

Health & Safety Policy

DISTRIBUTION	This is a School-wide policy and applies to all staff and Governors within the School.		
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RATIFIED BY THE GOVERNORS OF EATON BANK ACADEMY			
POLICY REVIEW DATE	November 2025		
POLICY REQUIREMENT	STATUTORY		



The Fallibroome Trust (Company number: 07346144). A company incorporated as private limited by guarantee.
Registered Office situated in England and Wales

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POLICY

The provisions in this policy are intended to ensure that Health & Safety is an integral part of the general process of risk management operated by the Fallibroome Trust and this school. We are committed to securing the health, safety and wellbeing of employees, pupils and others affected by its activities and trips including visitors and contractors. Everyone has a part to play in bringing this into effect and full cooperation is expected. For employees, this is a not just a matter of common-sense, it is a legal duty.

PURPOSE

This policy aims to:

- Outline how the Governors and Head teacher discharge their duties under the Health and Safety at Work Act 1974.

GOVERNANCE

The Local Governing Body is a committee of the Fallibroome Trust. The Local Governing Body will adopt and comply with all policies communicated by the Directors of the Trust. The Local Governing Body is responsible for setting out the policies and practices for staff. The Local Governing Body may delegate these matters to:

- The Principal/Head teacher;
- A sub-committee of the Local Governing Body; or
- A sub-committee and the Principal/Head teacher.

Where this procedure refers to the Local Governing Body representative this can be any one of the above.

SCOPE

This policy covers staff, pupils, visitors, Governors and other users of the school premises.

STATEMENT OF INTENT

OVERALL AIMS

The requirement to provide a safe and healthy working environment for all employees is acknowledged and Eaton Bank Academy Governing Body and management teams recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governors will ensure so far as is reasonably practicable that:

- All places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate safe systems of work exist and are maintained. A suitable and sufficient system of risk assessment is in place to support safe systems.
- Emergency procedures and health surveillance (if required) are in place.
- Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- A healthy working environment is maintained including adequate welfare facilities.
- Consult competent internal (Trust Director of Facilities) and external (Entrust) H & S advisors for assistance in the implementation of this policy.

In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

To ensure this policy is relevant and up to date it will be reviewed on a regular basis.

SPECIFIC OBJECTIVES

These objectives are the Health and Safety programme for the current cycle of implementation and should be completed before the next policy review:


- Carry out COSHH assessments for any chemicals in use on the school site
- Improve security for the Sixth Form

- Replace CCTV system
- Investigate temperature control system for Maths corridor

Signed: 
[Edward O'Neill \(Dec 15, 2023 08:11 GMT\)](#)

Date: Dec 15, 2023

Ed O'Neil – Head Teacher

Signed: 
[Sarah sands \(Dec 15, 2023 08:52 GMT\)](#)

Date: Dec 15, 2023

Sarah Sands – Chair of Governors

ROLES AND RESPONSIBILITIES

Governors

- Appoint a Governor to be the lead for Health and Safety
- Ensure the continuing development and review of this policy and it is reviewed on a regular basis
- Monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Ensure that training, information, instruction, induction and supervision are available to enable everyone in the organisation to be safe
- Promote a positive, open health and safety culture in the Trust

Head Teacher

- Ensure Health and Safety is included in the performance management procedure for all management staff
- Carry out the role of Responsible Person under the management of Legionella ACOP L8
- Actively promote health and safety
- Ensure health and safety is included in the school business plans
- Ensure that all staff co-operate with the policy

Chief Operating Officer

- At all Executive Business Meetings have health and safety as a standing item

Academy Business Manager

- Accident reporting to HSE in line with RIDDOR
- Reporting to Governors on an annual basis on Health and Safety matters, this should include accident statistics and audit report as a minimum

Site Manager

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure all legislative servicing and maintenance is carried out
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

Managers

- Ensure their department carries out an annual Health and Safety risk assessment using the agreed risk assessment procedure
- Ensure risk assessments are accurate, suitable and reviewed annually

- Deal with any hazardous practices, equipment or issues and report to the Director of Facilities if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise

Technicians (e.g. Science, D&T, PE, Art, Performing Arts)

- Ensure specialist health and safety requirements for the department are complied with (eg. CLEAPS, APFE)
- Prepare for all lessons in a health and safety conscious environment

All School Staff and Governors

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Follow the risk assessments relevant to their role and contribute to their review
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

Trust Facilities Director

- Provide advice and guidance to help the Academy comply their health and safety responsibilities
- Carry out the role of Responsible Person under the management of Legionella ACOP L8
- Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- Advise on and facilitate (when possible) staff safety training
- Draft and advise on policies, procedures and guidance for health and safety
- Advise on new legislation impacting on the working environment
- Attend meetings to advise on occupational safety issues

ARRANGEMENTS

Accident & incident reporting, recording and investigation

- All accidents, incidents and near misses will be recorded for investigation and reporting in line with the Trust Accident reporting and investigation procedure.
- Minor first aid incidents involving students will be recorded using the Smartlog system.
- All accidents will be recorded on site using the Smartlog system in line with HSE RIDDOR recommendations.
- Reporting to the HSE under COSHH regulations will be the responsibility of the Trust Facilities Manager or Academy Business Manager.
- Governors will receive an annual report on Health and safety which will include an analysis of accidents.

Asbestos

- Follow the Trust Asbestos Management Arrangements.
- Have an asbestos management plan.
- Maintain an asbestos register and have this reviewed annually.
- Arrange training for all site staff and those in a management role for the school.
- Site manager and site maintenance team are to review and sign the asbestos register on an annual basis.
- For any building works in areas where asbestos may be present organise a localised, specific asbestos survey to cover the works.
- Only the Business Manager, Site Manager or Director of Facilities are allowed to authorise work in an area that contains asbestos.
- Make all staff aware of the presence of asbestos on site, advise all none site staff that access to ceiling voids and service ducts/plant rooms is not allowed.

Bullying/Violence

- Follow the Fallibroome Trust Anti Bullying Policy
- Follow the Fallibroome Trust Grievance Policy
- Carry out a lone working risk assessment
- Carry out a site violence and aggression risk assessment.

Child Protection

- Follow the Fallibroome Trust Safeguarding and Child Protection Policy

Display Screen Equipment

- Ensure all staff that fall with the DSE legislation carry out a DSE risk assessment.
- Implement any actions that result from these risk assessments.

Electricity

- Trust maintenance staff to only work on changing lamps, starters, setting time clocks, resetting fuses or breakers, replacing batteries and the like.
- Only use qualified electrical contractors to work on the electrical systems at the school.

- Carry out statutory testing, carry out any remedial works and keep records e.g. 5 year periodic electrical inspection, lightning protection, portable appliance testing

Fire

- External independent fire risk assessment to be completed every 4 years.
- Internal fire risk assessment review to be completed annually.
- All departments to include fire safety in their annual risk assessment
- Fire extinguishers to be checked monthly (in house)
- Fire extinguishers to be serviced annually (external contractor)
- Fire alarms to be tested weekly (in house)
- Fire alarms to be serviced twice yearly (external contractor)
- Emergency lighting to be checked Monthly (in house)
- Emergency lighting to be tested yearly (external contractor)
- Fire procedures in place and tested at least termly.
- Inspection of fire doors half termly
- Personal evacuation plans in place for students/staff who require one

First Aid

- Carry out a first aid risk assessment

Gas and Heating Systems

- Only Gas Safe qualified engineers to work on these appliances/systems.
- Gas fired plant to be serviced annually
- Gas soundness to be tested annually (pipework)
- BMS system to be serviced annually
- Ventilation system to be serviced annually
- Records of all servicing and inspection to be maintained

Glass and Glazing

- All new glazing to be safety glass in line with the current building regulations

House Keeping and Cleaning

- Employ cleaning staff to cover break and lunch times. React to any spills or dropped items in the dining areas
- Employ a litter picker to keep the external areas tidy
- Caretakers to cover spills and such at other times

Legionella

- Follow the Trust Water System Management Arrangements (Legionella)
- Awareness training for key staff who manage and maintain water systems
- Water System Safety training for Site manager
- Have an up to date Legionella risk assessment in place.
- Have a plan of testing and inspection in place.
- Keep records of any tests, inspections and servicing carried out.

- Review the legionella risk assessment upon any changes to the system (hot and or cold water supplies)

Manual Handling

- Provide basic information on manual handling for all staff
- Provide manual handling training for all staff who regularly carry out manual handling operations
- Carry out a general manual handling risk assessment for basic manual handling tasks
- Carry out specific risk assessments for all activities above basic levels

Monitoring (premises & facilities)

- Maintenance team to carry out regular inspections of the buildings, grounds and fields to ensure they are in a safe condition to be used.
- Employ specialist contractors to assist in the upkeep of the site and its environs.

PUWER and LOLER Regulations

- Provision and Use of Work Equipment Regulations (1989) and Lifting Operations and Lifting Equipment Regulations (1989)
- Passenger lifts to be serviced in line with manufacturers recommendation
- Lifting equipment (including passenger lifts) to be inspected by insurance inspectors every 6 months
- Annual service and maintain all D&T equipment
- Annual LEV inspection of D&T and Science extraction systems
- Annual inspection and maintenance of PE equipment (inside and outside)

Radioactive Substances on Site

- Register with HSE Ionising Radiations Regulations 2017 (Trust Registration)
- Follow CLEAPS guidance in relation to radioactive materials
- Appoint Radiological Protection Advisor to oversee activities
- Appoint a Radiation Protection Supervisor to be responsible for the schools radioactive materials

Radon

- Carry out a radon risk assessment and review this on an annual basis.

Risk Assessments

- The academy will record every risk assessment it carries out in the risk register (see Appendix A). The risk register will be subject to constant review throughout the academic year.
- Risk assessments are required for all activities where persons (including staff, pupils, contractors and members of the public) may be at significant risk.
- Risk assessments must be carried out by a person who has been trained to do so.
- Follow the Trust Risk Assessment Procedure

Security

- Carry out a Security Risk Assessment and review this on an annual basis

Stress

- Follow the Fallibroome Trust Stress Management Policy
- Carry out a school stress risk assessment

Trips and Visits

- Follow the Trust Educational Visits Policy
- Have a school Educational visits policy
- Have an Educational Visits Coordinator who is trained and this is renewed every 3 years.

Vehicle Use and Maintenance

- Follow the trust vehicle management procedure
- Carry out a weekly inspection of each school vehicle and record the result
- Arrange for annual MOT testing and regular inspection and servicing of the vehicles
- Have a vehicle use log and fault reporting procedure in place

Waste Disposal

- Utilise appropriate waste disposal streams, General, recycling, WEE or confidential waste
- For special waste then utilise and dispose of using the correct methods ie chemicals, fluorescent tubes/lamps, sanitary waste, medical waste
- Storage of waste to be considered in relation to security, fire/arson prevention, unauthorised access
- Seek suitable options for recycling and reducing our carbon footprint

Wellbeing

- Follow the Fallibroome Trust Stress Management Policy
- Care plans in place for students/staff with medical or mental health needs

Working at Height

- Provide basic information on working at height for all staff
- Provide working at height training for staff who regularly carry out work at height
- Carry out a general working at height risk assessment for basic working at height tasks
- Carry out specific risk assessments for all activities above basic levels

REVIEW

- The Health and Safety Policy will be reviewed every 2 years.

Date of Review	Reason for review	Person	Date of next review
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18 November 21	Review date of previous policy due. Reformatted to meet recommendations from external audits. Expanded asbestos requirements. Review period extended to 2 years.	R.MacNeill	November 23
10 November 2023	Review due. Updated Asbestos and legionella. Added Radon. Updated specific objectives.	R.MacNeill	November 25

APPENDICIES

- Appendix A – Register of Risk Assessments
- The register of risk assessments will be reviewed on an ongoing basis as any documents are added or reviewed

1.2 Health & Safety Policy (Eaton Bank Academy) Nov 2023

Final Audit Report

2023-12-15

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