



health and safety policy – part 2
City of Birmingham Foundation



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1.Organisational Roles & Responsibilities

CoBF (hereafter known as the 'Trust') has a duty to ensure the health, safety and welfare of employees and others. The day-to-day management of Health and Safety will be discharged through the provision of a suitable management organisation.

Every person employed by the Trust carries some responsibility for health, safety and welfare (see Employees' Responsibilities) but where specific duties are given, these are recorded in the following pages.

Individuals are encouraged to draw to the attention of the appropriate manager any gaps or omissions which they believe would improve the Trust's Corporate Health and Safety Arrangements. Each establishment will ensure it implements and follows all corporate policies and creates local procedures. The Trusts corporate policy may also require an establishment to develop a local document e.g. Fire Evacuation.

2.The Trust Board, Chief Executive Officer and Academy Governing Committees

The Trust will do all that is reasonably practicable to ensure that high standards of health, safety and welfare are achieved and maintained for all its employees and students. It will ensure, so far as is reasonably practicable, that the health and safety of visitors, contractors and other non-employees who may be affected by the work of the academy are not endangered.

- The Trust and Governors Committees will oversee health, safety and welfare matters and will ensure the necessary resources are provided



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- The Trust will implement the policy by undertaking an annual report based on the annual safety plans and statement of intent objectives. This will be audited as part of the internal and external auditing of all establishments.
- Health and safety is a standing item on all meetings of the Trust, Governors Committees and the Finance and Resources Committee. In the 'Statement of Intent' the Trust makes a positive commitment to high standards of health, safety and welfare. Although the Principal of each academy has the prime responsibility for implementing the policy, all employees have an important part to play in its successful implementation

3. All Employees

All employees have individual legal and moral responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. Employees must:

- Always comply with the Trust's health and safety policy and procedures, in particular procedures for accident and incident reporting, fire, first aid and other emergencies.
- Each employee has a responsibility to read the health, safety and welfare policies, and make particular note of procedures and risk assessments associated with their area and activity of work.
- Co-operate with the Trust's and academy management in complying with relevant health and safety law and act in accordance with any health and safety training and information received. All employees will attend Health & Safety Training relevant to their role, including the annual completion of the 4 mandatory e-learning courses; Health & Safety Basics (school), Working at Heights (school), Manual

Handling and Fire Safety.

- Use all work equipment and substances in accordance with instruction, training and information received.
- Concerns about students' health, safety and welfare should be reported to the Principal



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- Concerns about health and safety related to the curriculum should be raised with your line manager.
- Inform your Line Manager, or Health and Safety Coordinator of what you consider the shortcomings to be in the academies' health and safety procedures or concerns with any suggestions for improvement
- Report to their immediate Line Manager or the Responsible Person any hazard concerns and defects in equipment found in their workplaces, via the academies defect reporting system
- Report all accidents, incidents and near misses (an incident that could have led to injury but did not)
- Exercise good standards of orderliness and cleanliness whilst conducting your work activities;
- Make yourselves aware of who is representing you on the Trusts Health, Safety and Environment forum i.e. Employee Safety Representatives, or other Health and Safety Representatives.
- Agree at your annual employee management performance review health and safety objectives to be achieved for the following year, as appropriate

Employees who during the course of their duties are required to visit premises other than their normal place of work must comply with the health and safety instructions for visiting premises, and if driving in the course of your employment. This includes going on educational trips or visits with students.

4. Students

Students have no particular responsibility in the implementation of the Trust's Health and Safety Policy, however they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the academy and, in particular, the instructions of staff given in an emergency



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- Use and not willfully misuse, neglect or interfere with things provided for their health and safety
- Report any accidents, incidents to a member of staff
- Student Representatives can be invited to attend an Academy's Health and Safety Committee

5. Health and Safety Representatives

Health and Safety Representatives appointed by each academy

- Will be consulted on health and safety matters via the Trusts Health and Safety Forum representative, or following a request for a meeting with a H&S Coordinator.
- Will be given information, e.g., about RIDDOR accidents and safety plans via the Academy's training plan and local procedures
- Will be a member of the Trusts Health, Safety and Environment Forum

Health and Safety Employee Representatives

The Trust actively encourages the appointment of Health and Safety Employee Representatives. These representatives should be chosen to represent staff. Employee Representatives will be given safety training, so they appropriately represent employees concerns and assist the Health and Safety Coordinator with the safety arrangements.

Employee Representative functions are

- Pursue employee health and safety concerns with the Health and Safety Coordinator, or appropriate Line Manager.
- Attend the Health, Safety and Environment Forum



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6. Principals

The Principal is responsible and accountable to the Trust and Governors Committee for the implementation of the health and safety policy. The Principal will be responsible for setting up and monitoring systems to ensure that:

- The health and safety policies, procedures and information are brought to the attention of all staff
- Adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons, and that all staff are aware of the arrangements
- Accidents, incidents and near misses are recorded and reported (RIDDOR)
- Allow Employee Safety Representatives to carry out their functions
- Training needs are identified to ensure staff are competent and that appropriate arrangements are made for training
- Fire drills are carried out one per term and a fire register is maintained
- Risk Assessments are undertaken of all hazards and risks to health and safety in all departments, including classrooms, office activities, all work areas,
- Risk assessments are undertaken for off-site visits and trips and managed.
- Arrangements are in place for appropriate cooperation and coordination and risk management between the Academy and Contractors
- Health and safety matters which cannot be resolved locally are raised with the Governors Committee and the Trust
- Support the Trusts Health, Safety and Environment Forums, enabling Academy representatives the time and resources to attend and communicate with their wider colleagues in the Academy
- Liaise with the Health and Safety Coordinators, Vice Principals and Head of Departments at least once a term to confirm the above is complied with.
- Ensure the implementation of the Trust's health and safety systems.



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7. Vice Principals & Other Academy Leaders

- Vice-Principals, Assistant Vice-Principals, Directors of Curriculum Areas, Estate Supervisors are responsible for ensuring the Principal duties are met on a day-to-day basis
- Are responsible for carrying out the duties of the Principal in the absence of the Principal, as nominated
- Are responsible for ensuring health and safety training is appropriately prioritised as part of overall responsibility for staff development
- That the appropriate member of Senior Leadership Team will carry out investigations into accidents involving students that occur when students are not in lessons.

8. Heads of Departments

Heads of Departments are responsible for implementing the safety policy within their department. In particular, they are responsible for:

- Ensuring that activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health by ensuring departmental risk assessments are completed and acted on and relevant staff are made aware of the outcomes.
- Monitoring the workplace by carrying out informal inspections of the workplace and equipment. In addition, to regular informal inspections Heads of Departments will carry out a formal recorded inspection of their Department once each term
- Ensuring that all employees, contractors and visitors working in, or entering their area of control are familiar with the relevant safety procedures
- Ensuring all work equipment is suitable for purpose and maintained in a safe condition at all times
- Ensuring substances/products are suitable for purpose and are safely used and stored in an appropriate manner



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- Maintaining safe access and egress to and from work and educational areas
- Ensuring the competence of staff under their control by identifying training needs, arranging for the necessary information, instruction and ensuring adequate supervision
- Bringing to the attention of the next level of management any safety issues that cannot be resolved at a local level
- Ensuring first aid and fire procedures are complied with
- Recording, reporting and investigating all accidents and incidents within their areas of control. Ensuring that health and safety is an agenda item for departmental meetings and minuted.
- All employees under their control are consulted on issues affecting their health and safety

9. Class Teachers

The safety of students in any place of learning are the responsibility of the class teacher. A class teacher is expected to:

- Know and act on any emergency procedures in respect of fire and first aid and any special safety measures (e.g. management of a person who experiences a disability or illness) to be adopted in his/her own teaching areas and to ensure that they are applied
- Exercise effective supervision of students and others in the work area to promote and maintain safe working, teaching and learning practices
- Give clear instructions and verbal warnings as often as necessary along with notices, posters and handouts
- Ensure students' and other peoples' coats, bags are safely stowed away
- Integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety
- Follow safe working procedures personally



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- Use protective clothing, guards, special safe working procedures etc when necessary
- Make recommendations on safety matters to the Head of Department
- Record safety arrangements as part of your lesson plan
- Be familiar with risk assessments and safe systems of working for the work activity
- If there is no risk assessment for work activities but where there is a risk to someone's health and safety, the teacher must raise the matter with the Head of Department.

10. The person responsible for maintenance of the building and site – Regional Estates Managers/ Cluster Estates Supervisors / Estates Officers

The person is responsible for:

- Supervising site management and cleaning staff, ensuring they are provided with relevant health and safety information, training and risk assessments
- Identifying defects and dealing with them in consultation with the line manager as appropriate. Where premises defects cannot be immediately dealt with, they are responsible for ensuring appropriate interim measures are taken, in order to make the area safe
- The safe operation of the academies swimming pool
- Weekly testing of the fire alarm
- Liaising with building and grounds maintenance contractors and monitoring their compliance with required standards
- Outside normal hours the member of the site team on duty will act as the Principal's representative



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- Carry out duties safely

11. Support Staff

They must know the procedures in respect of an emergency i.e. fire, first aid, accident, incident, property and equipment damage. The establishments Health and Safety Coordinator will ensure that all induction, training, information and supervision is provided.

12. Health and Safety Coordinators

[Note: The Health and Safety Coordinator is usually the Principal / Vice Principal / SLT member / Estates Officer etc.)

The H&S Coordinators specific duties include:

- Assist the Principal in the implementation and ongoing use of the Trust's health and safety policy
- Dissemination of health and safety information to staff
- Ensuring adequate first aid provision and cover
- They are to ensure every department has suitable and sufficient risk assessments in place, and that these have been reviewed by a competent person, for example, the Head of PE or Science.
- They will receive accident, incident and near miss information and check the information is fully completed. All incidents and near misses must be recorded.
- Processing accident, incident and near miss reports and providing statistical data
- Ensuring managers have completed accident, incident and near miss investigation where allocated.
- Support the investigation of all RIDDOR reportable incidents
- Dealing with health and safety issues raised by staff, others (e.g., HSE, visitors etc.) Contractors are dealt with directly, via a manager; or the Trusts Health,



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Safety and Environmental Forum; or a Employee Safety or Principal Representative. Issues and outcomes should be recorded via meeting minutes.

- Ensuring all health and safety procedures and forms remain valid and up-to-date and are used appropriately
- Ensuring defects, unsafe conditions, unsafe acts, hazards and dangerous occurrences are promptly dealt with and as necessary discussed with the Principal
- Ensuring contractors, visitors and employees comply with the health and safety arrangements through monitoring and observing behaviour and work activities as required by the health and safety policy and procedures
- Attend any local Academy Health and Safety Committee Meetings
- Produce an annual report for any Academy Health and Safety Committee of how the health and safety policy objectives and Academy safety actions plans have been achieved.

13. Safety Specific Roles

13.1 First Aiders

The First Aiders specific duties are:

- The administration of First Aid, up to but not exceeding the level of her/his training;
- Ensuring that any incident and treatment given is recorded in a First Aid Treatment Log
- Report immediately to the Principal all incidents requiring the attendance of a student, member of staff or other person to hospital.
- Ensuring that all spillages of body fluids are cleared up promptly using the appropriate equipment or contacting the appropriate member of staff
- Maintaining stocks in First Aid kit/box;



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- Ensure that appropriate documentation is completed and that reportable accidents are reported to the appropriate or responsible person as soon as possible after dealing with the immediate effects
- Report to HR any illness or injuries which would preclude her/his ability to administer First Aid, in order that alternative cover can be arranged.

13.2 Fire Wardens

13.2.1 Fire Wardens

The Class Teacher will act-up as a Fire Warden during fire drill or evacuations. Fire Wardens will be appointed in line with the risk assessment and should be made up teaching and support staff. Fire evacuation must be considered for any third party letting policy and contracts.

- They are responsible for 'sweeping' either their classroom and associated rooms e.g. Preparation Room or the rooms allocated to them by the Head of department, Line Manager or SLT member
- They will give assistance to any person requiring help and those with a PEEP (personal emergency evacuation plan)

13.2.2 Emergency Controller

This will be a senior person on duty (e.g. Principal/Vice Principal)

- They are responsible for the smooth running of the evacuation procedures and fire drills..
- Identify self on arrival to the Fire Officers and give information as required.
- They will complete the Fire Drill or Evacuation Evaluation log.
- The Emergency Controller shall arrange for a deputy, or deputies to carry out the above duties if they have to leave the site.

13.3 Educational Visits Coordinator

- Will attend mandatory Educational Visits Coordinator (EVC) training and refresher training every three years;



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- Is responsible for gathering all the data regarding the trip, or visit and checking that all forms and signatures are complete;
- They will keep Visit Leaders informed of approval and planning process and support Trip leaders in completing risk assessments and documentation;
- Checks insurance requirements are in place;
- Checks that there is adequate staff to cover remaining students during the visit;
- Ensure educational visits meet the employer and Academy's requirements;
- Assess competence of prospective leaders and staff (including volunteers);
- Ensure risk assessments meet requirements;
- Organise training and induction;

13.4 Educational Visit Group Leaders

- Have overall responsibility for the supervision and conduct of the visit including direct responsibility for the students' health, safety and welfare.
- They must be approved by the Principal to carry out the visit, be suitably competent and have reasonable knowledge of the Academies and the Trust's policies, arrangements and procedures.
- Plan and prepare for the visit and assess the risks:
- Complete trip and activity risk assessment. The risk assessment needs to include, for example, accommodation, all activities including swimming, transport.
- Inform students of clothing requirements and additional provisions such as sleeping bag;
- Define the roles and responsibilities of other staff and students and ensure effective supervision;
- Ensure first aid equipment and emergency arrangements are known to all students on the visit, and other staff;
- Determine that there are sufficient Student, Helpers and Staff Ratio to risk;



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- Give clear guidance and information to students e.g. expected behaviour, specific activities or site visit rules;
- Looking after student medication, emergency contact details/trip plan;
- The Group Leader will be responsible for making decisions regarding actions to take when a student feels ill, or becomes ill and not able to partake in the activity, or day's event;
- Keep a travel log and record of all accidents, injuries and incidents and the actions taken. These must then be recorded and reported to the Principal on return. In the event of a serious accident the Group Leader should, where possible, telephone and inform the Principal immediately.

13.5. Radiation Protection

Each Academy should follow the guidance in www.hse.gov.uk/radiation/ionising/index.htm when working with sources of ionising radiation as part of the learning curriculum.

Where ionising radiation sources exist there must be an appointed and named Radiation Protection Supervisor ("RPS"). Also the RPS must be overseen by an appointed and named Radiation Protection Advisor ("RPA"). It is the responsibility of the Academy with assistance from the Health and Safety Coordinator to ensure these roles are in place. It is the responsibility of the RPS to ensure suitable local procedures, safe systems of work and risk assessments are in place, remain valid and that they are regularly reviewed in connection with ionising and non-ionising radiation use, or activities. This includes emergency plans.

14. Occupational Health

Arrangements for occupational health and health surveillance are managed by each academy's HR staff/lead. This includes welfare support, return to work interviews, counselling, ergonomic assistance, pregnancy risk assessments and stress management. HR staff/lead and Health and Safety Coordinators should meet regularly to discuss health and safety issues.



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15. Academy Health and Safety Forum

Terms of Reference:

15.1 Objectives

To monitor and review the health and safety objectives, policies and arrangements. To act as a focus for joint participation in the prevention of accidents, incidents, dangerous occurrences, occupational ill health, damage to property, vehicles and equipment. To promote cooperation and consultation between the Trusts employees on health, safety and welfare matters.

15.2 Function of the Safety Forum

- Review the effectiveness of the health, safety and welfare arrangements
- Review accident, incident, ill health, damage statistics and trends
- Monitor actions on safety audits, inspections, surveys, investigations, safety action plans.
- Assist in the development and implementation of safe systems of work
- Review the effectiveness of risk assessments and risk reduction measures
- Contribute towards solving health and safety problems and prompting a healthier and safer workplace.

15.3 Frequency of the meetings

Each Academy should hold a Health and Safety Forum meeting minimally three times a year (usually one per term). The Chair and Principal will set the dates.

15.4 Suggested Committee Membership Secondary

- Health and Safety Coordinator/ Estates Cluster Supervisor / Estates Officer
- HR Manager/lead
- Employee Safety Representatives
- Heads of Departments (Principal to ensure representation);
- Student Representation (at the Principals discretion)



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- Specialist/other persons as required/requested
- Administrator for minute taking, venue setting and dates, agenda and minute distribution
- Governor Primary
- Estates Cluster Supervisor i.e., the person responsible for the maintenance and site
- Selection of teaching and support staff
- Student representation (at the Principals discretion)
- HR Manager/lead
- Employee Representatives
- Specialist/other persons as required/requested
- Administrator for minute taking, venue setting and dates, agenda and minute distribution
- Governor

15.5 Agenda and Minutes

- Agenda will be set by the Chair with assistance from the Health and Safety Coordinator and circulated at least five working days before the meeting
- Agenda attached documents should be circulated for prior reading with the agenda
- Apologies sent to the Chair with arrangements for stand in on their behalf
- Previous minutes will be checked for a true record and will be amended and agreed accordingly
- Minutes will state who is responsible for any agreed actions and when to report back and how
- Minutes will be circulated within two weeks of the meeting to all members, attendees, and an electronic copy to all employees.



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16. Trust Health, Safety and Environment Forum

16.1 Introduction & Purpose

The Health, Safety and Environment Forum is a mechanism for engagement across the Trust to contribute to the development of the health, safety and environmental aspects of the Trust. The Forum is established under section 9 of the Safety Representatives and Safety Committee Regulations 1977.

The purposes of the Forum are to:

- Consult and engage with employees across the Trust on any aspect of work that may affect health, safety

and well-being and the impact on the environment at a local and national level

- Support and develop a positive health, safety, environmental and sustainability culture
- Improve communication and compliance.

16.2 Forum Scope & Objectives

- Support the effective health, safety and environmental arrangements / systems which are in place and assist in their development
- Share best practise
- Contribute towards solving health, safety and environmental challenges, promoting a healthier and safer workplace and minimising the Trust's impact on the environment
- Peer review accidents, incidents and near misses as a learning tool, to prevent reoccurrence
- Support the academies to improve compliance and performance in Health and Safety, using audit data
- Develop a network of Health, Safety and Environment champions within each cluster, region, academy and support centre
- Consider and reduce the Trust's impact on the environment by contributing to the development of the sustainability goals



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- Consider suitable safety and environmental criteria for benchmarking across Academies
- Support the effective communication of the work of the Forum and health, safety and environment initiatives, policies & procedures across the Trust.

16.3 Frequency of the meetings and relationships with other Committees / Forums

Each regional Forum shall meet at least termly (Feb, June, Oct) and where possible there will be a combined annual meeting for all Forum members. It is linked with the following other Trust forums;

- IT Working Party
- Employee Forum

16.4 Membership and Membership Responsibilities

- To be committed in attending every forum
- To provide constructive feedback, on behalf of colleagues
- To accurately share information with colleagues
- To undertake any actions resulting from meetings within the required timeframes.

16.5 Agenda and Minutes

- There shall be a formal agenda for each meeting, provided at least five business days before the date of the meeting. Relevant business papers should accompany the agenda. Only exceptional may papers be tabled at a meeting.
- Each meeting will be minuted and actions posted on the Trusts intranet.
- Draft minutes will be distributed to all regions within 10 working days of the meeting taking place.



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17. Safety Management Framework

The Trust operates its health, safety and welfare functions and duties under a safety management system (SMS) called HSG65 (for further information see www.hse.gov.uk/opsunit/perfmeas.pdf) and in conjunction with external support partner, Judicium.

18. Ratification

This policy is required under the Health and Safety at Work etc. Work 1974. Any breaches of those duties could lead to the prosecution of the Trust Board, CEO, Governors Committee. Failure to comply with safety requirements could also lead to disciplinary action.