

Ormiston Academies Trust

Ormiston Sandwell Community Academy

Health and safety policy – roles and responsibilities, organisation, and arrangements

Policy version control

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1. Digest

- 1.1. This policy has been written as a statutory requirement under the under the Management of Health & Safety at Work Regulations 1999 (sat under the Health and Safety at Work Act 1974) to outline the trust responsibilities and arrangements in providing a safe and healthy workspace.
- 1.2. This document has been written for all principals and senior leaders (as minimum) to read and for them to disseminate key information to staff.
- 1.3. The document has been written to provide information on what arrangements, process and controls the trust have put in place and how risks should be managed for all educational and wrap around activities both on and off site.
- 1.4. Each section is broken down into bite size portions and at the end of each section there are Academy Actions. These actions have also been broken down within Appendix A to highlight key tasks and actions for each department.
- 1.5. Academy Actions – key responsibilities:
 - **Policies:** Please ensure the SLT have read policies and disseminated the information to relevant staff – [OATnet | Policies - Home \(sharepoint.com\)](#)
 - **Risk Assessments:** Principal and HODs to adopt standard activities risk assessment templates assigned within iAM Compliant [Safety Risk Register - iAM Compliant](#) and adapt templates in [Risk Management \(sharepoint.com\)](#) for staff/children with individual requirements
 - **Procedures** Principal to ensure that all checks that have been assigned within [iAM Compliant](#) are completed as per procedure and all departments adapt/adopt the procedures aligned to their department within the premises handbook. [Department and Activity Roles and Responsibilities \(sharepoint.com\)](#)
 - **Emergency procedures:** All staff to follow emergency procedures and Principal to ensure that emergency evacuation drills and lockdown drills are carried out annually as minimum and report stored within [iAM Compliant](#)
 - **Expertise:** Principal to ensure the academy (or group of academies) have an academy safety officer who is competent/trained and has sufficient time and autonomy to support a healthy and safe culture as detailed within [Academy Safety Officer \(sharepoint.com\)](#)
 - **Training:** Principal to ensure all new staff have received a safety induction and all staff are trained to carry out their role safely [Safety Induction and Training \(sharepoint.com\)](#)
 - **Reporting:** Principal to ensure all accidents, incidents and near misses are reported via [Incident Reporting - iAM Compliant](#) and are followed up with any management actions completed asap. If the accident is deemed a minor graze or paper cut – this can be recorded in a secure system locally
 - **Employee consultation:** Principal to ensure H&S is discussed and recorded at LGB and SLT meetings at least every term. A template and information has been provided here can be used as academies see fit [Employee H&S Consultation \(sharepoint.com\)](#)
 - **Monitor and Review:** Principal and ASO to carry out regular safety walks and record findings on iAM Compliant – these have been assigned termly. [H&S Monitor and Review \(sharepoint.com\)](#)

- 1.6. Additional policies (outlined in section 4.4) have been written in conjunction with this policy and specific responsibilities outlined within those policies, covering (but not limited to) the management of fire, first aid, art, design and technology, electric scooters and science.
- 1.7. All guidance, templates and legislation information can be found within the Premises Compliance and Safety Handbook (sharepoint.com) covering all health and safety policies including this.
- 1.8. All planned safety and compliance tasks including risk assessment (known risks not individual) have been added within iAM Compliant for academies to adapt/adopt.

2. Introduction

- 2.1. All staff have a legal and moral responsibility to ensure that their actions support a safe and healthy environment for all children, colleagues, and visitors on and off site.
- 2.2. The **Health & Safety Policy: Statement of Intent** (which is the overarching document to this policy) is a statutory policy under the Health and Safety at Work Act 1974 outlining Ormiston Academies Trust (OAT) commitment and measures in providing a compliant, safe, and healthy workplace and education function.
- 2.3. This policy **Health & Safety Roles and Responsibilities, Organisation and Arrangements** is a statutory document required under the Management of Health & Safety at Work Regulations 1999 and provides detailed information and guidance on how the trust will provide a safe and healthy workplace and outline responsibilities.
- 2.4. The policy has been written in line with specific regulatory requirements as guided by government bodies such as Department of Education, Health and Safety Executive, Department of Health and Department of Environment, Food and Rural Affairs.
- 2.5. Ormiston Academies Trust (OAT) Board of Trustees have accountability for trust health and safety with the trust CEO and Executive Team accountable to the trustees in the provision of a healthy and safe environment across the trust.
- 2.6. Each OAT principal (with support from Educational Directors and central teams) is responsible for health and safety within each academy and following policy and guidance set out by OAT.
- 2.7. The academy senior leadership team (SLT) and head of departments (HOD) have specific responsibilities within their areas of work. These have been outlined within Appendix A
- 2.8. All guidance, procedures and information to support the management of a safe and healthy educational function in line with government regulations and approved codes of practice can be found within the [Health and Safety and Compliance Handbook](#)

3. Arrangements for health & safety

- 3.1. Under the Management of Health & Safety at Work Regulations 1999 Ormiston Academies Trust (OAT) has a responsibility to identify all hazards and risks to the organisation and have arrangements in place to control

risk and manage effectively to reduce any risk to staff, children, visitors for all activities arranged; both on and off-site.

- 3.2. To identify, manage and control all hazards and risks the trust have aligned policy by creating a suite of procedures, risk assessments, guidance, training and information to adopt/adapt as outlined within the sections below and stored within the [Health and Safety and Compliance Handbook](#)
- 3.3. It is the responsibility of the principal (in collaboration with Executive Directors) to adopt these controls and adapt to suit their individual academy and staff/children's requirements.

4. Policies

- 4.1. It is the responsibility of the SLT and heads of department to adopt policies as required and disseminate appropriate information with their staff.
- 4.2. Statutory and recommended health and safety policies (including this policy) will be written and kept up to date by the central team and stored within the [Policies Library \(sharepoint.com\)](#).
- 4.3. Additional policies (highlighted below) sit in alignment to this policy have been written in conjunction with specific regulations, approved codes of practice and guidance from government departments such as the Department for Education (DfE), Health and Safety Executive (HSE) and government affiliated bodies such as OEAP (Outdoor Education Advisers Panel) and CLEEAPS.
- 4.4. All policies can be found in the policies library on OATnet Policies Library (sharepoint.com) and are to be adopted in conjunction with this policy.
 - Art, Design and Technology policy
 - Business Continuity policy
 - Electric scooter bike charging and use policy
 - Fire policy
 - First Aid policy
 - Management of Off-Site Visits policy
 - Science policy

5. Risk assessment – general activity

- 5.1. Ormiston Academies Trust have a statutory responsibility to ensure all risks are assessed, controls are put in place, and these are monitored appropriately.
- 5.2. The central team are responsible for arranging standard and external risk assessments such as (but not limited to) Asbestos, Fire and explosion, First Aid, Legionella management, electrical equipment, and machinery, working at height etc.
- 5.3. The trust has developed a process whereby all standard activity risk assessments have been created and streamlined at a central level for academies to adopt/adapt.

- 5.4. General educational and operational activities have been recorded within a generic risk assessment that has been developed and assigned within iAM Compliant for principals to adapt.
- 5.5. Specific 'higher risk' departmental activities (such as science, D&T, PE, Drama) have been developed and assigned within iAM Compliant for Head of Departments to adapt/adopt and share with their staff
- 5.6. Estates specific activities (such as lone working, manual handling, equipment, asbestos, legionella etc.) have been developed and assigned within iAM Compliant for Site Managers to adapt/adopt

6. Risk assessment – individual circumstances

- 6.1. Where the trust has children or staff that require changes/additional requirements to support them in their day-to-day activities (such as accessing school and getting around, physical changes to their workspace or activities) a risk assessment must be captured and recorded.
- 6.2. Individual Risk Assessments may be required for the following individuals:
 - SEND (in conjunction with their care plan)
 - Disability
 - Injury, illness, or specific medical condition (note this could be a temporary injury i.e. broken limb)
 - Expectant and new mothers
 - Young Persons (under 18) at work
 - Menopausal woman
 - Mental or other physical health requirements
 - Any specific activities requiring additional risk assessment (isolated activity)
- 6.3. A Personal Emergency Evacuation Plan (PEEP) is required where an individual may require additional support (whether physical or mental) evacuating the building a PEEP is to be put in place to ensure they can exit the building safely and without harm.
- 6.4. Please note that it is important to carry out individual risk assessments and/or PEEPs with the child (and their parents/carers) or staff member as they will be able to inform what they can or cannot do.
- 6.5. Risk assessments are live documents and should be reviewed regularly, at least annually and more regular if there is change or if the risk is high, to ensure the right controls are in place.

7. Procedures and emergency planning

- 7.1. It is the responsibility of the trust to ensure that all staff understand how to carry out their roles safely to support a safe and healthy environment.
- 7.2. The trust has developed procedures, emergency planning guidance, checklists, and templates for academies to adopt to safely manage all known risks within standard activities that are carried out by children, staff, visitors, and contractors.

- 7.3. All estates compliance procedures and checks have been assigned to academies within iAM Compliant as per frequency aligned to SFG20 (building compliance standard) and/or good estate management practice. More detail within the good estates management policy.
- 7.4. All other departmental procedures and check list templates have been added within the Premises Compliance and Safety Handbook (sharepoint.com) on OATnet aligned to each department [Roles and Responsibilities \(sharepoint.com\)](#)

8. Health and safety expertise

- 8.1. The trust has a duty to ensure that there are experienced staff that can provide competent safety advice to its executive team and staff across the organisation.
- 8.2. The trust will provide a central Health and Safety Manager to be NEBOSH accredited and will arrange for all Academy Safety Officers (ASO) to have received IOSH/equivalent training
- 8.3. The Head of Safety and Estates Compliance will be responsible for the provision of a robust health and safety strategy across the trust to ensure all risks are managed and controlled appropriately and all academies have access to training, guidance, and support in all aspects of health and safety.
- 8.4. It is recommended that each academy (or shared academies) have an ASO that has sufficient allocation of time (in consultation with principal and central team) to support a safe and healthy compliant
- 8.5. More information on the ASO role and their responsibilities can be found [Academy Safety Officer \(sharepoint.com\)](#)

9. Induction and training

- 9.1. The trust has a statutory duty to ensure all staff have received adequate and appropriate health and safety instruction and training to ensure they have a full understanding of how to carry out their role safely and embrace a safe and healthy environment.
- 9.2. It is the responsibility of the principal to ensure all staff receive a mandatory safety induction when they start and for all staff to receive refresher training annually. This can be delivered by each academy in line with [Mandatory Training \(sharepoint.com\)](#)
- 9.3. It is the responsibility of the principal to ensure (as a minimum) staff receive relevant safety/ risk management training for those staff who carry out or use any of the following within their normal day to day activities:
 - Work with chemicals, gases, explosives and or radiation equipment (estates, cleaning, science)
 - Use any heavy plant, machinery or workshop powered equipment (estates, D&T)
 - Lift / transport any heavy items (estates/PE)
 - Work alone and/or in a confined space (estates)
 - Are a first aider and/or provide medical support (first aid)
 - Lead or organise educational off-site activities (visit leaders/EVC)

10. Reporting of accidents, incidents and near misses

- 10.1. The trust has a statutory duty to record all accidents, incidents and near misses and report any accidents to the Health and Safety Executive (HSE) that meet requirements under reporting of injuries, diseases, and dangerous occurrences (RIDDOR)
- 10.2. iAM Compliant is a trust wide system used to report and monitor all accidents, incidents and near misses to be provided and managed by the trust to cover the reporting of all accidents (including RIDDOR), incidents, near misses and should be used by all academies.
- 10.3. Where an accident is very minor (such as a graze or paper cut) this can be recorded locally within a secure system.

11. Employee consultation

- 11.1. Ormiston Academies Trust have a legal duty to consult with employees on health and safety matters. It is an essential part of the effective management of health and safety and of ensuring employee engagement on health and safety matters.
- 11.2. Ormiston Academies Trust recognises the importance of the knowledge employees can provide in relation to actual working practices.
- 11.3. Academies to have a method in place whereby employees have the opportunity to share thoughts, concerns, improvements with health and safety (confidentially where required)
- 11.4. Where appropriate any concerns should be discussed within SLT and governance meetings and findings and/or additional support required to be reported to the central team.

12. Monitoring and review

- 12.1. It is the policy of Ormiston Academies Trust to conduct internal and external monitoring of the standards set out in policy and procedure.
- 12.2. Monitoring will be used to form overall health and safety strategy to reduce and minimise risk in all areas across the trust and ensure continual improvement.
- 12.3. Monitoring of these controls is in place to provide assurance that all activities and controls in place meet both statutory, moral, and financial duties under the health and safety at work act and associated regulations.
- 12.4. This monitoring will be carried out through a mechanism of controls:
 - Central audits carried out every two years within each academy
 - Regular safety walks to be carried out by the central and academy teams
 - External audits carried out by trust auditors

Appendix A – Staff responsibilities

Staff Responsibilities	Responsibilities	Actions and Links
All staff (academy and central)	All staff have a statutory and moral duty of care for the health and safety of themselves and that of any other persons that may be affected by their work, such as children, colleagues, visitors of members of the public. If you have a specific role or carry out a specific activity, please see responsibilities and actions below	1. Report all accidents, incidents or near misses via iAM Compliant. 2. Deal with any hazards immediately. 3. Keep your classrooms and work areas clean and tidy. 4. Follow emergency procedures and role specific procedures. 5. Complete any Risk Assessments assigned within iAM Compliant. 6. Complete any assessments (such as DSE) as advised by OAT 7. Complete training as advised by OAT Further information can be found within the Health and Safety and Compliance Handbook
Education Directors	Responsibility for supporting academy principals to ensure all actions are carried out in line with OAT policy and guidance.	1. Read all H&S policies and disseminate information as required to HODs. 2. Ensure OAT policy and procedures are followed specific to each activity/department as detailed with
Academy Principal	General responsibility for health and safety of all staff, pupils, contractors, and visitors within their academy.	3. Ensure that all staff have received adequate training and instruction to include mandatory training 4. Ensure that all risks have been assessed and controls are in place.
Head of Academy Departments/ Line Managers	Responsibility for their staff and areas of their control to ensure that standards of operation and facilities within their area of management control, or influence, are consistent with health and safety standards, recognised good practice and legal requirements.	5. Ensure Risk Assessments assigned to each HOD are adopted and shared with relevant staff 6. Ensure that all accidents, incidents and near misses are reported and followed up 7. Ensure that there is a mechanism in which staff can report any health and safety concerns and that H&S is discussed within SLT and governors meetings and findings minuted, actioned and shared as appropriate with the central team HODs and Line Managers (sharepoint.com)

Staff Responsibilities	Responsibilities	Actions and Links
Specific Departmental staff (Teaching / Support) and activities	Specific departments additional duties aligned to specific risk and activities (links below) Admin, finance and reception Art, design, and textiles Catering Design and Technology Drama/Dance Food Technology Physical Education Science Working with animals Off site visits Lettings	1. Ensure you have read and understood associated policy and procedures. 2. Ensure you have adopted all risk assessments either aligned to iAM Compliant and/or Cleapps 3. Ensure all safety checks are carried out as detailed within procedures. 4. Ensure all safety notices are displayed within workshops/classrooms as appropriate. Links in the left-hand column
Academy Safety Officer	Responsibility for advising the Principal, Senior Management Team and the Health & Safety Committee on general health and safety matters, seeking further information from the OAT Health & Safety team, as necessary and encouragement of a safe and healthy environment for all	1. Oversee all elements of H&S and supporting SLT to encourage a safe and compliant culture. 2. Carry out regular safety walks to identify any issues. 3. Ensure all risk assessments, procedures, safety checks and emergency planning are in place 4. Ensure all accident, incidents and near misses are followed up and any controls put in place Academy Safety Officer (sharepoint.com)
First Aider/Medical Officer	Responsibility for ensuring the provision of first aid equipment is in place and accidents, incidents and near misses are followed up – with support from ASO	1. Check first aid boxes regular as aligned within iAM task 2. Ensure all first aiders are trained and there are sufficient within academy 3. Follow up accidents, incidents as directed by the ASO First Aid and Managing Medication
Academy Estate Managers	Responsibility for ensuring the maintenance of the fabric of the building and building services, plant and equipment used within the academy operate effectively as detailed within the trust wide compliance specification and system aligned within iAM Compliant	1. Ensure planned tasks assigned within are iAM Compliant are actioned as per procedures and within frequencies. 2. Ensure that all one-off jobs are dealt with as soon as possible – with any safety tasks dealt with immediately. 3. Ensure all site staff have received adequate training Estate Managers (sharepoint.com)

Appendix B
OAT Health & Safety
Organogram 2024

