

Ormiston Academies Trust

## OAT HS Management System

### Policy version control

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## Content

Content.....	2
1. Introduction .....	3
2. Plan.....	3
2.1. Policy.....	3
2.2. Ormiston Academies Statement of Intent.....	3
2.3. Leading for H&S and Responsibilities.....	4
2.4. H&S strategy .....	4
2.5. Communication.....	4
2.6. Raising H&S Concerns (whistleblowing) .....	4
2.7. Competent advice .....	5
2.8. Power to stop activities .....	5
3. Do .....	5
3.1. Hazard/Risk Profiling.....	5
3.2. Risk assessment.....	5
3.3. Managing and controlling risks.....	5
3.4. Health and Health surveillance .....	5
3.5. Statutory inspection .....	6
3.6. Contractors and Visitors .....	6
3.7. Emergencies .....	6
3.8. Communication and consultation .....	6
3.9. Advice and guidance.....	6
3.10. Training and support.....	6
4. Check .....	7
4.1. Measuring performance.....	7
4.2. Inspection .....	7
4.3. Audit .....	7
4.4. Accidents and Incidents.....	7
5. Act.....	7
5.1. Review .....	7
5.2. Learning Lessons .....	8
5.3. Committees .....	8
Appendix 1 – List of current H&S Officers and Advisors .....	9
Appendix 2 – Responsibilities Matrix.....	11
Appendix 4 – key H&S topics .....	13
Appendix 5 - H&S inspection checklist.....	15
Appendix 6 – Lessons learnt and Safety Alert Template.....	15
Appendix 7 – Committee Structure diagram.....	18

# 1. Introduction

Ormiston Academies Trust (OAT) is a not for profit sponsor of primary and secondary academies.

The OAT Board of Trustees have ultimate responsibilities for OAT and responsibility is delegated to appointed executive staff.

As an employer and educator OAT takes its responsibilities for health and safety seriously and manages them in accordance with UK Law and sector best practice.

## 2. Plan

### 2.1. Policy

Ormiston Academies Trust recognises that policy is the foundation for good H&S practice when that policy is implemented and embedded throughout all activities and interests of the organisation.

The Board of Trustees have committed to H&S formally and have issued a statement of intent for OAT. All OAT sites are required to have a H&S policy, implementing and complementing the statement of intent. A template policy for academies will be adopted and will be approved by the Board of Trustees and Local Boards of Governors.

### 2.2. Ormiston Academies Statement of Intent

Ormiston Academies Trust (OAT) is a multi-academy sponsor responsible for a network of primary and secondary schools across the country. We are committed to ensuring the health, safety and wellbeing of our staff, students, contractors, visitors and others who may be directly affected by our activities. We strive to be the benchmark of health & safety good practice across all sectors in which OAT operates.

In accordance with OAT Governance: Schemes of Delegation, the Trustees will be accountable for:

- Instituting a health and safety policy
- Determining, on an annual basis, those policies which will be developed by OAT and mandatory for all OAT academies
- Making available to academies, on an annual basis, copies of all current policies and procedures and a schedule for their review, to review and update policies where allocated to the academy
- Checking that health and safety regulations are followed

Academies are responsible for:

- Ensuring that health and safety regulations are followed
- Implementing health and safety policies and procedures

In order to achieve this, we will ensure:

- Effective health and safety management systems are established and embedded throughout our organisation
- Provision of a productive and safe learning environment
- The setting, monitoring and management of health & safety performance against clear goals and objectives

- That suitable allocation of resources is provided to ensure effective health, safety and risk management.
- Maintenance of safe systems of work and safe plant and equipment
- Provision of information, instruction, training and supervision as necessary
- Identification and assessment of hazards and risks and the allocation of adequate resources to implement effective control measures
- Provision of competent health & safety advice for all employees and associates
- Joint consultation with employees on health & safety matters
- Provide clear and regular communication around our Health & Safety performance

### 2.3. Leading for H&S and Responsibilities

The Board of Trustees, OAT Executive Managers, Principals, Governors and all members of staff will be informed of their H&S responsibilities through the H&S Policy, guidance training and other communication as appropriate.

Those who have responsibility for managing and supervising staff will be trained to understand their responsibilities which will be refreshed on a regular basis.

### 2.4. H&S strategy

A strategy for health and safety improvement will be produced and agreed by the board of governors. This strategy will be shared with staff and their representatives and will be focused on improving safety and health throughout the organisation. The strategy will be formally reviewed on an annual basis and progress will be monitored through regular review.

### 2.5. Communication

Ormiston Academies Trust understands the importance of communication in relation to health and safety. It will ensure suitable and sufficient communication with all staff at all levels and ensure opinions on H&S are listened to and given due consideration at an appropriate level.

OAT will ensure cooperation with staff representatives and unions on matters of H&S and will seek to include them in key decisions relating to H&S.

OAT will ensure an Intranet page (on OATNET) is established, which will form the main focus point for H&S and safety information across the academies. An email address will be established where advice and information can be sought.

A network of H&S professionals and other interested parties will be established, to ensure appropriate communication and coordination.

### 2.6. Raising H&S Concerns (whistleblowing)

OAT understand that it is important for staff to be able to raise issues in relation to H&S and that sometimes that anonymity is essential. OAT will therefore establish a whistleblowing policy for H&S which will be communicated to all staff.

### 2.7. Competent advice

Ormiston Academies Trust will appoint competent advice in the form of a Trust H&S Advisor. Each academy will appoint a dedicated H&S officer (Academy Safety Officer) who will have operational authority for H&S. OAT Head Office will appoint a local safety officer who will have operational authority to ensuring H&S management for staff who are appointed at work at head office and are not members of an academy.

A list of current contacts and officers can be found in appendix I.

### 2.8. Power to stop activities

Managers have the ability to stop activities under their control. H&S Officers and the H&S Advisor have delegated authority to stop activities they feel pose a significant risk where appropriate controls have not been implemented.

## 3. Do

### 3.1. Hazard/Risk Profiling

Ormiston Academies Trust will ensure that hazards arising from its activities are identified and a risk profile is generated for each academy. These profiles will be used to ensure prioritisation and proportional management of our hazards.

### 3.2. Risk assessment

Ormiston Academies Trust will implement a process for the assessment of hazards and resulting risks. OAT understands that the process of risk assessment and implementation of reasonably practicable controls is essential to ensure the safety and health of its staff, visitors and others who interact with or could be effected by the work undertaken by OAT.

### 3.3. Managing and controlling risks

Managers and 'owners of risks' are responsible for ensuring that appropriate controls are implemented for significant risks arising from OAT's business activities. Where high risk activities are identified, where existing controls are not deemed to be adequate, then the activity will cease until additional controls can be implemented. The H&S Advisor and H&S Officers are available to provide advice and support to managers on the controls required.

### 3.4. Health and wellbeing surveillance

The health and wellbeing of our staff is critical and OAT understands that our staff are our greatest asset. OAT is committed to protecting the health of our staff by ensuring the appropriate control of risks.

Where a significant risk is identified, it may be appropriate to implement a health surveillance programme. Appropriately qualified occupational health specialists will be appointed to give specialist advice and to run such programmes.

### 3.5. Statutory inspection

A number of H&S regulations place a duty on organisations to ensure routine checks are established for critical systems and equipment. Appendix 2 contains a responsibilities matrix which stipulates responsibility for ensuring routine inspection and statutory compliance checks.

### 3.6. Contractors and Visitors

OAT is committed to ensuring the safety of visitors and contractors who visit our sites as well as other who could be affected by our undertakings. A visitor and separate contractors' policy has been established to ensure appropriate management of these activities.

### 3.7. Emergencies

Emergencies are unpredictable and can happen at any time. OAT will ensure appropriate identification of all possible emergencies and ensure appropriate plans are implemented, as far as it possible. Plans will be practiced and lessons learnt to drive continual improvement.

All sites and academies will be required to prepare emergency and business continuity plans.

### 3.8. Communication and consultation

OAT is committed to ensuring appropriate and adequate channels for communication with all staff at all levels, in relation to H&S. Staff will be consulted with in relation to changes in policy and strategy.

### 3.9. Advice and guidance

Support and advice is provided to OAT and its managers through the network of H&S advisors and officers. Where necessary external advisors will be commissioned to provide specialist advice as necessary.

A H&S helpdesk has been established at Head Office to provide support and advice to academies. An intranet site has been established which contains information and procedures for H&S. A list of key H&S topics can be found in appendix 3.

### 3.10. Training and support

All staff will receive appropriate training in H&S. A training matrix will be established to identified gaps in training and ensure adequate levels of understanding.

Training will be provided to the H&S officers as to ensure their continued competency and understanding

## 4. Check

### 4.1. Measuring performance

It is important to measure H&S performance. This will be achieved through;

- Establishment of a program of inspection and audit
- Regular self-audit by academies
- Monitoring of accidents and incidents
- Routine H&S returns by academies
- Implementation of a H&S improvement strategy and routine monitoring of progress against agreed objectives.

### 4.2. Inspection

Inspection is an important function for ensuring adequate control of hazards within organisations. An inspection checklist has been produced (and is contained in appendix 4) and will be completed on an agreed and routine schedule within academies. Principals are responsible for ensuring that an inspection routine is established within their institutes.

### 4.3. Audit

An audit of standards and management systems will be completed on a regular basis (no greater than every three years) and will be the responsibility of the H&S Advisor and OAT Head Office. Reports will be agreed with academies and once finalised, reported to the local Board of Governors and OAT Board of Trustees.

When and where appropriate specialist audits and inspections will be commissioned by OAT Head Office.

### 4.4. Accidents and Incidents

All accidents and incidents will be reported using the online reporting system. Serious incidents (including amputations, deaths and large fires) will be reported to Head Office through the H&S helpdesk as soon as possible.

All accidents should be investigated and a policy and process will be established to ensure appropriate and thorough investigation.

RIDDORs will be reported by Head Office on behalf of OAT.

## 5. Act

### 5.1. Review

Regular checks for H&S performance will be made and any output from this will be used to improve H&S policy, systems or other systems as appropriate. Routine performance information and statistics will be reviewed by the OAT Board of Trustees.

H&S actions and H&S Committees are required to maintain and appropriate action tracker, to ensure adequate and timely resolutions and close out.

### 5.2. Learning Lessons

Lessons will be learnt in order to ensure continued improvement and performance. These lessons will be shared with others who could be affected or impacted.

A standard Lessons Learnt and Safety Alert template is included in appendix 5

### 5.3. Committees

Committees will be established at each site which will be required to manage local H&S and H&S performance. H&S committees are required to established Terms of Reference and local reporting structures.

Appendix 6 contains a diagram of the H&S committee structure across the Trust.



## Appendix I – List of current H&S Officers and Advisors

Location / Academy	Current Post Holder
OAT HQ H&S Advisor	Jane Smith
OAT HQ H&S Officer	Cate Johnstone

Academy ASOs or key contact	Current Post Holder
<b>BOA</b>	Juliette Bates
<b>Bolingbroke</b>	Sandra Hughes
<b>Broadland high</b>	Jane Matthews
<b>Bushfield</b>	Ben Curtis
<b>Chadwick</b>	Martin Draycott
<b>City of Norwich</b>	Carol Hodgson
<b>Cliff Park</b>	Kevin Oldman
<b>Cliff Park Junior</b>	TBC
<b>Cliff Park Infants</b>	TBC
<b>Cowes</b>	Richard Marinelli
<b>Denes</b>	Kevin Oldman
<b>Edward Worlledge</b>	Sue Hircock
<b>Endeavour</b>	Barry Pullen Donna Garaway
<b>Forge</b>	Rebecca Fisher
<b>Flegg High</b>	Ruth Bullard
<b>George Salter</b>	Lesley Hickman
<b>Herman</b>	Leigh Drury
<b>Horizon</b>	Natalie Marshall
<b>Ilkeston Enterprise</b>	Lyn Ashby
<b>Maritime</b>	David Walton
<b>Meadows</b>	Sam Davenport Romaine Johnson
<b>Meridian</b>	Matthew Bennett
<b>NEW Academy</b>	Adam Davies
<b>Packmoor</b>	Melanie Sherratt
<b>Park</b>	David Brackstone
<b>Rivers</b>	Angela Mahoney
<b>Sandwell</b>	Andrew Morgan
<b>Sheffield</b>	Rachael Parkes & TBC
<b>Sir Stanley Matthews</b>	Brett Young
<b>Six Villages</b>	Laura White
<b>South Parade</b>	Sam Hodder
<b>Stoke High</b>	Emily Fishwick
<b>Sudbury</b>	Steve Goodchild
<b>SWB Academy</b>	Lee Thomson
<b>Tenbury High</b>	Colin Millhouse
<b>Thomas Wolsey</b>	Helen MacDougall
<b>Venture</b>	Leigh Drury
<b>Victory</b>	Teresa Smith
<b>Wodensborough</b>	Antony Taylor



## Appendix 2 – Responsibilities Matrix

The chart below details who is responsible for various elements which together form part of the H&S management within Ormiston Academies.

Topic or item to be provided or completed		Responsible	
		Head Office*	Academies
Management of H&S	Appointment of corporate H&S support and competent advice	As and when needed	
	Local appointment of Academy Safety Officer		As and when needed
	Ensuring local H&S policy is signed and implemented		As and when needed. Reviewed once a year
	Provision of H&S Strategy and Governance	As and when needed. Reviewed once a year	
	Provision of policy, procedures and guidance	As and when needed	
	Ensuring all hazards are identified		Ongoing
	Ensuring adequate risk assessment for those hazards that are identified		Ongoing
	Ensuring that a H&S Committee is formed and includes provision for cooperation with staff representatives		Ongoing
	Reporting of accidents, incidents and near-misses using the online system		Ongoing
	Reporting RIDDORs to the HSE	Ongoing	
Fire	Ensuring a fire risk assessment is completed by an authorised competent individual	No greater than every three years	
	Ensuring annual fire risk assessment inspection (using provided checklist)		Annually
	Ensuring adequate provision for fire safety, ensuring good housekeeping and maintenance of protected evacuation routes		Ongoing
	Ensuring annual servicing of firefighting equipment		Annually
	Ensuring termly evacuation drills are completed and lessons are learnt, if necessary		Termly
	Ensuring weekly fire alarm tests		Weekly
	Ensuring emergency lighting tests		Monthly (if manual)
	Annual fire alarm system servicing and checks	Annual	
Operational	Annual checks for dry risers and sprinkler systems	Annual	
	Ensuring all identified users have completed DSE assessments		Ongoing
	Ensuring safe storage and use of hazardous materials		Ongoing
	Ensuring provision of PPE where identified by risk assessment		Ongoing

Equipment	Ensuring that any work equipment is maintained and in a safety condition to use		Ongoing
	Annual LOLER inspection for lifting equipment	Annual	
	Annual inspection of lifts	Annual	
	Annual inspection (in accordance with the written scheme of inspection) for pressure systems	Annual	
	Portable appliance testing (PAT)		No greater than every three years and based on risk
	Annual inspection of LEV (local exhaust ventilation)		Annual
Buildings and facilities	Fix wiring checks (electrical)	Annual	
	Legionella surveys / monitoring	In accordance with risk assessment	
	Water temperature checks for all outlets		Weekly
	Asbestos surveys	Annual	
	Maintenance and updating of Asbestos register		Ongoing
Monitoring and Review	Audit of H&S Management systems	No greater than every three years	
	Inspection / walk around		Once a year as a minimum
	Termly H&S returns to HO		Once a term

\* testing undertaken by the OAT appointed building testing and compliance supplier. Contract expected to be in place by early 2018.

## Appendix 3 – Key H&S Topics

Reference	Title
	Training - Induction, Health and Safety
	Visitors
	Bomb Threats
	First Aid
	Accident/Incident Reporting
	Accident/Incident Investigation
	Display Screen Equipment
	Work Equipment
	Manual handling risk assessment
	New and Expectant Mothers
	Workplace Health and Safety and Security Inspections
	Risk assessments
	Fire precautions general
	Fire evacuation drills
	Testing of fire alarms
	Testing of emergency lighting, smoke and heat detectors
	Fire fighting equipment
	Evacuation procedures for less able bodied
	Electrical Safety
	Substances hazardous to health
	Asbestos in buildings
	Ladders and step ladders
	Contractors - General
	Contractors - Selection and Appointment
	Contractors - Working on site
	Construction (Design & Management ) Regulations 2007
	Gas safety
	Glass and glazing
	Noise Assessment
	Personal Protective Equipment
	Working Alone in Safety
	Safe Work in Confined Spaces
	Microwave Ovens
	Lift Safety
	Permits to work
	Relationship with tenants on safety matters
	Water systems and control of Legionella

	Access equipment for work at height
	Waste disposal
	Lift alarm/telephone testing
	Pressure Systems
	Portable Steam and Water Pressure Type Cleaners
	Hand Tools
	Safe Work Near Underground, Concealed or Overhead Services
	Working Near/On/Over Water
	Lightning Conductors
	Emergency Generators
	Batteries
	Defects Procedure
	Communication & Consultation on Health and Safety Matters
	Respiratory Protective Equipment
	Drugs and Alcohol Misuse at Work
	Work Experience and Young People at Work
	Working From Home
	Work with/Work Involving Ionising Radiation
	Empty Units

## Appendix 4 – General H&S inspection checklist

<b>Academy:</b>			
<b>Site / Building</b>			
<b>Date of inspection:</b>		<b>Inspectors:</b>	

1	Floors and Corridors	Y/N	Comments	Action
1.1	Is the floor clean?			
1.2	Is the floor in good condition and free from damage?			
1.3	Is the floor even and free from trip hazards?			
1.4	Is the floor surface slip free?			
1.5	Is the lighting suitable?			
1.6	Is the corridor free from obstruction?			
1.7	Has the work area been free of slip and trips accidents since last inspection?			
1.8	Are there sufficient waste receptacles that are regularly emptied?			
<b>2</b>	<b>Stairs</b>			
2.1	Are steps free from damage and wear?			
2.2	Are handrails secured?			
2.3	Is the lighting suitable?			
2.4	Are stairs free from litter and obstructions?			
<b>3</b>	<b>Exits and doors</b>			
3.1	Do door mechanisms / closers work?			
3.2	Are sight panels unobstructed?			
3.3	Is the door and frame in good condition?			
3.4	Are passages to doorways unobstructed?			
<b>4</b>	<b>Equipment</b>			
4.1	Are electrical cables, plugs and sockets in good condition?			
4.2	Are there any trailing leads?			
4.3	Do electrical items have valid PAT sticker on?			
4.4	Are trolleys in good working order?			
4.5	Are photocopiers suitably located, well ventilated and away from workstation?			
4.6	Are portable heaters avoided/suitably located?			
4.7	Are items of equipment in good working order?			

5	Storage Areas	Y/N	Comments	Action
5.1	Is the storage area clean and shelving accessible?			
5.2	Is the lighting suitable?			
5.3	Is shelving in good condition and secure?			
5.4	Are steps available to reach higher shelves?			
5.5	Are step ladders marked EN131 or of Class 1 style and in good condition?			
5.6	Are consumables stored appropriately?			
6	Windows			
6.1	Are all window mechanisms working correctly?			
6.2	Are windows in good condition (crack and damage free)?			
6.3	Are windows clean?			
6.4	Where required, are window poles available and kept in retaining clip?			
7	Furniture and Fittings			
7.1	Are room layouts suitable?			
7.2	Are workstations provided with fully adjustable chairs?			
7.3	Does all display screen equipment have suitable desks?			
7.4	Are workstations clean and free of clutter above and below desk?			
7.5	Is furniture in good condition?			
7.6	Are light fittings in good condition and clean?			
8	Fire Safety			
8.1	Are appropriate fire extinguishers provided?			
8.2	Are they positioned correctly and fixed to wall?			
8.3	Is access to fire extinguishers, hoses, blankets etc unobstructed?			
8.4	Is there appropriate fire signage for call points and fire appliances?			
8.5	Are fire doors free to close and not wedged open?			
8.6	Do fire doors close into recess?			
8.7	Are fire procedures exhibited and up to date?			
8.8	Are fire routes clear of obstructions?			
9	First Aid			
9.1	Are first aid boxes available at suitable locations (e.g. near exits)?			
9.2	Is the first aid box full with in date supplies?			
9.3	Is a list of first aiders exhibited with contact details and up to date?			
10	Other Hazards			
	Any other hazards spotted?			

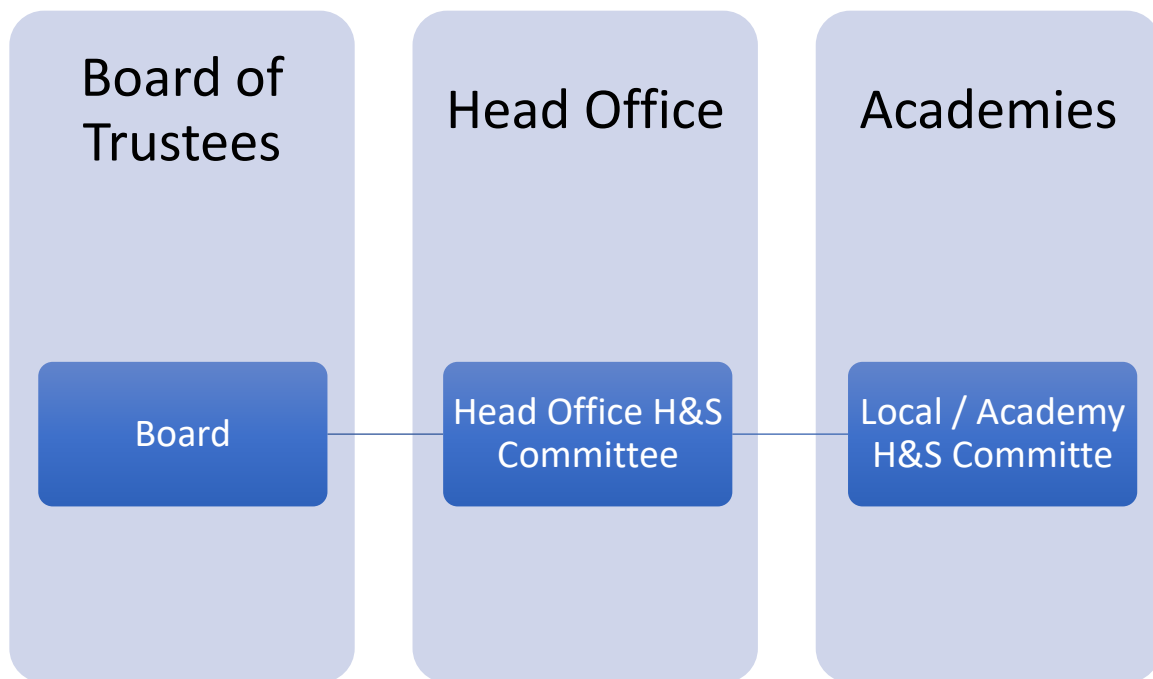


## Appendix 5 – Lessons learnt and Safety Alert Template

Ormiston Academies Trust	
Lessons learnt and Safety Alert	
Title	
The Incident / Background	
Immediate Causes	
Root Causes	
What we did well	
Lessons to be learnt	

Recommended actions			
Action Details	Action Taken	Owner	Date Completed

## Appendix 6 – Committee Structure diagram



## Appendix 6 – Local academy H&S organisational chart

