

Torch Academy Gateway Trust Health and Safety Policy

Statement of Intent

The Board of Torch Academy Gateway Trust, the employer of the staff who work in its headquarters and Academies, recognises and accepts its responsibility for providing a safe and healthy environment for the staff employed in the headquarters and Academies, for the students attending the Academies and for visitors and contractors, who come on to the premises.

Torch Academy Gateway Trust will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance, etc made under this legislation. Torch Academy Gateway Trust will ensure that appropriate policies are in place and kept up-to-date.

To this end, Torch Academy Gateway Trust will procure the services of appropriate Health and Safety consultants to advise the staff of Torch Academy Gateway Trust and its Academies on all related matters and to provide Torch Academy Gateway Trust and the Academies with up-to-date information in relation to its Health and Safety responsibilities. Any revision of this policy will be after appropriate consultation and negotiation through the Torch Academy Gateway Trust Joint National Council.

The responsibility for the implementation of this Torch Academy Gateway Trust policy at Academy level rests with the Local Governing Body and the Head of School.

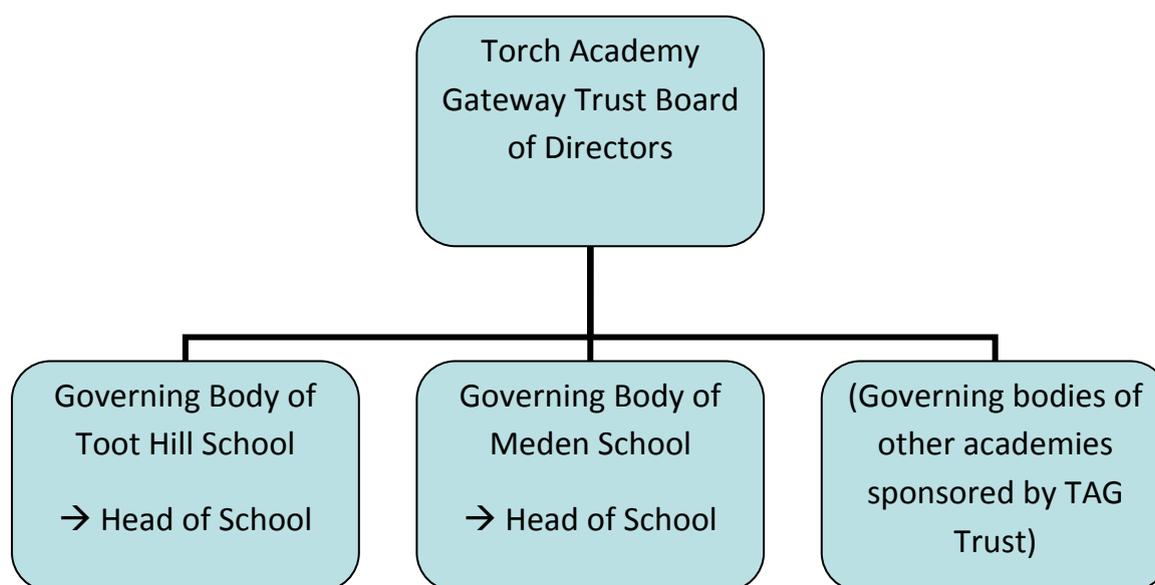
Each and every member of staff of Torch Academy Gateway Trust and its Academies must recognise that, under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the Act and supporting legislation as well as under Torch Academy Gateway Trust's Health and Safety Policy.

The **Organisation** and **Arrangements** through which Torch Academy Gateway Trust, the Academy Local Governing Body, the Academy Head of School and staff aim to fulfil the requirements are set out in the following policy and its appendices.

Torch Academy Gateway Trust will ensure that sufficient resources are allocated by it and its Academies to ensure as far as is reasonably practicable that employees, students, visitors and contractors are kept healthy and safe.

The Multi-Academy Trust Health and Safety Policy

1. General



1. **Torch Academy Gateway Trust** is responsible for the overall health and safety policy.

1.2 Local Governing Body Statement of Intent

The following statement will be adopted by the Local Governing Body. It sets out the health and safety objectives for the Academy with the aim of ensuring best practice in the management of health and safety.

The Governing body:

- will take all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities;
- will take steps to ensure compliance with all relevant health and safety legislation;
- will provide adequate resources to implement this policy including access to support from health and safety competent persons. External specialist advice and assistance will be obtained from the Local Authority or other equivalent provider;
- accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;
- expects all employees students and visitors including contractors to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others;
- is committed to providing the necessary information, instruction, supervision

- and training to all employees students and visitors where applicable;
- acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively;
 - is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation, incidents and other changing circumstances;
 - will set out full details of the organisation and arrangements for the management of health and safety in the Academy in writing and communicate these to all employees.

Signed: _____
Chair of Governors

Print: _____

Date: _____

Signed: _____

Head of School

Print: _____

Date: _____

Signed: _____

Health & Safety Governor

Print: _____

Date: _____

1.3 The Local Governing Body and Head of School are responsible for the local implementation of the Torch Academy Gateway Trust policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and students, and the health, safety and security of contactors and visitors to the Academy.

1.4 The Local Governing Body will develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures, under:

- the overall supervision of the Head of School; and
- within the overall Torch Academy Gateway Trust policy.

2. Aims

The Academy aims to ensure that so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work;
- safe systems and effective procedures are in place to protect the health, safety, security and welfare of students, and the health, safety and security of visitors to the Academy, including parents, contractors' employees and members of the public affected by the work of the Academy;
- arrangements are in place in the Academy to ensure that no work is carried out by the Academy or by contractors that is liable to expose employees, pupils, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;
- procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place, and arrangements for securing proper health and safety of employees and anyone on the Academy site affected by their work;
- Senior Leadership Team (SLT) managers in the Academy are suitably trained;
- sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the Academy site or outside the Academy if engaged in Academy business; and
- sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

2.2 The Academy's objectives will be to:

- have regard to the Torch Academy Gateway Trust Statement of Intent, and the provisions of this policy;
- establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably

practicable that suitable and sufficient standards of safety are adopted and enforced);

- ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, pupils and visitors in their departments;
- provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students;
- ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, students or visitors or the public, and where necessary appropriate training will be given;
- ensure the provision of means of access and egress which are safe and without risks to health;
- ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- ensure that the Academy will have and maintain up-to-date fire safety procedures and documentation, and that all employees and students (and as far as is practicable visitors) are familiar with them;
- develop safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels of staff and students;
- ensure that the health, safety and welfare of all employees, students and members of the public are under continuous and reasonable review by managers at all levels;
- appoint a competent person to oversee the implementation of the Academy's health and safety policies and procedures;
delegate sufficient resources to ensure adequate documentation is provided, stored and regularly updated.
- ensure that the Academy has a Health and Safety Committee, which has a clear brief in line with this policy, meets regularly, and reports regularly to the Head of School and Local Governing Body;
- appoint a member of the Local Governing Body to be its health and safety representative;
- provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and
- make reports as directed to Torch Academy Gateway Trust on the implementation of its health and safety policies and procedures.

3. Responsibilities

3.1 This policy is largely dependent upon the total co-operation of every person who works in the Academy. Torch Academy Gateway Trust expects all employees to co-operate in ensuring the health and safety of all staff, students and visitors.

3.2 Torch Academy Gateway Trust

The Torch Academy Gateway Trust Board will:

- take into account the Torch Academy Gateway Trust Statement of Intent;
- make and review regularly the overall health, safety, welfare and security

- policies, and their implementation in the Academies;
- satisfy itself that each Academy has in place a policy and procedures that are fit for purpose, and that the Academy reviews this annually;
- ensure that each Academy Local Governing Body knows and understands its responsibilities;
- require each Academy to set up and maintain a Health and Safety Committee under the Safety representatives and Safety Committee Regulations 1997
- expect each Academy to appoint competent persons (or bodies) to advise on the implementation of the health and safety policy and procedures in each Academy, and to ensure that the training of relevant Academy staff is kept up-to-date;
- ensure that an appropriate management system is used by each Academy to prompt and record the carrying out of necessary health, safety and security tasks in line with Torch Academy Gateway Trust policies;
- receive and consider an Annual Status Review from the Academies and determine any necessary response;
- provide training, advice and guidance as necessary for the Academies;
- provide sufficient funds for the implementation of its policies;

3.3 Each Academy Local Governing Body will:

- ensure that local health and safety procedures are in line with this Torch Academy Gateway Trust, Health and Safety policy and the Statement of Intent on page one;
- set up and maintain an Academy Health and Safety Committee under the Safety Representatives and Safety Committee Regulations 1997;
- ensure that the Academy Head of School takes into account the views and recommendations of the Academy Health and Safety Committee;
- appoint a member of the Local Governing Body to be responsible for liaison on Health and Safety issues with the Head of School and Staff, who will also sit on the Academy Health and Safety Committee;
- appoint a competent person (or persons) as the Academy Health and Safety Manager (or 'Managers') (HSM), and ensure that he/she is appropriately trained;
- ensure that there is a system across the Academy for appropriate risk assessments to be carried out, recorded and regularly reviewed in line with the Torch Academy Gateway Trust policy;
- ensure that appropriate standards of welfare are established and maintained for staff, students and visitors;
- ensure that staff are trained in Health and Safety as appropriate;
- provide adequate resources to enable the Health and Safety policy to be carried out;
- agree and maintain any necessary health, safety and security contracts with contractors;
- ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of, and to conform to, the Academy policy and procedures;
- monitor the implementation of health and safety procedures through the Academy's health and safety management system, and ensure that it is used effectively in the Academy;
- receive a termly report on the progress of the Health and Safety policies and procedures, and an Annual Status Review from the Head of School (or

- representative); and
- report as directed to Torch Academy Gateway Trust.

3.3 Academy Health and Safety Committee

3.3.1 The Committee will consist of at least the Head of School or his/her nominee, an Academy HSM/Site Manager, and the nominated governor for health and safety. Meetings may be attended by Professional Association/Trade Union elected staff representatives.

3.3.2 The Committee will meet at least three times per year and will report to the Head of School.

3.3.3 Three members, including the Head of School or his/her nominee, present will form a quorum.

3.3.4 The Committee may determine its own Chair and proceedings in line with any Torch Academy Gateway Trust or Academy policy.

3.3.4 The Committee may invite other members of staff and students to attend a committee meeting for specific agenda items.

3.3.5 Function of the Academy Health and Safety Committee

This committee will:

- take into account the Torch Academy Gateway Trust Statement of Intent and policies;
- make and review regularly specific health, safety, welfare and security arrangements for implementing this policy;
- consider accident, incident and ill health records and statistics;
- consider reports of any internal and external inspections;
- consider risk assessment and the management of risks;
- make recommendations on health and safety training throughout the Academy;
- consider the efficacy of emergency procedures including Fire Procedures in the Academy;
- consider any changes that affect health and safety;
- receive and consider an Annual Status Review from the HSM and determine any necessary response;
- consider any other items raised by management or the staff representatives; Make recommendations as to developments, action plans and areas for development and
- report as required to Torch Academy Gateway Trust.

3.4 Designated Member of the Local Governing Body for Health and Safety

This member of the Local Governing Body is responsible for:

- liaising with the Head of School and the HSM between meetings of the Local Governing Body to ensure that the Torch Academy Gateway Trust and Local Governing Body policies are carried out;
- ensuring that proper oversight of any contract with contractors is maintained;

- participating in a site inspection at least once a year;
- participating in the working of the Health and Safety Committee;
- overseeing the use of the health and safety management system in the Academy;
- inspecting the accident/incidents books at least once a term; and
- reporting as appropriate to the Local Governing Body.

3.5 The Head of School

The **Head of School** (or, when absent, a nominated Vice Head of School) will be responsible for the overall implementation of the Health and Safety Policy.

The Head of School is responsible for:

- the health, safety and welfare of staff, students, visitors, contractors and any other person using the premises;
- ensuring safe working conditions for all of the above (staff, students, visitors, contractors etc);
- ensuring safe working practices and procedures throughout the Academy, including those relating to the provision and use of machinery and other apparatus;
- ensuring that staff are consulted appropriately on issues that affect them;
- implementing a student behaviour policy that will ensure as far as is reasonably practicable the health and safety of students on site and when engaged in Academy activities off-site;
- appointing members of the Academy management team to the Health and Safety Committee;
- directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the Academy;
- ensure that there is a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- ensuring that liaison with contractors is maintained and that regular reports are obtained;
- arranging for appropriate supervision of students;
- carrying out periodic safety reviews and audits;
- ensuring that the health and safety training needs of all staff and students are identified, and appropriate training provided;
- encouraging staff, students and others to promote Health and Safety and to suggest ways of reducing risks;
- ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- delegating to the HSM appropriate tasks for the day-to-day implementation of the policy;
- ensuring that the health and safety management system or other (if any) is used effectively by relevant users;
- ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate;
- making termly progress reports and an annual health, safety and security Status Review and presenting it to the Academy Local Governing Body; and otherwise

- keeping the Academy Local Governing Body informed of the progress of the implementation of the policy, and informed about changes to the law and guidance.

3.6 The HSM

The responsibilities of the HSM may be discharged by a team rather than a single individual.

3.6.1 The HSM will be a suitably qualified and ‘competent person’ (as defined below) and must be a member of the Academy SLT responsible to the Head of School for:

- managing, co-ordinating and monitoring health and safety matters within the Academy;
- ensuring that the Academy’s Health and Safety Policy and systems are implemented;
- reporting regularly to the Head of School on health and safety issues;
- participating in the work of the Academy Health and Safety Committee;
- assisting the Head of School in compiling the Annual Status Review;
- liaising as appropriate with the member of the Local Governing Body with health and safety responsibility;
- maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented;
- liaising with any contractors and making reports to the Head of School on the progress of the contractual requirements;
- engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action;
- meeting with staff Health and Safety representatives;
- advising on all Health and Safety matters (including safety of buildings, plant and equipment used and operated by the Academy);
- ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the health and safety policy that affect them;
Ensuring that the relevant Academy Health & Safety policy and ancillary policies are available to all staff;
- ensuring that contractors and persons hiring any part of the premises are aware of the Torch Academy Gateway Trust policy;
- ensuring that all necessary safety signs and notices are displayed;
- ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the Academy’s Fire Safety Policy;
- putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety policy as appropriate; and
- overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

3.6.1 The definition of a **‘Competent Person’** is the person who has responsibility as the competent person for advising the Head of School and other Senior Managers in the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation, and for liaising with Torch Academy Gateway Trust and local Health and Safety Officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive and Fire and Civil Defence Fire Officers.)

3.7 Staff with Departmental Responsibilities

Performance Directors/Heads of Departments/Areas of the Academy will be appropriately trained and are responsible to the Head of School through the HSM for the implementation and operation of the Health and Safety policy as it affects their areas of responsibility. In order to discharge this responsibility they will:

- familiarise themselves with the Academy’s Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- participate as required in the work of the Academy Health and Safety Committee;
- use the health and safety management system to record completion of the relevant tasks;
- make and regularly review a departmental health and safety policy (see the Torch Academy Gateway Trust template for a Departmental policy at Appendix 1);
- set up and implement safe methods of work;
- ensure that the Academy’s Student Behaviour policy is implemented within the Department as appropriate;
- apply effectively all relevant Health and Safety regulations, rules, policies, procedures and codes of practice;
- instruct all staff, students and others under their jurisdiction in safe working practices;
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- make available appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that all departmental staff and students in their areas know the emergency evacuation procedures;
- ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- provide appropriate Health and Safety information to relevant persons;
- report any Health and Safety concerns to the HSM;
- participate in the work of the Health and Safety Committee if required to do so; and
- assist the HSM in compiling an annual status review.

3.8 Staff reporting to the HSM:

Additional responsibilities of the HSM may be delegated to middle managers reporting to the HSM who retains responsibility to the Head of School for:

- implementing the appropriate Academy policies and procedures;
- maintaining an appropriate cleaning schedule;
- ensuring that site staff are competent to carry out their responsibilities;
- arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- ensuring that other site and cleaning staff are adequately supervised;
- ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment;
- ensuring that all site and cleaning staff work in accordance with safe working practices issued by the Academy.

3.9 Catering Manager (if an Academy employee) reporting to the HSM

3.9.1 Where the Academy manages its own catering facilities, the Catering Manager, in addition to the above, will also be responsible for:

- implementing the relevant Torch Academy Gateway Trust and Academy policies;
- applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
Ensuring hygiene standards meet legislative requirements;
- supervising and training staff appropriately;
- training and instructing all catering staff in the emergency procedures;
- carrying out regular reviews of the procedures and informing the HSM of any issues of concern;
- recording results of the monitoring and review of procedures;
- ensuring that all catering staff have opportunities for raising concerns about Health and Safety issues; and
- assisting with the making of the annual status review.

3.9.2 Where the Academy contracts out the catering arrangements the HSM will ensure that the above responsibilities are fulfilled as part of the contract: the contract will set out the Head Cook/Catering Manager's responsibilities, and the Contactor's responsibilities.

3.10 All members of staff have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care, and any other persons who may be affected by their actions;
- understand and use the Academy reporting systems;
- take reasonable precautions in safeguarding themselves and others;
- know and understand the Academy's and any departmental Health and Safety policies;
- observe all Health and Safety rules and procedures set out by Torch Academy

Gateway Trust and the Academy and use all health and safety equipment provided;

- participate in assessing risks and the management of identified risks;
- follow all relevant codes of safe working practice and local rules;
- alert the HSM or Heads of Areas/Departments as appropriate to any potential hazard noticed;
- report (through the Academy's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- ensure that students' behaviour is regulated in accordance with the Academy's Student Behaviour policy;
- report any unsafe working practices to the HSM;
- report any concerns they may have about the health, safety and welfare of any student in their charge in line with the Academy's 'Safeguarding Students' procedures;
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- use the health and safety management system of health and safety management where relevant;
- participate in any relevant paid training; and
- read the relevant Academy Health and Safety policy and any sub-policies agreed by the Academy, and sign and date the Academy's logbook to indicate that he/she has done so. The following statement should be used:

'I have read the Academy's Health and Safety policies and understand my responsibilities.'

3.10.1 All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meetings in their departments.

3.10.2 All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the HSM or Head of School as appropriate.

3.10.3 Torch Academy Gateway Trust recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make reasonable, common-sense decisions about risk assessment and control measures.

3.11 Staff Safety Representative

3.11.1 Trade Union representatives have the right to:

- investigate potential hazards and to examine the causes of accidents in the

workplace;

- investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- make representations to the Head of School and the HSM, as appropriate, on general matters affecting the health, safety and welfare of employees;
- participate as an elected union representative in the work of the Academy Health and Safety Committee;
- carry out workplace health, safety and welfare inspections;
- participate in the work of the Academy Health and Safety committee; and
- have paid time off to carry out their functions and to receive health and safety training.

3.11.2 None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

3.12 Confirmation that the policy has been read and understood.

Under arrangements made by the HSM, all employees with health and safety management responsibilities will sign the Academy logbook to indicate that they have read and understood the policy and their responsibilities.

Under arrangements made by the HSM, other staff without health and safety management responsibilities will sign the relevant form at the annual induction to indicate that they have read and understood the policy and their personal responsibilities.

4. Consultation

4.1 Staff

Health and Safety will be a regular item on the agendas of all Departments, pastoral groups, and any formal management meetings in the Academy. Any points raised will be duly minuted and reported promptly to the HSM.

4.2 Students and Parents

Students also play a part in overall Health and Safety and welfare of the Academy and will be encouraged to discuss Health and Safety issues at Year and Academy Student Council meetings, and raise any concerns, which will be reported to the HSM.

Academy Governing Bodies or Head of Schools may decide to involve students further in the management of health, safety, welfare and security.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding of students; road safety). Each Academy may determine the amount and manner of the consultation.

5. Organisation

5.1 Structure

- **Torch Academy Gateway Trust** as the employer has overall responsibility for the policies and procedures in the Academy;
- The **Academy Health and Safety Committee** will consider and make recommendations on overall health and safety issues affecting the Academy and will report to the Head of School;
- The Academy's **Local Governing Body** reports to Torch Academy Gateway Trust and will use a Designated Governor for Health and Safety for regular liaison with the HSM and Head of School and to participate in the work of the Academy Health and Safety Committee;
- **The Head of School** has overall responsibility for the internal management of Academy policies and procedures and reporting to the Local Governing Body;
- **HSM** has the responsibility for the day to day management, co-ordination and implementation of the policy and for liaising with contractors, and reporting to the Head of School;
- **Performance Directors/Heads of Areas/Departments** have responsibility for Health and Safety within their areas and for reporting to the **HSM**;
- Regular (at least termly) **Department and Team meetings** will be held with reports going to the **HSM**;
- **Union Safety Representatives** have the right to participate in the Academy Health and Safety Committee and to discuss health and safety issues as necessary with the HSM and/or the Head of School; and
- if agreed by the Local Governing Body, the **Student Council** may have an advisory role, reporting to the Health and Safety Committee and HSM.

6. Risk Assessment

6.1 All members of staff in charge of a departmental 'Safety Areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. Members of staff must be competent to carry out appropriate risk assessments. The HSM is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

6.2 The Academy will determine its own risk assessment pro forma, which must be used by all staff or other. Completed assessments must be sent to the HSM and retained on the health and safety management system, and made accessible to all relevant staff. Relevant staff will be provided with training on the health and safety management system.

6.3 Risk Assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective.

6.4 The HSM will ensure that suitable and sufficient risk assessments are carried out, and determine which can be done locally or at Academy level and which by any other outside contractors. The HSM has the discretion to seek advice from Torch Academy Gateway Trust on appropriate delegation, and will report the reasons and response to the Head of School.

7. Security

7.1 The Academy in the persons of the Head of School and Designated Child Protection Officer will in consultation with the Torch Academy Gateway Trust produce a Site Security Policy to suit the particular situation of the Academy.

7.2 The Academy's security arrangements for the relevant areas are contained in the Site Security Policy and are available from the HSM.

The security arrangements will cover as relevant:

- The site
- The buildings
- Notices
- Control of visitors to the Academy
- Locks and keys
- Out-of-bounds areas
- Dealing with trespassers
- Security of staff and student property
- Vehicles and cycles
- Movement around the site and buildings
- Transport and pedestrians arriving at Academy in the morning and leaving in the afternoon
- Responsibilities for security aspects

8. Training

8.1 The Academy will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

8.2 All employees whether permanent or temporary will undergo **Induction training** which will include the following health & safety matters:

1. Emergency Arrangements
2. Fire Drills
3. Codes of Safe Practice and Guidance
7. Health & Safety Policy
8. Special Needs of pupils including students with disabilities

9.3 Staff who feel that they have a need for health & safety training of any kind should notify the HSM in writing.

9.4 The School Leader (CPD) will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc), the School Leader (CPD) is responsible for:

- checking the validity of certificates;
- arranging refresher training when necessary; and
- keeping the HSM informed.

9.5 Responsibility for facilitating attendance and funding of training will be allocated according to the Academy's CPD Policy.

10. Measuring Performance

10.1 The Academy will use an appropriate system to support relevant staff in carrying out their responsibilities for Health, Safety and Security in their areas.

10.2 The **HSM** will ensure that the following are carried out as appropriate, using the Academy's management system for logging purposes:

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the health and safety committee;
- Attendance at health and safety meetings;
- Information coming out of department meetings, and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the Academy.

11. Equal Opportunities

In making, reviewing and implementing this policy the Academy's equal opportunities policies must be taken into account.

In particular the Academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, pupils and visitors to use the Academy's facilities and curriculum as far as is reasonably practicable. The Disability Accessibility Plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students and visitors.

12. Appendices

12.1 The attached appendices contain the main additional sub-policies that make up the overall Torch Academy Gateway Trust Health and Safety policy to which each Academy must have regard.

12.2 Each Academy may decide to add additional sub-policies that are relevant to its situation and needs. If additional sub-policies are added, the Academy Local Governing Body must ensure that draft copies are submitted to Torch Academy Gateway Trust for consultation with the National Joint Council before being submitted to the Local Governing Body.

12.3 The Academy Local Governing Body will take into account any guidance from Torch Academy Gateway Trust and will incorporate any requirements set out by Torch Academy Gateway Trust before approving the sub-policy.

16. Date of the next review:

APPENDICES

The following policies/procedures will form the Appendices:

Appendix

1. Template for risk assessment
- 3.
4. Administration of Medication
5. Anti-Bullying
6. Asbestos Handbook
7. Contractors Handbook
9. COSHH Policy
10. Critical Incident Response
11. Design and technology H&S Policy
12. Disability Accessibility
13. Display screens procedures
14. Drugs, alcohol and smoking
15. Educational Visits- Torch Academy Gateway Trust approved detailed policy
16. Electrical Equipment – Annual PAT Testing Procedures
17. Fire safety Handbook & Policy
18. First Aid (PWO)
19. Legionella bacteria water monitoring procedures
20. Lettings (in Finance Policy)
21. Lone Workers
22. Manual Handling
23. Mobile phones
25. PE and Games Policy Risk Assessment
27. Personal Protective equipment
28. Pregnancy Risk Assessment s& Procedures
29. Safeguarding Students
30. Science
31. Searching Students
32. Site Security
33. Working at Heights
36. Stress Management
37. Waste Disposal/Recycling Procedures