



The Edge Academy

Health and Safety Policy

Introduction

As the employer of staff, The Edge Academy has overall responsibility for the health, safety and welfare of staff and students in the academy. The Edge Academy recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

The Edge Academy will support its academies in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

Day-to-day responsibility for the health and safety of staff and students is delegated to the Principal, who in turn will delegate particular functions to other staff, in particular the Premises Manager.

The governing body play an important role in ensuring strategic direction and will work in close partnership with the Principal and Senior Management Team of the academy and relevant staff to support good health and safety management.

General Statement of Intent

The Governing Body of The Edge Academy undertakes to meet fully its responsibilities under the 'persons in control of premises section of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors. The Edge Academy also embraces the Birmingham City Council Safety policy and their COSHH regulations

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all academy activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk

ORGANISATION

Responsibilities of the Governing Body

The Governing Body will ensure that:

- a) Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept.
- b) Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- c) Regular termly safety inspections are undertaken.
- d) Inspection reports, including those from trade union health and safety representatives, are considered and acted upon.
- e) Health and safety is a standing item on all agendas.
- f) An annual health and safety report is published.
- g) A positive health and safety culture is established and maintained.

Responsibilities of the Principal

The Principal is responsible for day to day overall management of health and safety in the academy.

The Principal will ensure that:

- a) Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- b) For high risk activities, safe systems of work are identified via a risk assessment.
- c) Information and advice on health and safety is acted upon and circulated to staff and governors.
- d) Regular inspections are carried out with reports submitted to the Governing Body.
- e) An annual report is provided to Governing Body.
- f) Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- g) Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- h) Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and

are provided with equipment or other resources in order to ensure they can fulfil such duties.

- i) There is co-operation, with, and provision of necessary facilities for, trade union health and safety representatives.
- j) Appropriate tasks are delegated to the Academy's Premises Manager and other premises staff.

Responsibilities of Senior Managers

- a) Assistant principals may be required to undertake any of the Principal's duties which have been reasonably delegated to them which may include responsibility for health and safety management.
- b) Heads of department/faculty may be expected to oversee health and safety matters relating to their curriculum areas.

Responsibilities of the Premises Manager

The Premises Manager will ensure that:

- a) Safe means of access and egress are maintained.
- b) The premises are kept clean and that adequate welfare facilities are provided.
- c) Safe working arrangements are in place when contractors are working on the premises.
- d) Adequate security arrangements are maintained.
- e) Adequate fire safety arrangements are implemented.
- f) Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- g) Adequate systems are in place for the management of asbestos and control of legionella.
- h) All premises-related accidents/incidents are recorded and investigated.
- i) Regular inspections of the premises take place, with union safety representatives invited to take part.
- j) A copy of the Health and Safety Law poster is displayed in an easily accessible location.

Responsibilities of all Employees

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the academy will act responsibly to ensure that:

- a) They are familiar with, and comply with, the Health and Safety Policy.
- b) They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- c) They report immediately, to the Principal or to their line manager any serious or immediate danger of which they become aware.

- d) They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Principal or to their line manager..
- e) There is no misuse of anything that has been provided for health and safety purposes.
- f) They use the correct equipment and tools for the job and any protective equipment that may be supplied.

Responsibilities of all Students

All students will be encouraged to follow safe working practices and observe safety rules.

All students will:

- a) Follow all instructions issued by any member of staff in case of emergency.
- b) Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- c) Inform a member of staff of any situation which may affect their safety or that of other students or staff.

ARRANGEMENTS

Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The Edge Academy will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. The Edge Academy will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

The members of staff who are health and safety representatives for the recognised trade unions are:

Trade Union	Name of health and safety representative
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(To be appointed)