



# **NORTH BIRMINGHAM ACADEMY**

## **HEALTH AND SAFETY**

This policy document contains the following sections: -

1. Policy Statement - outlining the aims and objectives of the Academy's policy.
2. Policy implementation - outlining responsibilities and organisation.

### **1) Policy Statement**

The health and safety of individuals is an issue to which the Governing Body attaches great importance. It is our aim to ensure the protection of all who use the Academy site through the promotion of best health and safety practices/procedures. The Governing Body will seek to discharge its responsibilities in this area through its Personnel Committee, which will monitor the implementation of the Governing Body's Health and Safety Policy.

Realisation of that aim and compliance with relevant legislation, requires the achievement of the following specific objectives:

- (1) to identify foreseeable hazards which present a risk to the health and safety of employees, the students, the visitors to the site;
- (2) to develop safe systems of working practices;
- (3) carry out regular health and safety inspections of the Academy site;
- (4) to investigate and take positive remedial action on any health and safety problems which are identified.
- (5) to provide appropriate information and training for employees in health and safety matters.
- (6) to monitor regularly health and safety standards in order to ensure that our aim is being achieved.

### **2) Policy Implementation**

It is the responsibility of all employees, students and other users of the site to ensure that they act in such a way as not to endanger the health, safety and welfare of themselves or other people, and to cooperate with the Academy management in achieving the aim and specific objectives of the policy.

#### **Assistant Principal/Governors Personnel Committee**

The Assistant Principal as lead manager of the Governors' Personnel Committee has responsibility with that committee for the development of the Academy's Health and Safety Policy and its achievements in practice.

#### **Leisure Centre Manager**

The Community Leisure Manager under the line management of the Area Manager shall be responsible to the Governing Body for Health and Safety on the site during evenings, weekends and throughout the Academy holidays other than for Academy activities when the Principal or a nominated representative is present.

Where an issue of Health and Safety arises during these periods, the Centre Manager and his/ her staff will follow reporting procedures as laid down in the Academy's Health and Safety Policy and by the Department of Leisure and Community Services.

### **Principal Support Services Officer**

The Principal Officer has overall responsibility for health and safety issues arising from the fabric of the building and Academy site and equipment within it. He discharges this responsibility through line management of site managers and building services supervisors.

### **Heads of Zone /Site Managers/Supervisors**

It is the responsibility of individual Heads of Zone to:

- (i) ensure that risk/hazard assessment are carried out in their area as appropriate.
- (ii) investigate and take action on specific health and safety matters which arise within their area of responsibility
- (iii) have health and safety as an agenda item at all departmental meetings as a means of ensuring regular review of health and safety issues/practices

### ***The NORTH BIRMINGHAM ACADEMY Site Health and Safety Committee***

This group comprises the following individuals:

1. Assistant Principal
2. Senior Premises Manager
3. The Leisure Centre Manager or her/his representative
4. Representatives from the staff associations/unions with members on the Academy site.
5. Representatives from the following faculties - Science, AD&T and Physical Education
6. Academy's Network Manager
7. The Academy Nurse (as and when appointed)
8. Representative of the Extended Academy's Steering Group

The Site Health and Safety Committee will meet as necessary, but at least termly. It is the responsibility of that group to:

- a) define the arrangements for regular inspections of the Academy site and to ensure they are carried out; and to receive the resulting written reports, acting upon them as necessary.
- b) identify resource implications of health and safety issues and to bring these to the attention of the Governing Body Finance and General Purposes Committee.
- c) identify employee training needs in the area of health and safety and to bring these to the attention of the Vice Principal - Staff Development.
- d) monitor health and safety systems, and standards achieved through an audit of accident occurrences and an assessment of health and safety procedures in operation.

**All employees:** In addition to the general responsibilities outlined above (paragraph headed 'policy implementation') all employees as individuals have the following specific responsibilities :

- 1) to read and understand the Academy's health and safety policy statement;
- 2) to make a report through their faculty head/line manager of any accident, incident or near miss which could have resulted in personal injury or damage;

- 3) in the case of any accident involving personal injury, complete an accident report form.
- 4) to make a report through their faculty head/line manager of any potential hazard which could present a risk to health and safety;
- 5) to be fully aware of the Academy's evacuation procedure and act in line with these requirements, including precautionary drills.

**NBA Governing Body Approval on :** .....

**Date of Next Review:** .....

**Lead Manager:**