they are identified
- If it is identified that there is a high occurrence of staff il health or stress within the school, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation

Off-site visits including school-led adventure activities

Barwell Academy adopts the National Guidance for the Management of Off-site visits and LOtC activities. An academy specific Educational Visits Policy details local arrangements.

Risk Assessments

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health

Within the academy various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times electronically on Curriculum network/staff shared area and the Premises Officer office.

Academy security

Barwell Academy has a site security policy in place, this will be reviewed and updated on a regular basis or as necessary.

Statutory inspections

Barwell academy ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored at the health and safety committee to unsure on track.

Preventing workplace harassment and violence

The academy is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site-specific violence and assaults risk assessments, use of reasonable force (physical intervention) policy and lone working risk assessment, the following procedures are in place:

- Staff are advised to:
 - Avoid confrontation if possible
 - Withdraw from situation
 - Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors.
 - Follow measures/procedures identified in violence and assaults risk assessment
 - Contact emergency services, as appropriate
 - Inform the Head Teacher or a member of the senior management team if confrontation has taken place

- Barwell Academy will:
 - Head teacher or member of the senior management team to attend site on being informed of an incident, if considered necessary.
 - Have in place procedures for the reporting of incidents
 - Offer counselling/support through Occupational Health
 - Debrief individuals following any incident
 - Provision of training on how to manage conflict and aggression as required
 - Review the violence and assaults risk assessment following any incident

Water hygiene management

The academy will comply with the HSE approved code of practice 'Legionnaire's disease' – the control of legionella bacteria in water systems L8.

The academy will:

- Employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions
- Employ a competent external contractor to provide a suitable survey/risk assessment: with the risk assessment being reviewed at least every 2 years or whenever there is reason to suspect it is no longer valid
- Employ a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems
- Ensure regular flushing of outlets is completed by a competent individual
- Employ a competent person to undertake monthly monitoring of water systems including temperature readings

Working at height

The academy will follow the principles of the HSE guidance 'The work at height regulations 2005 (as amended) A brief guide' (INDG401). Barwell academy use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks. The academy ensures that:

- Work at height is avoided whenever possible
- If it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- Those undertaking equipment work at height have received appropriate training and training records are maintained

- All access equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- Any defective equipment is taken out of use until repaired or is replaced
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertake working at height tasks, these may result in some working at height tasks being restricted
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

Workplace inspections

Barwell Academy recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspections findings are reviewed with actions monitored. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the academy defect reporting procedure.

Monitoring and review

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governing Body and the Head Teacher on a regular basis (every two years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the academy will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The academy will use different types of systems to measure health and safety performance:

Active monitoring systems

- Spot checks and termly site inspections will be undertaken
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive monitoring systems

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems – such as accidents, cases of ill health (work-related sickness), damage to property, etc.

Reporting and responsive systems

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health and safety, as well as longer-term trends and ensuring remedial actions taken
- Health and safety Governor, Governing Body and senior leadership team will all receive and consider reports on health and safety performance

Investigation systems

- Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- Analysing data to identify common features of trends and initiate improvements
- Where causes of occupational ill-health are to be investigated
- Where complaints relating to occupational health and safety are to be recorded and investigated
- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

Third party monitoring/inspection

The academy will be subject to third party inspection and monitoring, as part of Ofsted requirements, actions arising from third party audit/inspection will be incorporated within the school/academy action plan with appropriate target dates for completion.

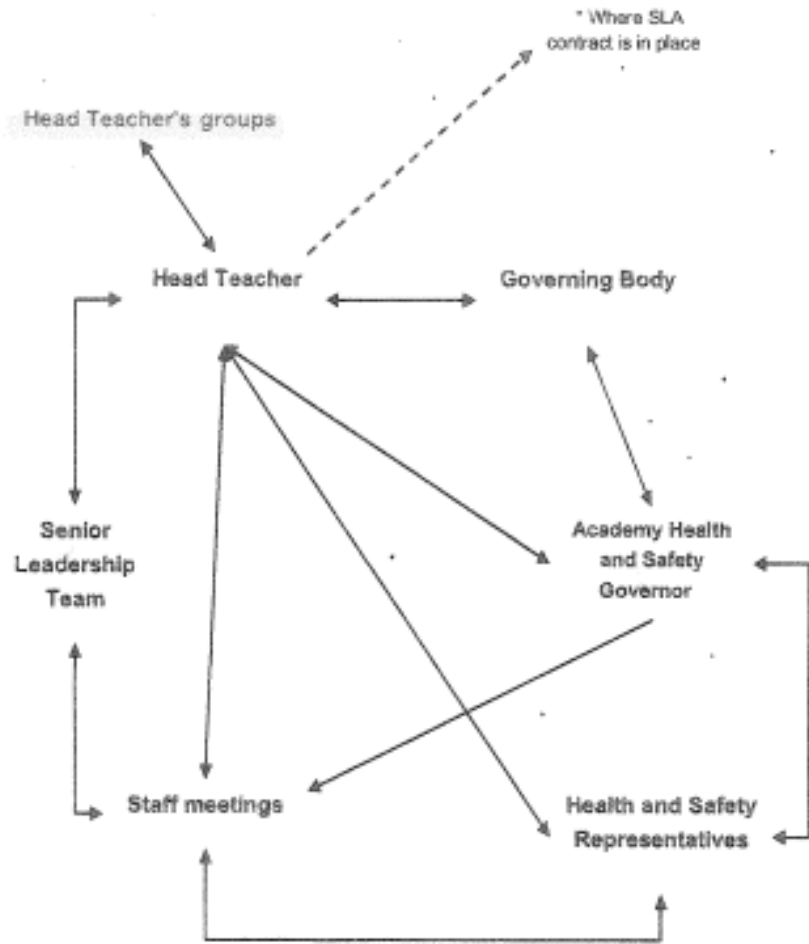
Responsibility	Frequency	Delegated to Job Role	Signed
Reviewing Health and Safety Policy	Annually	Premises Officer	
Digitally Backing up Compliance and Safety Documents	When Created or Received	Premises officer	
Allocating Budget for Health and Safety	Annually	Head Teacher	
Display Energy Certificate Renewal	As Instructed on Current Certificate	Premises Officer	
Organising Type 2 Fire Risk Assessment	Every 5 Years	Premises Officer/ LTS	
Conducting and reviewing Type 1 Fire Risk Assessment	Annually	Premises Officer	
Internal Checking of the Fire Alarm Panel	Daily	Premises Officer	
Internal Fire Evacuation Drill Organisation	Termly	Premises Officer	
Internal Manual Call Point Checks	Weekly on Rotation	Premises Officer	
Internal Emergency Lighting Checks	Monthly	Premises Officer	
Internal Extinguisher Checks	Monthly	Premises Officer	
Internal Fire Door Checks	Monthly	Premises Officer	
Organising Service of The Fire Alarm System	Six Monthly	CDS fire company/PO	
Organising Service of Fire Extinguishers	Annually	Premises Officer	
Organising Service and Maintenance of Emergency Lighting	Annually	Premises Officer	
Organising Service and Maintenance of Air Conditioning Units	6 Monthly	Premises Officer	
Organising Service and Maintenance of Air Handling Units	Annually	Premises Officer	
Reviewing the Emergency Evacuation Plan	Annually	Premises Officer	
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	Premises Officer	
Creating and Reviewing the Winter Gritting Plan	Annually	Premises Officer	
Winter Gritting Pavements and Carparks	Consult Weather Forecast	Premises Officer	
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	Premises Officer/Head Teacher	
Reviewing the LAMP (Local Asbestos Management Plan)	Annually	Premises Officer	
Organising Asbestos Management Surveys	5 Yearly	Premises Officer/LTS	
Monitoring the Condition of Asbestos on the Premises	Termly	Premises Officer	
Organising Water Hygiene Surveys	When Necessary	Premises Officer/LTS	
Flushing of Little Used Outlets	Weekly	Premises Officer	
Water Temperature Monitoring	Monthly	Premises Officer	
Signing Off Water Temperature Monitoring	Monthly	Premises Officer	
Organising Water Heater Service and Maintenance	Annually	Premises Officer	
Organising Water Tank Inspections	Annually	Premises Officer	

Organising Electrical Installations Condition Reports	5 Yearly	Premises Officer	
Organising PAT (Portable Appliance Testing)	Annually	Premises Officer	
Organising Service of Stage Lighting	Annually	Premises Officer	
Organising Servicing of Gas Boilers	Annually	Premises Officer	
Organising Gas Risk Assessment	Annually	Premises Officer	
Conducting Workplace Inspections	Weekly	Premises Officer	
Organising Building Condition Surveys	5 Yearly	Premises Officer/DFE	
Internal Inspections of Playing Fields and Playground Equipment	Weekly	Premises Officer	
Organising RPII Inspections of Outdoor Play Equipment	Annually	Premises Officer	
Inspecting PE Equipment	Before Use	Teachers/LSA	
Organising External Inspections of PE Equipment	Annually	Premises Officer	
Organising Glazing Surveys	10 Yearly	Premises Officer	
Procuring and Commissioning Contractors	When Necessary	Premises Officer	
Managing and Supervising Contractors	When Necessary	Premises Officer	
Contractor Inductions	When Necessary	Premises Officer	
Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	Premises Officer	
Organising the Service and Maintenance of The Kitchen Equipment	Follow Manufacturer's Instructions	LTS Catering	
Organising a Deep Clean of The School Kitchen	Termly	LTS Catering	
Organising the Service and Maintenance of Local Extract Ventilation (LEV) Systems e.g. extractor fans	Every 14 months	LTS Catering	
Creating and Reviewing Classroom Risk Assessments	Annually	Premises Officer	
Creating and Reviewing Premises Related Risk Assessments	Annually	Premises Officer	
Creating and Reviewing PE Risk Assessments	Annually	PE lead	
Creating and Reviewing Design Technology Risk Assessments	Annually	DT Lead	
Creating and Reviewing Science Risk Assessments	Annually	Science lead	
Creating and Reviewing Other Risk Assessments	Annually	Premises Officer	
Conducting Pregnancy Risk Assessments	When Necessary	Premises Officer	
Conducting Return to Work Risk Assessments	When Necessary	Premises Officer/Line managers	
Selecting and Recording Staff Health and Safety Training in a Central Record	When Necessary	Head Teacher	
Creating and Reviewing COSHH Risk Assessments for Premises	Annually	Premises Officer	
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	Premises Officer	
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	Premises Officer	
Logging Accidents onto the AssessNet system	When Necessary	Premises Officer/designated First Aider	

Reporting RIDDOR	When Necessary	Premises Officer	
Reviewing Accident Statistics	Termly	Premises Officer	
Reviewing the Management of Medications Policy	Annually	Premises Officer/first aid lead	
Reviewing the First Aid Needs Assessment	Annually	Premises Officer/first aid lead	
Checking First Aid Kit Contents	Monthly	First aid lead	
Reviewing Pupil Individual Care Plans	When Necessary	Premises Officer	
Reviewing Individual Behaviour Plans	When Necessary	SLT	
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	EVC lead	
Approving Off-Site Visits	When Necessary	Head Teacher	
Creating a Health & Safety Report for Governors	Termly	Premises Officer	
Communicating Emergency Procedures to Lettings	When Necessary	Premises Officer	
Emergency Contact during Lettings	When Necessary	Premises Officer	
Work Experience Co-ordination	When Necessary	SLT	
Driving for Work Drivers Licence and Insurance Checks	Annually	SLT	
Organising Tree Surveys	3 Yearly	Premises Officer	
Organising Service/Inspection of The Lightening Protection Rod	11 Monthly	Premises Officer	
Organising Servicing Inspection of Automatic Gates	6 Monthly	Premises Officer	
Completing Internal Inspection of Automatic Gates	Weekly	Premises Officer	

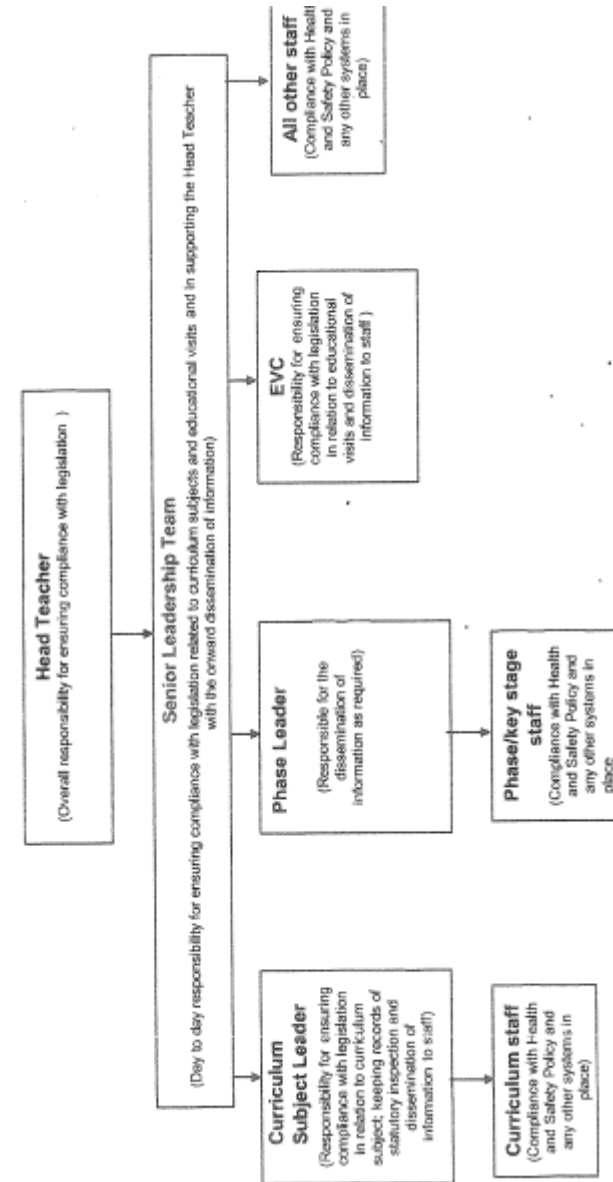
Reviewed 2025 Head Teacher	Reviewed 2025 Chair of Governors
Reviewed 2026 Head Teacher	Reviewed 2026 Chair of Governors
Reviewed 2027 Head Teacher	Reviewed 2027 Chair of Governors
Reviewed 2028 Head Teacher	Reviewed 2028 Chair of Governors

Barwell CE Academy health and safety arrangements



Staff notice boards/staff file
For the displaying/sharing of previously communicated information

Academic Staff Health & Safety Responsibilities



Support Staff Health & Safety Responsibilities

