

Walsall Academy



Health & Safety Policy

Policy Title	Health and Safety Policy
Policy Reference	WA/HandS
Description	This document sets out the Health and Safety Policy for the Academy
Status	Statutory
Category	Academy
Person Responsible	J Clarke – Shadow Headteacher
Version	V 1.8 September 2025
Other relevant policies	
Adopted by the Governing Board on	N/A
Next Review Due	September 2026
Data Protection	<i>Data will be processed in line with the requirements and protections set out in the General Data Protection Regulation</i>

Version Records		
Version	Date	Description
1.1	September 2019	Annual review
1.2	September 2020	Annual review
1.3	September 2021	Annual review
1.4	October 2022	Annual review
1.5	October 2022	Updated Emergency Procedures
1.6	September 2023	Annual review
1.7	October 2024	Annual review
1.8	September 2025	Annual review

General Statement

The Governors recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards students, the public and people who use the premises of the Academy from time to time, these duties being implicit in the above Act.

The Governors accept these duties and it will continue to be their policy to promote standards of health and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors that health and safety is a responsibility which is equal to that of any other function of the Academy.

The Governors will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:

1. The creation of an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the Academy, particularly at Senior Leadership Level.
2. To systematically identify and control risk as an effective approach to injury, ill health and loss prevention.
3. To maintain safe and healthy working places and systems of work and to protect all employees, students and others including the public in so far as they come into contact with foreseeable work hazards.
4. To provide and maintain a safe and healthy teaching environment for all employees and students with adequate facilities and arrangements for their welfare.
5. To provide all employees and students with the information, instruction, training and supervision that they require to work safely and efficiently. The Academy's Health and Safety Consultants are available to provide relevant information and this will be disseminated to the staff as appropriate.
6. To develop an understanding of risk control and safety awareness amongst all employees and students and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change.
7. To provide a safe environment for all visitors to the Academy's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the Academy's environment.
8. To control effectively the activity of all outside contractors when on the Academy's premises. It is the intention of the Governors that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' Safety Policies at the Tender stage.

9. To encourage full and effective two way consultation on health and safety matters by utilising the management structure of the Academy and the committees already existing.
10. To use health and safety to preserve and develop human and physical resources and hence contribute to the Academy performance.
11. To ensure that this Policy is used as a practical working document and that its contents are published fully.
12. To constantly scrutinise and review performance and the details of this Policy so that the Academy learns from experience and keeps in line with changes in current legislation.

The Governors are committed to providing adequate resources to ensure its health and safety objectives and this Policy are met.

The Academy is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.

The Governors and Academy are aware of, and will meet, the requirements under the Children Act 1989 regarding fire provisions and ensuring that staff and students are aware of the school's health and safety policies and practices. It is the intention of the school to follow the advice given in 'The Children Act Guidance and Regulations Volume 5'.

The Governors and Academy recognise the guidance contained in 'Managing Health and Safety in Schools' and 'Health and Safety Guidance for School Governors and Members of School Boards' both prepared by the Education Service Advisory Committee of the Health and Safety Commission, and intends to follow the good practice recommendations they make.

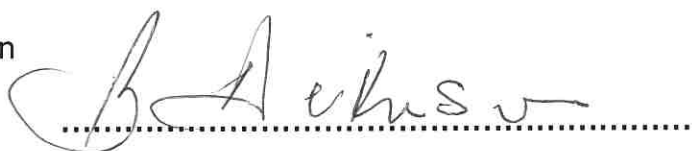
The Academy will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999. In addition the requirements under 'The Regulatory Reform (Fire Safety Order) 2005' for fire risk assessment are implemented.

The Governors and Academy recognise the good practice contained in 'Health and Safety of Pupils on Educational Visits', prepared by the DFE and intends to follow the recommendations it makes.

This Policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

Signed: Mr Bernard Dickenson

Chair of Governors



Latest anticipated review date October 2026

Policy Organisation

The Governors recognise the need to identify organisational arrangements in the Academy for implementing, monitoring and controlling health and safety matters. A summary of the individual duties including reporting arrangements and hence the organisation and accountability is as follows:

1. The Governors

The Governors accept full responsibility for health and safety within the Academy.

The Governors consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.

The Governors recognise their corporate responsibility as the local governing body to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for students and all other people who visit the school.

The Governors are committed to ensuring that the Academy operates in accordance with current legalisation. They are not, however, merely content to conform to minimum acceptable standards but are determined to ensure that the best possible standards are met.

They will constantly monitor the effectiveness of the implementation of this Policy and will revise it where necessary.

The Governors will ensure that any changes to this Policy will be brought to the attention of the employees.

They will establish an information gathering and reporting procedure so that their decision making relating to health and safety is soundly based and is current.

2. The Headteacher

The Headteacher is responsible and accountable to the Governors for implementing the Academy safety policy and for all matters relating to health, safety and welfare within the establishment.

3. Operations Manager

The day to day management of health and safety matters will be delegated to the Operations Manager, Mr J Broadhurst. As the Health and Safety Officer he:

- must be aware of all contractors and/or third parties entering the Academy to undertake maintenance, service, or works contracts.
- will ensure that a competent contractor is employed to undertake any building or plant maintenance and to oversee the planning and safe execution of the work, including compliance with the Constructions (Design and Management)) Regulations 1995.

- will ensure that the Academy's health and safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.
- is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipts.
- must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.
- will liaise with the SLT Link Manager, who will arrange meetings as necessary to resolve uncertain areas of responsibility, consider problems or recommendations and referrals to the Governing Body.
- will seek advice, when appropriate from outside agencies who are able to offer expert opinions.
- has the right to stop what are considered unsafe practices, or the use of any plant tools, equipment, machinery etc which equally he considers to be unsafe.
- The Health and Safety Officer, along with the Headteacher and SLT Link Manager shall review from time to time:
 1. the provision of First Aid at the Academy.
 2. fire and evacuation procedures.
- will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities.
- should take steps to ensure that any changes in curriculum and also changes in the systems of work are considered for their Health and Safety implications.

Personal Responsibility

Employees, students and members of the public have a duty to exercise personal responsibility and to do everything to prevent injury to themselves and others

- by working safely and efficiently
- by using the protective equipment provided and by meeting statutory obligations
- by reporting incidents that have led or may lead to injury or damage
- by adhering to the Academy's procedures, directions and safety instructions jointly agreed on their behalf for securing a safe workplace
- by assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence
- recognising their duty to refrain from the wilful misuse or interference with anything provided in the interests of health and safety and welfare, and to take reasonable care in any action that might endanger themselves or others.
- All Areas of Experience have developed Health and Safety protocols to which they work. These can be found in a secondary document entitled 'Health and Safety Area of Experience Protocols.'

Communication and Consultation

Walsall Academy is committed to promoting good communications on all Health and Safety issues. All staff have the opportunity to raise concerns to their respective Line Managers who discuss these issues at Senior Team meetings. Students and visitors comments are also carefully considered in all matters of Health and Safety.

The school considers the good health of its employees and students to be important in the successful provision of a quality learning environment. Mechanisms are in place through confidential discussions to ensure that employees and students who are suffering from health problems have this taken into consideration when carrying out their professional duties and responsibilities.

Such consultation and other specific meetings regarding changes in existing procedures are designed to fulfil the 'Health and Safety (Consultation with Employees) Regulations 1996.'

Policy Arrangements

Key individuals in managing Health and Safety arrangements in main identified areas are:

Mr J Broadhurst (Operations Manager and School Health and Safety Officer) – managing all Health and Safety issues related to Academy grounds and external building fabric.

Mrs S Sui (Catering Manager) - managing all Health and Safety issues related to the Academy kitchens.

Dr R Somerfield (Deputy Head, DSL) - managing accident, illness and specific health related issues - line manager of the school nurse. Specifically responsible for creating policy e.g. asthma policy and upkeep of the Academy's Special Needs Register, etc.

Dr G Smith (Deputy Head I/C Science) - managing COSHH, materials and all aspects of Health and Safety in Science.

Mr Mark Wadsworth (Head of Technology) - managing COSHH, materials and all aspects of Health and Safety in Technology.

Mrs K Greene (Head of Performing Arts) - managing all aspects of Health and Safety in Performing Arts.

Mr J Clarke (Shadow Headteacher: Humanities and Performing Arts) - off site visits and trips. Line Manager and SLT Link for the Health and Safety Officer.

Mr T Clifford (Head of PE) - managing all aspects of Health and Safety in PE.

Mr B Wood (Head of Humanities) – managing all aspects of Health and Safety in Humanities.

Mrs H Woodward (School Nurse): responsible for illness and specific health related issues.

It is the responsibility of the staff named or their representative to produce documentation of systems and procedures which ensures the health and safety of employees, students and others in relation to statutory regulations and identified risks for their area. It is also their responsibility, where necessary, to communicate details of such systems and procedures to other employees working in their area and to ensure opportunities for consultation are formally provided.

In accordance with the Management of Health at Work Regulations 1992, the named staff must set their systems and procedures against identified risks and monitor their effective control in this context.

The location of copies of the documentation relating to the appropriate Health and Safety systems which are relevant to specific areas within the Academy are as follows:

First Aid and Accident Reporting	Staff Portfolio
Emergency Evacuation System and Procedures	Staff Portfolio

Electrical Issues	Finance Office
Visitors to the Academy	School Reception (on display)
Academy Visits	Finance Office
Academy Fabric and Maintenance	Finance Office
Academy Security	Finance Office
Academy Transport	Finance Office
Academy Kitchens	Catering Manager's Office
Health and Safety in:	
Science	Prep Rooms
Technology	Design Technology Office
Physical Education	PE Office
Restaurant & Kitchen	Kitchen

It is the responsibility of all staff to be aware of the Health and Safety Policy and Procedures of the Academy.

Monitoring and Inspection

Monitoring the effectiveness of Health and Safety systems across the Academy is the responsibility of the School's Health and Safety Officer, Mr J Broadhurst.

The methodology and procedural means of monitoring the effectiveness of the Health and Safety Policy and arrangements for the adequate review, including inspections and formal reporting, are attached in Appendix A.

Monitoring and Inspection Timeline

Month	Area/Issue	Action
May	Fire Alarm System	ADT Ltd service system. Service logged
September	Emergency Procedures	Practice evacuation held and logged
	Medical Register	Register updated and issued. Any necessary training given
October	Inspection electrical systems and School Visits procedures	Remedial action taken and outcomes logged
Termly	Health and Safety Committee Meet	Minutes and action plans presented to Governing Board
January	Emergency Procedures	Practice evacuation held termly and logged. Termly report to Governing Board
October	Fire Alarm system	ADT Ltd service system. Service logged
March/April	Inspection of School security systems	Procedures and systems checked
December	School Health and Safety Audit and Policy Review	External assessment. Full Report to Governing Board
Monthly	First Aid Kits Checked	Remedial action taken as required
August	Heating and School Fabric	Procedures and Systems checked

Arrangements for Specific Actions

Permit to Work	Annex 1
Emergency Procedure	Annex 2
Academy Visits	Annex 3

Employees Transporting Students in Private Cars or Minibuses	Annex 4
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Hazardous or Unusual Activities	Annex 5
First Aid	Annex 6

Regular Routine Curricular Activities off the Academy premises under the supervision of Academy staff	Annex 7
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Team Matches and Practices	Annex 8
Residential Visits	Annex 9
Trips Abroad	Annex 10

Permit to Work

Annex 1

In the event of sub-contractors coming onto the Academy site to carry out any item of work, they must be made aware of the requirements of the Health and Safety Policy and Procedures of the Academy for their well-being.

If they are contracted to carry out tasks which could cause damage to themselves or to students, staff and visitors of the Academy, permission and a protocol of responsibility must be sought and agreed with the Safety Officer, Mr J Broadhurst.

WALSALL ACADEMY

EMERGENCY PROCEDURE – September 2025

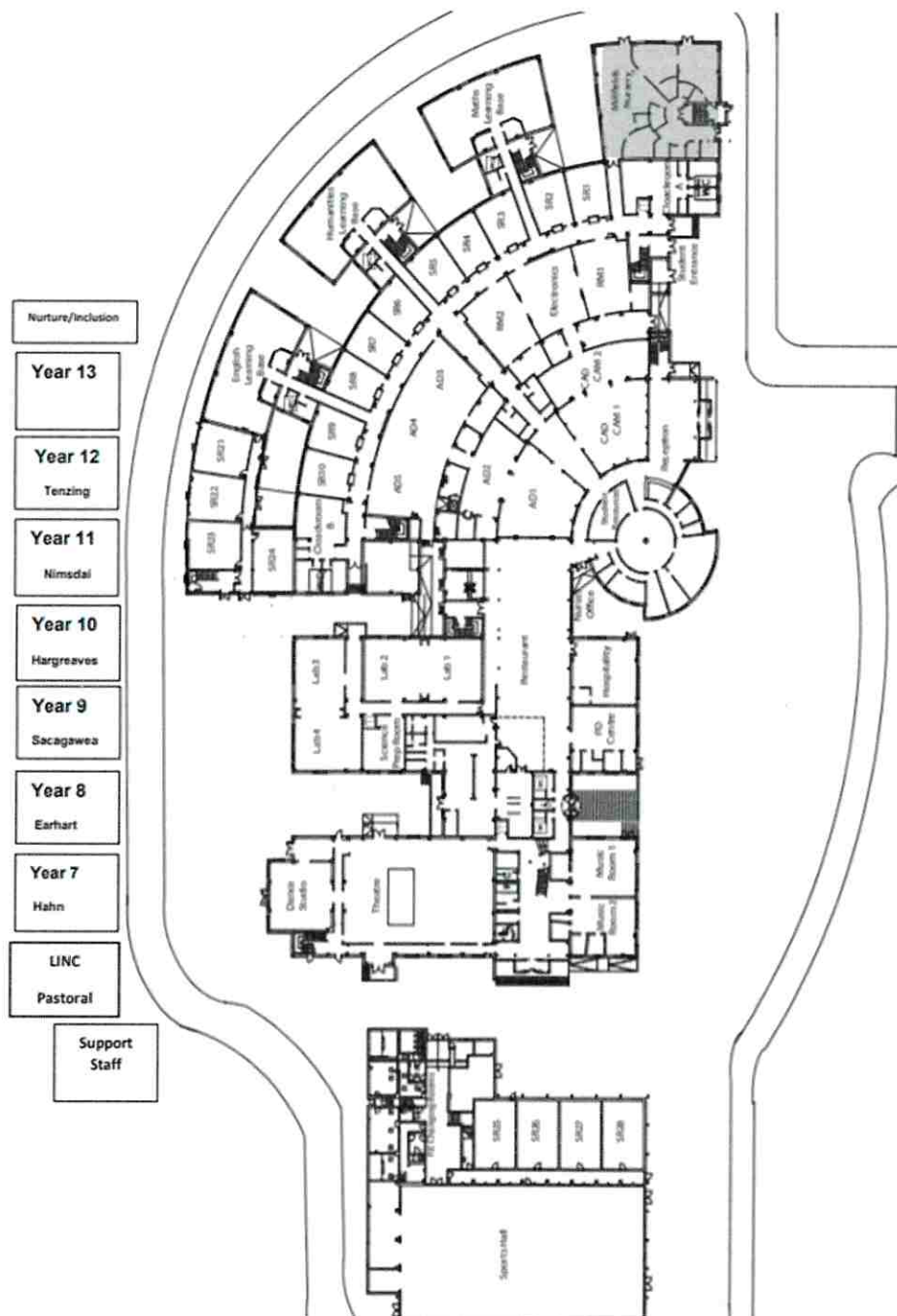
**All Teaching Staff to carry this in front of planner
- all staff should read this document as updated**

1. On the sounding of the electronic alarm all students and staff should immediately stop working and leave their teaching area in a calm manner accompanied by their teacher.
2. Anyone with a mobile phone should bring it with them to the emergency assembly area (muster point).
3. Students **should not** be released to collect any bags such as those held in cloakrooms.
4. Students should then be led quietly and quickly to the safest/nearest exit to evacuate the building.
5. The School Nurse should bring children's medicines, inhalers and provide first aid kits.
6. Having reached the outside of the building the teacher responsible for the group should lead the group around to the back of the Academy building to the field.
7. Administration and Catering staff will gather in the lunchtime football area.
8. Nursery staff will gather on the field at the beginning of the car park.
9. Vehicles driving on site at time of evacuation will be stopped by the lunchtime football area either by one of the SLT members on duty or Mrs Turnbull.
10. On reaching the field, groups should line up in the area designated for the year group (house if during PT time) as shown facing towards the building. Subject staff take a head count on arrival at the field area and they will then report this to the On Call staff. Staff may use the Bromcom app Fire Lists to support this. On Call staff will check off all groups and will inform the Lead SLT Fire Marshall (JPC/SST) that all persons are out of the building. Staff on non-contact time should report to their Line Manager and support the supervision of students.
11. Any person who has additional needs will have a PEP (Personal Evacuation plan) completed by the School Nurse or Line Manager, in the case of an adult. A physical copy of current PEPs is to be held next to the fire control panel.
12. The alarm will continue to sound until the Lead SLT Fire Marshall on duty is satisfied that the building is completely evacuated. The Facilities Team will sweep through the building assisted by the IT Support Team. They will report to the Lead Fire Marshall on duty at the main fire panel.
13. In the event that the emergency procedure is not a false alarm, a full evacuation of the Academy site to beyond an emergency services cordon will be initiated. Staff will be instructed to move their groups to the far side of the field and/or out of the North West Gate to Stoney Lane.
14. Visitors will be escorted and guided by their host.
15. Following each emergency procedure, a report will be made to staff in staff briefing and we will evaluate our procedures to ensure we have an effective, safe procedure in place.

Bomb Threat

It may be necessary to not sound the alarm but still evacuate the building. This will be done via *word of mouth* and messages to PCs/whiteboards. It may be necessary upon taking advice from the Police to release students to go home. In this situation, text/email alerts and information to students should be simultaneous to avoid distress.

EMERGENCY PROCEDURE - Muster Points



Guidelines for Staff

This document clarifies the administrative arrangements necessary in the preparation and planning of a visit outside of the Academy.

It is essential that the procedures detailed within this document are adhered to strictly. Any queries regarding any matter should be directed to Mr J Clarke, Shadow Headteacher, responsible for Academy visits.

Staff Guide

Identify and assess costs for the desired visit and submit a Visit Plan and Costing Sheet to Jon Clarke via your Line Manager and complete a Risk Assessment.
Await confirmation of approval before proceeding further. (maximum 2 weeks)
Classify visit category to select and use appropriate parental information systems.
Check appropriate insurance cover is in force and organise necessary travel documents
Provide Jon Clarke with a list of details for those students on the visit
Final checklist and visit Evaluation report for the manager

Planning a School Visit documentation is available on the Academy Intranet.

Employees Transporting Students in Private Cars or Minibuses

Annex 4

It is strongly recommended that, where possible, students should be transported in a coach, minibus or by public transport, and that the use of private cars should be discouraged.

Before allowing a member of staff to use her/his own car to transport students the line manager will check that the member of staff:

A. Has a clean driving licence

B. Has full comprehensive insurance which covers for the purposes of her/ his employers business (a careful check is required as standard Comprehensive motor policies cover only home/business travel.)

C: Has a vehicle fully fitted with seats belts.

Only those Academy employees who have been trained and briefed in use of the minibus are allowed to drive minibuses or similar.

Whenever employees are driving, the risk assessment relevant to the trip must address the problem of driver fatigue.

The Academy Minibus use is per the Minibus Policy.

Hazardous or Unusual Activities

Annex 5

Where hazardous activities are involved, it is important to ensure that members of staff accompanying the visit are qualified and competent and that all equipment used is to the appropriate safety standards and properly maintained. Where possible, these activities should be undertaken at a specialist centre, where appropriate and properly maintained equipment and qualified and competent staff are available. It is important that parents are informed in writing of any hazardous activities involved, and that these are specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water-sports, pony trekking, etc.

The Visit Organiser will always obtain written evidence that an activity centre used has a licence and that all instructors and supervisors are formally qualified and experienced. If an activity centre or similar is used the Visit Organiser will obtain a copy of the centre's Health and Safety Policy and assess its suitability.

First Aid

Annex 6

A First Aid Kit must be carried, and the required qualification for the leader should include first aid knowledge. Ideally, there should be a qualified first aider in every group involving travel, but if this is not possible, an appropriate first aid kit should be readily available for use at all times.

Regular Routine Curricular Activities off the Academy Premises under the Supervision of Academy Staff

Annex 7

These include activities such as swimming, games and recreational activities that do not take place on the Academy premises. It is not necessary for parents to sign a consent form for these activities and the Visit Organiser may take parents and other adult helpers into account when deciding on the number of supervisors required for the journey provided a teacher is in charge. It must, however, be borne in mind that the ratio of students to teachers for the actual teaching of the games and other activities should be appropriate to the activity being taught.

With the consent of parents, students whom the Visit Organiser consider to be sufficiently responsible, may be allowed to walk unaccompanied to where the activities are carried out provided that they walk in groups of no less than three.

If there is no easy access to a telephone at the venue, the Visit Organiser will obtain a mobile for use at off-site fields in case of emergency.

Team Matches and Practices

Annex 8

Since these will, in most cases, take place outside normal Academy hours, the PE Organiser will send where possible a letter to the parents of the team members at the beginning of each term/year setting out details of the proposed fixtures and team practices and seeking their consent to their children's participation.

Residential Visits

Annex 9

All visits involving a period of residence away from home need to be planned well ahead.

Whether at home or abroad, residential visits will include periods of time which are not taken up with organised activity. Students may want to leave the group accommodation in order to shop for souvenirs, take a walk, or to have a cup of coffee at a nearby café. Careful risk assessment guidelines must be laid down by the Visit Organiser and clearly understood by all members of the party. The following points may be helpful in preparing this:

1. Students must not be allowed to wander unsupervised in groups of less than three. Larger groups may be required.
2. The geographical area in which students are allowed to wander should be clearly defined.
3. A time limit should be set in proportion to the age of the students. Anyone who returns late should understand that he/she will subsequently be penalised.
4. Before dispersal, everyone should know where a member of staff can be found during the whole of the period and exactly where the group is to reassemble. The school visit mobile phone number should be given to all students. If students have mobile phones with them the numbers should be collected and kept securely for the duration of the visit.
5. If students are leaving from and returning to the group accommodation, a signing in and out book should be used.
6. Under no circumstances should students of any age be allowed out of the group accommodation after the evening meal except in escorted parties accompanied by members of staff.
7. The Academy has a "no alcohol" policy for all students and staff on any trip or visit regardless of the ages of the students.
8. Students away from home may well strike up acquaintances with boys/girls from other school parties or from the locality. This is only a problem if it leads to further assignation at times when the group is supposed to be engaged on organised visits or safely in their accommodation. Requests to go for a walk at unusual times should be regarded with some suspicion and unexpected absence carefully noted and investigated.

9. The group register should be checked at meal times and whenever the party is about to move from one venue to another, e.g. by coach or on foot. It is often convenient to give small groups of students responsibility for one another, reporting to the leader if anyone is missing.
10. The Visit Organiser should check the fire exits in any group accommodation and ensure that students are aware of them. If possible (for example if staying in a hostel) a fire drill should be held one evening.

Trips Abroad

Annex 10

Permission for a trip abroad must be sought from the Chair of Governors, via the Headteacher.

All parties must be accompanied by a member of the Senior Leadership Team.

The criteria for residential visits in Annex 9 apply to trips abroad and in addition some special additional precautions are necessary for foreign visits.

Health

A check should be made to see whether inoculations are required either for the country to be visited or those to be passed through. Parents and students should be carefully briefed on any health and hygiene precautions which are necessary in the regions where the student will be travelling.

Items to keep in mind:

1. Tap water is not always safe to drink.
2. Salads should be avoided in remote areas and fruit always carefully washed in purified water or, preferably, peeled.
3. The strength of the sun should never be underestimated, especially at high altitudes or in the Mediterranean and students should bring sun protection cream and a hat.

Emergency Action

Every group should have a contact in the UK, e.g. with a Deputy and a reserve, with whom they have exchanged telephone numbers. Mr J Clarke should also have a number where the party can be reached abroad.

In cases of serious injury or illness, the family concerned in the UK should be informed, and also the official Academy contact. All Visit Organisers should have with them the telephone numbers of the nearest British Consul.

In the event of a death, the British Consul should be contacted immediately.

Funds

The Visit Organiser should take at least £200 in the currency of the country to be visited and sufficient credit cards to provide for all anticipated needs plus an emergency fund which could at least cover 2 return flights to the UK and cover immediate medical costs. If further funds are required, the Visit Organiser should telephone a member of staff and/ or Mr J Clarke for assistance.

Foreign Customs

Students should be advised beforehand of any local customs that they may meet which might surprise them, and they should be warned of the possibility of causing offence.

Due consideration must be taken of the local laws. They must be communicated to the students and students will be informed that they must adhere to those laws for the duration of their stay.