



# **Ocker Hill Academy**

# **Health & Safety Policy**

## **2024/25**

This policy has been formally adopted by the Trust Board of  
Ocker Hill Academy on 3<sup>rd</sup> December 2024.

Principal	Date:
_____	_____
Chair of	
Trust Board	Date:
_____	_____

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## **Health and Safety Policy Statement**

We recognise the importance of ensuring the health, safety and welfare of our staff and students and fully accept our obligations to both employees and others who may be affected by our activities at Ocker Hill Academy.

To meet these obligations we will:

- Ensure that health and safety is embedded into all our activities and that effective health and safety management systems are in place
- Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health
- Consult our employees on matters affecting their health and safety
- Promote a positive health and safety culture where employees and their representatives are able to raise health and safety issues and are empowered to work safely
- Provide information, instruction and supervision for employees to enable them to do their work safely
- Ensure all employees are competent to do their tasks, and are given adequate training
- Provide and maintain safe plant & equipment and ensure that substances are handled and used safely
- Provide an environment in which staff can work without fear of violence, intimidation or threats; and
- Regularly review our health & safety performance by monitoring and auditing.

We are committed to continuous improvement in health & safety and will develop policies, systems and procedures to achieve this aim. We are also committed to providing a safe and healthy environment for staff and pupils; this will be achieved by;

- Effective leadership by Trustees, the Principal and senior staff
- Participation of all employees; and
- Open and responsive communication

The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement; copies will be displayed on

health and safety notice boards and it will be available on google drive. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

It is only by securing a total commitment to health, safety and welfare matters from those who work for, or on behalf of Ocker Hill Academy that the high standards we set ourselves will be achieved.

Signed: ..... Date: .....

Chair of Trust Board

Signed: ..... Date: .....

Principal

## **Organisation / responsibilities**

This section of the health and safety policy sets out lines of communication and how duties are delegated and tasks allocated. It includes an outline of the roles of the Trustees, Principal and Senior Leadership Team along with more specialist roles such as Educational Visits Co-ordinator, Business Manager and Site Manager. It also details the role of competent advisors at Health and Safety Support team SIPS Education.

## **Responsibilities**

Appendix 2: Staff organisation Chart

Appendix 3: Trustee responsibilities

### **Trustees will**

- Ensure health and safety issues concerning the Academy are identified and appropriate action taken
- An Academy Safety Policy is produced and that the policy is regularly reviewed
- Receive and action regular and routine H&S reports from the Principal to enable it to monitor and evaluate the effectiveness of the H&S management system
- Ensure that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the Academy's delegated budget;
- Ensure that risk assessments are made and recorded of all the Academy work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensure appropriate arrangements are in place to consider health and safety issues at Trust Board level.

### **Principal will**

- Establish H&S objectives and ensure the development and implementation of an Academy H&S action plan for continuous improvement in H&S
- Ensure adequate resources are available to successfully manage H&S in the Academy
- Ensure detailed policies, procedures and arrangements with regard to health, safety and welfare matters within the Academy are established in writing, and that they are communicated, understood and followed by all members of staff, including temporary/supply staff.
- Ensure that risk assessments are undertaken by a competent person and reviewed on an appropriate basis.

- Ensure staff are aware of their responsibilities and ensure that those to whom Health and Safety responsibilities have been delegated, are suitably trained and competent to undertake the tasks.
- Ensure systems are in place for the adequate consultation and communication of H&S matters with employees.
- Assume the role of Premise Manager and Responsible Person under the Regulatory Reform Order Fire Safety
- Ensure the effective proactive and reactive monitoring of H&S
- Ensure procedures are in place for reporting and recording and investigation of accidents and where appropriate preventive measures are taken to reduce the number of incidents.
- All parts of the premises, plant and equipment for which the Trustees have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises.
- Ensure the Academy has access to competent H&S advice

### **Senior Leadership / Curriculum co-ordinators**

- Support the Principal and carry out duties in their absence;
- Develop and implement arrangements and procedures to protect the health and safety of staff, pupils and others;
- Undertake risk assessments as appropriate and ensure that suitable controls are in place;
- Put forward suggestions to improve health and safety controls to the Principal

### **Class Teachers**

Staff timetabled to be in charge of classes have the following responsibility to assist the Principal:

- To follow safe working procedures personally.
- To ensure the safety of pupils in classrooms and other areas of the Academy whilst in their charge.
- To be aware of and to adopt safety measures within their teaching areas.
- To request special safe working procedures, protective clothing, guards, etc, where necessary and ensure they are used.
- To make recommendations to the Principal regarding the safety of equipment or tools, in particular any equipment or machinery which are potentially dangerous.
- To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.

## **Educational Visits Co-ordinator (EVC)**

Follow the National Guidance <http://oeapng.info/> where full responsibilities are outlined:

- Ensure that staff involved in educational visits, are aware of their responsibilities regarding the off-site visits policy and have ready access to it.
- Inform the Principal of all non-routine visits.

## **Site Manager**

- Ensure all building related registers/log books i.e. asbestos, fire, legionella are in place and kept up to date
- Ensure that arrangements are in place for the safe management of any substances used on site;
- Carry out regular site inspections;
- Ensure the building is secured at night.

## **Business Manager**

- Ensure that statutory testing and any inspections identified from site related assessments are carried out at the required intervals either by the site team or by competent contractors/persons;
- Ensure that funds are available to carry out actions identified in the Academy Health and Safety Action Plan;
- Carry out regular site inspections.

## **Employees General Responsibilities**

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.



## **Organisation –Health and Safety Management System**

This section of the policy explains the Academy's health and safety management system

### **Policy Development**

Ocker Hill Academy will keep our health and safety policy including organisation/responsibilities and arrangements under regular review to ensure they remain current and effective.

All local policies and procedures, and revisions to them will be authorised by the Principal and Trust Board and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

### **Cooperation, consultation and communication**

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health and safety systems, policies, procedures and risk assessments.

To ensure that health, safety and welfare is considered at a local level the Trust Board has decided that Academy health, safety and welfare matters be dealt with by the Behaviour & Safety Committee

The Behaviour & Safety Committee will consist as a minimum of the duly appointed safety representatives, area representative, the Principal and representatives of the Academy Trust Board

Our policies, procedures and assessments will be made available to staff via e-mail, google drive or a printed copy available from the office.

### **Competent Advice**

Key health and safety competencies required within the Academy will be determined by use of a training analysis, see Appendix one. In addition, competent, trained Academy staff will receive expert, guidance and advice from the Health and Safety Support Unit at SIPS Education.

### **Planning and Prioritising**

We will ensure that health and safety is embedded into all our activities and that effective health and safety management systems, including health and safety

priorities in the Academy Development Plan (Appendix 4) and Health and Safety Action Plan (Appendix 5) are in place.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks.

Ocker Hill Academy will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health.

### **Measuring health and safety performance**

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Trust Board on a regular basis or as required.

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

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

#### **Active monitoring systems:**

- Regular inspections of the workplace
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken

#### **Reactive monitoring systems:**

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, hazard reports by the Trustees and Senior Leadership Team to ensure appropriate remedial action is taken to help prevent recurrence.

### **Auditing/inspecting health and safety performance**

- As part of our active monitoring we will carry out regular health and safety inspections/self-audits in accordance with our Health and Safety Plan

- External audits will be undertaken annually by an external provider i.e. Health and Safety Support SIPS Education.

### **Reviewing health and safety performance**

- Our health and safety performance, including progress on our health and safety plan, active and reactive monitoring outcomes and any policy or procedure reviews will be evaluated each term by the Senior Leadership and the Trust Board

### **Arrangements for Health, Safety and Welfare**

#### **Accidents and Aggressive Incidents**

- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction.
- Employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms. These can be obtained from the SLT office.
- Accident and aggressive incidents will be monitored and reported to the Behaviour & Safety Committee each term in order to identify issues/trends and put in place measures to reduce the number of incidents.
- For every accident where appropriate the Principal will investigate all accidents and take remedial steps to avoid similar instances recurring.
- Any incident subject to RIDDOR (i.e. fatality, major injury, over 7 day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to the HSE via the on line reporting system apart from fatalities and specified injuries **only** which must be reported by calling the Incident Contact Centre on 0845 300 9923. The Principal is responsible for reporting all incidents subject to RIDDOR.

#### **Asbestos Management**

- The Principal/Premise Manager is responsible for the management of asbestos on the Academy site and has a legal duty to prevent exposure to staff, pupils and contractors etc to asbestos.
- An asbestos management survey has been carried out by a competent asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACM's) Areas that were not surveyed

are presumed to contain ACM and managed accordingly. These are located in the Site Manager's office.

- The survey/register is reviewed annually to ensure that it has been kept up to date (e.g. when ACM's have been removed).
- A risk assessment has been carried out and an Asbestos Management Plan has been produced. (Asbestos Log Book).
- Before contractors / staff are allowed to work on our buildings, they are made aware of any ACM's they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the Site Manager.
- The Site Manager has been nominated to manage ACM's on site and has attended training on the management of asbestos.
- A refurbishment/demolition survey will be carried out prior to any major work e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs.
- If ACMs are accidentally damaged we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

## **Contractors and Service Providers**

For the purpose of this section, the term 'contractor' includes anyone who is carrying out repairs, maintenance and improvements at the establishment

- The Principal/Premise Manager has a responsibility to ensure that contractors on site do not endanger the health, safety and welfare of employees, visitors, service users and the public.
- When the Academy is used for purposes not under the direction of the Principal then, subject to the agreement of the Academy, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control. The building and general responsibilities for on-site health and safety remain with the Principal, as the primary occupier.
- Contractors working on the Academy premises are required to identify and control risks arising from their activities and to share this information with the Academy in advance of work starting.
- Where we commission work ourselves we will ensure that appropriate health and safety checks on the contractors take place. This includes checks on

policies, method statements and monitoring of performance, including supervision arrangements on site.

- Contractors must ensure that they share all relevant information with any sub-contractors they use.

### **Control of Substances Hazardous to Health (COSHH)**

- Wherever possible we will use non-hazardous products in Ocker Hill Academy.
- An inventory of substances held within the Academy is located in the Site Managers office.
- All hazardous substances used in the Academy will have a COSHH assessment undertaken by the Site Manager before they are brought into use. No substance will be used until the appropriate assessment has been undertaken.
- All hazardous substances will be stored appropriately and securely when not in use.
- Staff will be informed how to use products safely and will receive training if appropriate.
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it.

### **Display Screen Equipment**

- All DSE Users will complete a DSE self-assessment.
- All self-assessments will be checked by the Principal/Business Manager who will decide if any further action/controls are required.

### **Electrical Equipment**

- All electrical equipment will be properly maintained.
- Risk assessment will identify the frequency that equipment should be electrically tested. Testing will be carried out by a competent person and records kept. The Site Manager will arrange PAT testing.
- All members of staff are encouraged to visually inspect electrical equipment prior to use for any obvious signs of damage. Any defects should be reported to the Site Manager.

- Any item failing an inspection/test should be taken out of service immediately and until such time as it can be repaired and retested, or a decision is made to scrap the item.
- Second hand or acquired electrical equipment, or employees/visitors own equipment, may not be used within the Academy until it has been inspected and tested.

## **Fire Procedures**

- The Academy will ensure that a fire risk assessment is carried out on the premise by a suitably trained competent person.
- The fire risk assessment and fire log are located in the Site Manager's office.
- Any actions identified by the fire risk assessment will be addressed by an appropriate action plan.
- The assessment will be reviewed on an annual basis.
- The Principal & Focus Provision Manager will carry out Personal emergency evacuation plans (PEEPs) for any staff or pupils requiring one due to disability or ill health.
- Firefighting equipment, fire alarm systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessment.
- The Site Manager will be responsible for ensuring that all checks identified by the fire risk assessment are carried out at the required frequencies and recorded in a Fire Log Book.
- A fire evacuation plan will be produced and appropriate staff will be appointed and suitably briefed to act as fire marshals.
- Fire safety drills will take place at least once a term.
- All staff will receive training in the action to be taken in the event of a fire, and periodic refreshers on the fire and bomb alert procedures and general fire precaution.
- Pupils will be briefed on the evacuation procedure at the start of the academy year.
- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise.

## **First Aid Arrangements**

- We will complete a risk assessment to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident.
- Assessments will ensure that we have enough trained staff available to cover offsite visits and other activities.
- The Business Manager will ensure that all first aiders are suitably trained and that their certification is up to date.
- First aiders will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatment given.
- First aiders will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately.
- Appropriate signs will be prominently displayed around the Academy giving details of first aiders and the location of first aid boxes.
- All staff will make themselves familiar with the details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.
- The First Aid Policy will be made available to staff via e-mail, google drive or a printed copy available from the office.

## **General Workplace Safety**

- Robust housekeeping is essential in assisting to reduce the likelihood of accidents resulting in slips, trips and falls, the most common cause of accidents in the workplace.
- All members of staff are responsible for ensuring that their work area is kept orderly with equipment stored away in an appropriate manner to ensure general traffic routes and access to and egress from the workplace are kept free from obstructions at all times.
- All spillages must be cleared up immediately to reduce the risk of slip accidents. Materials to assist staff in this area are stored in the cleaners store room.
- High risk areas where spills are more likely:
  - kitchen - managed by the contractor
  - dining room – affected area is coned off to avoid incidents

other areas - coned off to avoid incidents

This allows adequate time for all stages of the cleaning process, such as drying time for floors before re-use.

- Training in dealing with bodily fluid spillages will be provided for all staff who are expected to clean up such spillages in the absence of the Site Manager.

### **Glazing**

- An assessment of glazing in critical locations will be undertaken and where required suitable measures (e.g. fitting of safety glazing and/or safety film) will be implemented to minimise the risk of injury to staff, visitors and pupils.

### **Legionella (water safety)**

- A legionella risk assessment has been carried out by a competent, suitably qualified contractor and will be reviewed regularly.
- Any remedial work identified by the risk assessments will be addressed.
- A copy of the risk assessment is located in the Site Manager's office.
- We have a written scheme to manage the risk from legionella which includes the following controls:
  - Weekly flushing of little used outlets by the Site Manager
  - Monthly temperature checks by the Site Manager
  - Quarterly de-scaling of shower head in the Focus Provision by the Focus Provision Manager.
  - Annual water sampling by Safewater.

### **Lifts and Lifting Equipment**

- All our lifting equipment will be serviced and inspected by a competent person at the required intervals as required by LOLER.
- Identified staff will be trained in the safe use of lifting equipment.

### **Manual Handling**



- All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Principal and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled.
- Manual handling risk assessments will be undertaken by the Site Manager/Principal
- A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.
- All staff must employ the principles of safe manual handling techniques and act in accordance with the guidance given through training and instruction provided by the Academy.
- All moving and handling of pupils will be risk assessed and recorded by the Principal. Equipment for moving and handling people is subject to inspection on a six monthly basis by a competent contractor.
- All staff who move and handle pupils will receive appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

### **New and Expectant Mothers**

- When notified a risk assessment will be carried out for any new or expectant mothers.
- This risk assessment will be reviewed at regular frequencies.

### **Off site / out of hours activities**

- All offsite/out of hours activities undertaken by the Academy are conducted in line with the requirements outlined in Sandwell's' Offsite / Out of Hours Educational Activities Policy and accompanying procedures.
- The Academy has appointed an Educational Visits Co-ordinator, whose role is to act as the liaison with and provide assistance to the Group Leader(s) and to link with Sandwell MBC Educational Visits Advisers to ensure all requirements of the policy are met.

### **Outdoor play equipment (fixed)**

- Fixed outdoor play equipment will be subject to regular annual checks and inspections by an independent competent person who is a member of the Register of Play Inspectors International (RPII).
- A daily visual inspection of the equipment will be undertaken by the Site Manager.
- A formal termly inspection will be undertaken by the Site Manager and written records will be maintained.
- A risk assessment will be carried out to ensure that supervision levels are appropriate for the equipment and that it is only used by children of the age range it has been designed for.

### **Premise Management**

- The Academy's Premise Manager is the Principal and the Deputy Premise Managers are the Assistant Principals.
- Details of all examination, maintenance and service arrangements for plant and equipment within the building, and records of specific safety checks including those for gas appliances, legionella, water hygiene, glass and safety glazing, lifting equipment, P.E. and play equipment are maintained by Gymfix and are located in the Site Manager's office.

### **Protective Clothing and Equipment**

- Protective clothing and equipment (PPE) will only be provided when an assessed risk cannot be eliminated or controlled by some better means or where it is required by legislation.
- Employees who are required to use PPE will be provided with appropriate information, instruction and training on its use and care.
- Records will be kept of equipment issued, and to whom.

### **Risk Assessments**

- The Site Manager is responsible for ensuring all activities, teaching, non-teaching and premises risk assessments are completed.
- Risk assessments are available for all staff to view and are held centrally on google drive. Hard copies are available from the Site Manager's office.
- Risk assessments will be reviewed at least annually.

- Specific risk assessments relating to individuals are held on the person's file.

## **Security and Lone Working**

- This establishment is committed to creating a secure and safe environment for all pupils, staff and visitors to the Academy. A security risk assessment is carried out for the site which considers, for example, external fencing, controlled access to the establishment building and security of the building overnight and during the establishment holidays.
- Any concerns over security or suspicious behaviour of individuals on/ around the establishment site should be brought to the attention of the Principal or other member of the Senior Leadership Team in his absence.
- All visitors arriving at the Academy must follow the signing in and out procedure.
- Lone Worker Policy will be made available to staff via e-mail, google drive or a printed copy available from the office.

## **Stress and Occupational Health Services**

- To assist in stress management for Academy staff, a Staff Wellbeing Policy has been produced which identifies staff and trustee responsibilities for supporting the Academy workforce.
- Stress risk assessments are undertaken by the Principal.
- Any concerns which staff have, should be brought to the attention of your supervisor as soon as possible.
- The BHSF Employee Assistance Programme provides additional support available to establishment employees e.g. free access to a counselling line.
- Staff should familiarise themselves with the contents of Ocker Hill Academy Staff Wellbeing policy which will be made available to staff via e-mail, google drive or a printed copy available from the office.

## **Vehicle movements on site**

- Ocker Hill Academy will carry out a risk assessment of vehicle movements on site and the vehicle/pedestrian interface. Assessments will also cover academy events and maintenance activities where vehicles may need to access vehicle restricted areas.

- The use of separate pedestrian / vehicular access gates.
- Access through the Academy gates is monitored by the Admin Team to prevent vehicle access/egress between the following times of day, in order to assist in minimising the likelihood of accidents:  
8.15 - 9.00  
3.15 - 3.45
- Deliveries to the establishment will not be accepted during the above times and any staff placing orders with companies, should ensure they make appropriate arrangements for delivery in line with the above.

### **Violence and Aggression**

- We will ensure that risk assessments and suitable controls are in place to cover any circumstances where staff may be subject to aggressive incidents.
- All employees are required to report all incidents of violence and aggression. This may include actual, attempted or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature.
- The Academy Violence Policy will be made available to staff via e-mail, google drive or a printed copy available from the office.

### **Working at Height**

- The Academy's nominated person responsible for work at height will be the Site Manager
- The nominated person(s) shall ensure:
  - All work at height is properly planned and organised.
  - The use of access equipment is restricted to authorised users.
  - All those involved in work at height are trained and competent to do so.
  - The risks from working at height are assessed and appropriate equipment selected.
  - A register of access equipment is maintained and all equipment is regularly inspected and maintained.
  - Any risks from fragile surfaces are properly controlled.
  - Staff are trained to use the step ladders safely.
  - Pupils will not be permitted to use ladders/stepladders.
- Contractors will not be permitted to use any of the Academy's work equipment

## **Training**

- We will ensure that all staff, including temporary and agency staff, are competent and given appropriate health and safety training to undertake their role safely and carry out duties assigned to them.
- All staff will receive a health and safety induction when they first start working at the Academy and further training requirements will be identified with reference to the training matrix at Appendix one.

November 2023

## Appendix One

### Health and Safety Training Requirements for Academy Based Staff

Once staff have been designated with responsibility, they must receive appropriate training to enable them to discharge their duties competently.

#### Induction

The following basic training should form part of the induction training for all new members of staff:

- The Academy's Health and Safety Policy
- Any statutory requirements with regards to health, safety and welfare
- The major hazards which exist within the academy (location of any asbestos for example)
- Risk Assessment procedures
- Safe working methods and accident prevention procedures
- Fire and Emergency procedures
- First Aid arrangements

The following table is indicative of the training requirements for different categories of employee within the Academy and is not exhaustive. A suitable and sufficient risk assessment will also indicate the type and level of training required.

Training will be arranged as required.

Course Name	Category of Employee
CIEH Level 3 Intermediate course in Health & Safety in the Workplace	Essential learning for Principal & Business Manager
CIEH Foundation Certificate Health & Safety in the Workplace	Essential learning for Premise Managers
Asbestos awareness in schools	Essential learning for Principal & Site Managers

Fire Safety Management	Essential learning for Principal, Business Manager & Site Manager
Premise Log Completion	Essential learning for Principal & Site Managers
Stress/Violence Awareness	Recommended for members of the senior leadership team
General Risk Assessment	Aimed at a wider staff audience, role specific
Principles of Manual Handling	Aimed at a wider staff audience, role specific
COSHH log book and completing a COSHH assessment	Aimed at a wider staff audience, role specific
Visual Inspection of portable Electrical appliances	Aimed at a wider staff audience, role specific
DSE Awareness	Aimed at a wider staff audience, role specific
Incident Investigation	Aimed at a wider staff audience, role specific
Guide to RIDDOR	Aimed at a wider staff audience, role specific
Non technical Playground Inspection	Aimed at a wider staff audience, role specific
Working with Contractors	Aimed at a wider staff audience, role specific

Appendix Two:

**THE LEADERSHIP AND MANAGEMENT AT OCKER HILL ACADEMY**

**2024/25**

**SENIOR LEADERSHIP TEAM**

<b>PRINCIPAL</b>
<b>ASSISTANT PRINCIPAL – SAFEGUARDING</b> <b>ASSISTANT PRINCIPAL – CURRICULUM LEAD</b>

**MIDDLE LEADERSHIP TEAM**

<b>SENCO</b>  (SEN Allowance 2)		<b>DEPUTY CURRICULUM LEAD</b>  (TLR1A)
<b>TLR2 LEADING TEACHERS -</b>  (3 x TLR2b post FTE)	<b>TLR2 LEADING TEACHER</b>  (1 x TLR2b PT 0.4 FTE)	<b>ASSISTANT SENCO</b>  (SEN Allowance 1)
<b>3 x TLR3 fixed term posts (2024 – 2025)</b>		

**CLASS TEACHERS AND LEARNING SUPPORT ASSISTANTS**

<b>CLASS TEACHERS</b>  13 posts including Principal (2 x 0.4 PT & 1 x 0.9 fte)	<b>LSP 3 (7 posts)</b>  FOCUSED PROVISION MANAGER (1 post FTE)  LEARNING MENTOR (1 Post 0.2 FTE)	<b>LSA 2 (7 posts)</b>
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## MANAGEMENT OF THE ACADEMY OFFICE AND SITE

<b>BUSINESS MANAGER AND MEMBER OF THE SENIOR LEADERSHIP TEAM</b>	<b>ADMINISTRATIVE AND RESOURCES MANAGER</b>	<b>SITE MANAGER</b>
	<b>ADMINISTRATIVE ASSISTANT</b>	<b>CLEANERS (3 Posts)</b>

<b>PRINCIPAL DINNERTIME SUPERVISOR</b>	<b>DINNERTIME SUPERVISOR (4 Posts)</b>  <b>3 posts – vacant posts</b>
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## Appendix Three:

### Ocker Hill Academy

#### Members

Harjinder Kumar Badhan – Chair  
Aubrey Hadley  
Matthew Langowski-Gadd  
Vacancy  
Parent Vaca

#### Trust Board

Kerry Fazey	Co-opted Trustee	March 2021-March 2025
Mark Goodwin	Staff Trustee	January 2023-January 2027
Caroline Gordon	Co-opted Trustee	October 2024-October 2028
Adam Hollyhead - Chair	Community Trustee	January 2023-January 2027
Debbie Heritage	Co-opted Trustee	December 2023–December 2027
Rachel Smith	Staff Trustee	July 2017 - July 2025
Hazel Allan	ParentTrustee	May 2022- May 2026
Sukhjinder Kaur	ParentTrustee	May 2022- May 2026
Vacancy	LA Trustee	
Joe Farmer	Principal	
Jennifer Willetts/Claire Brown	Governance Professional	

#### Audit Committee

Adam Hollyhead  
Sukhjinder Kaur  
Debbie Heritage

#### Behaviour & Safety Committee

Kerry Fazey – Chair  
Hazel Allan  
Joe Farmer  
Mark Goodwin  
Rachel Smith  
Caroline Gordon  
Adam Hollyhead

#### Curriculum Committee

Hazel Allan  
Joe Farmer  
Mark Goodwin  
Adam Hollyhead  
Rachel Smith

#### Staffing & Finance Committee

Debbie Heritage  
Joe Farmer  
Adam Hollyhead – Chair  
Sukhjinder Kaur

#### Pay Committee/ Principal's Appraisal Committee

Adam Hollyhead – Chair  
Kerry Fazey  
Sukhjinder Kaur

#### Disciplinary Committee – staff/pupil/appeals/complaints & Selection panel for Principal & Vice Principal

The membership of these committees will be decided by the Trust Board when required

## Special Responsibility Trustees

Safeguarding/Child Protection trustee *	Adam Hollyhead
SEND trustee	Vacancy
Health and Safety trustee	Kerry Fazey
Safer Recruitment trustee	Rachel Smith
Attendance trustee	Rachel Smith
Literacy trustee	Hazel Allan
Numeracy trustee	Hazel Allan
Estates Management Trustee	Rachel Smith
Training Trustee	Mark Goodwin
Filtering and Monitoring Trustee (if not inc. In the safeguarding role)	Sukhjinder Kaur
ECT trustee	Vacancy
Pupil Premium Trustee	Adam Hollyhead
Whistleblowing trustee**	Adam Hollyhead

**Appendix Four:**

**Ocker Hill Academy**  
**Academy Site and Health & Safety Key Priorities**  
**2024/2025**

Whole Academy Actions	
1.1	To successfully deliver the heating replacement CIF project at OHA
1.2	To improve the academy's ICT services to positively benefit children, staff and parents
1.3	To complete a successful security breach check
1.4	To address pathway issues around the site and improve lighting near the rear entrance to the academy
1.5	To work towards ECO School status
1.6	To erect new and secure boundary fencing adjacent to the main car park

**Appendix Five:****OCKER HILL ACADEMY****HEALTH AND SAFETY AUDIT ACTION PLAN**

<b>Ref no.</b>	<b>Recommendations</b>	<b>Rating (0-5)</b>	<b>Timescale and Person Responsible</b>	<b>Date Completed</b>
1	Ensure the Principal signs the H&S policy as well as the chair of governors	4	Policy signed	May 2023
2	Review the H&S policy to ensure it accurately reflects the H&S management system and particularly the arrangements in place in the academy, refer to comments in respect of additional policies and procedures	2	Policy reviewed and updated. Presented to B & S Committee 31.10.23	January 2023
3	Review and expand the responsibilities section of the H&S policy to ensure it documents the specific responsibilities of people within the academy to manage H&S	2	Included in revised policy	January 2023
4	Consider the implementation of a more formal system of defect reporting so that requests are documented and can be monitored through to completion	3	System in place. Principal to remind staff of defect reporting procedure	June 2023
5	Ensure H&S information is easily accessible by staff for example by having it available on a shared area of the academy's computer network	3	Folder added to shared drive	May 2023
6	Implement a documented H&S induction process for all staff	3	Induction documents already available on shared drive. Process to be confirmed	
7	Ensure all required H&S information is shared and discussed at Governors meetings, follow a set list of health and safety agenda items see attached	3	H & S information shared with Behaviour & Safety Committee on a termly basis	On-going
8	Develop an accident form specific to the academy	3	Document produced	January 2023
9	Produce an overall H&S action plan following this audit and monitor to ensure completion	4	Actions reviewed and updated periodically	On-going
10	Ensure any actions identified from inspections, audits, action plans are completed and signed to illustrate they have been completed	3		On-going

11	Academy to draft its own 'risk register' to identify what risk assessments are required, and implement a programme for their prioritised development to cover curriculum and non curriculum activities	2	Risk Assessment register under development	
12	Ensure risk assessments are reviewed at least annually and dated	3	Principal & Site Manager updated risk assessments	January 2023
13	Ensure the content of risk assessments are communicated to relevant staff and included in the induction programme	3	All risk assessments are stored on the shared drive for staff to access	On-going
14	H&S committee to use the risk register as a means of monitoring the production and review of risk assessments	3	Document to be circulated on completion	
15	Review the scope of all manual handling activities undertaken on site as part of the overall RA review programme, to ensure that the risk assessment process captures all such activities	2		On-going
16	Undertake a complete review of the substances that are used in the academy, establish an up to date inventory, obtain material safety data sheets for all substances and then determine where a COSHH assessment is required and complete as necessary.	3	Process under development by Site Manager	
17	Ensure all DSE users complete a self assessment, this is reviewed, and any actions are dealt with	0	DSE assessment forms circulated by Principal	January 2023
18	Ensure the control measures in the risk assessment in relation to accessing the roof accurately represent the management of this activity within the academy. Remove reference to training requirements stipulated by a different local authority	3	Risk assessment updated by Site Manager	January 2023
19	Date the Stress Policy and ensure it is reviewed at the appropriate frequency	4	Replaced with Staff Wellbeing Policy	January 2023
20	Produce risk assessments in respect of lone working, site security and violence and aggression	0	Site Manager produced lone working risk assessment	January 2023
21	Ensure visitors are provided with appropriate and adequate information in relation to H&S and emergency evacuation	3	Information added to InVentry system	March 2023

22	Review the First Aid Policy	4	Policy reviewed	Summer 2022
23	Review and update the premise log book	4	Site Manager to review	
24	Produce an asbestos management plan, an asbestos register, conduct visual recorded checks on any remaining ACM's and ensure a procedure is in place to advise contractors of their location	1	Asbestos documents available. Contractors documents produced.	On-going
25	Ensure appropriate action is taken in respect of actions identified on the electrical installation reports	2	One item outstanding from 2019 inspection. Next inspection scheduled for 2024	On-going
26	Establish a process for the recording of formal visual check of higher risk electrical equipment on a termly basis	2	Site Manager to implement a process	
27	Make it a requirement in the H&S policy that staff must not use equipment brought in from home or second hand equipment until it has been PAT tested	3	Included when policy reviewed	January 2023
28	Ensure all remedial actions identified in the legionella risk assessment are considered and completed and then sign off on the risk assessment as complete	2	Procedures in place for Site Manager and Principal	On-going
29	Check the required frequency of the dismantling and cleaning of spray taps and shower heads and ensure this is then carried out at the required frequency	2	Site manager to implement a process with the FP manager	
30	Ensure all little used outlets that remain in place are flushed on a weekly basis and records are maintained	2	Site Manager to implement a process	
31	Ensure maintenance and service inspections are undertaken of both the lifts in the academy and records are maintained.	3	Regular inspections undertaken. Reports received from Insurance inspections. Reports to be requested in relation to the service contract	
32	Ensure any actions identified from the lift maintenance are actioned	2	All issues are addressed	On-going
33	Implement a system of ladder logs and recorded visual checks on ladders	1	Documents produced	January 2023
34	Reflect the requirement for working at height training in the Use of ladders and step ladders risk assessment	4	Actioned	January 2023

35	Ensure the contractors policy is signed and dated	4	Signed by Principal and Chair	May 2023
36	Ensure the policy accurately reflects the H&S management system of the academy, for example it referred to additional policies which were not provided to view during the course of the audit	3	Policy updated	January 2023
37	Ensure an academy specific accident/incident form is available for use	3	Document produced	January 2023
38	Ensure formal documented procedures are in place regarding the notification to contractors of any ACM's in the building and the limitations of any asbestos surveys undertaken	2	To be set up on InVentry	
39	Ensure both FRA's are reviewed at the frequency determined by the academy. The Level 1 FRA was due for review in June 2022	3	Site Manager to arrange FRA's	
40	Ensure that any actions identified from either FRA are completed and then signed off as such on the report	3		
41	Maintain records of the monthly visual inspection of fire doors	3	Site Manager to implement a process	
42	Maintain records in respect of the monthly test required on the emergency lighting system	3	Site Manager to implement a process	
43	Implement a system for the formal visual inspection of soft furnishings and gym mats and ensure records are maintained	2	Annual inspection undertaken, report to be requested	
44	Ensure the most up to date and complete fire procedure is available to staff	3		June 2023