



Four Acres  
Academy

Learning today  
for life tomorrow



Four Acres, Withywood, Bristol, BS13 8RB  
**Tel. 0117 903 0474** (Includes an option to be put through to the  
Children's Centre)  
**Fax: 0117 903 0475**  
Email: [welcome@fouracresacademy.co.uk](mailto:welcome@fouracresacademy.co.uk)

**+Four Acres Children's Centre** (Within the Academy)

**+Bishopsworth Children's Centre**  
2 Lakemead Grove  
Bishopsworth  
Bristol, BS13 8EA **Tel. 0117 978 1028**

## Health, Safety and Wellbeing Policy

### Document 1:

### Policy Statement and commitment, Strategic organisation and arrangements

**November 2015**

Produced by the Risk Management and Reassurance Director, Delegated Services, (RM&R D), as Competent Person for the organisation

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## Document 1: Health and Safety Policy Statement

**Document 1** introduces the general statement of commitment to ensuring health, safety and well-being and the links with safeguarding. It shows the principal organisation in a chart and describes the arrangements for achieving the objectives set out in the policy statement.

**Document 2** goes into more detail about the organisation and arrangements. The two documents together provide the main health, safety and well-being policy.

On specific important topics additional arrangements and sub-policies will follow leading to risk assessments, training and other aspects of good management.

Contents of document 1:

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## **Statement of Health, Safety and Wellbeing Policy**

This statement of “Health, Safety and Wellbeing Policy” is produced in respect of Four Acres Academy, Four Acres Children’s Centre and Bishopsworth Children’s Centre as part of the Little Acorn Trust. It forms the basis of future planning and implementation of health, safety and wellbeing (HS&W) matters within the Trust.

### **1. The Trust’s Statement of General Policy**

The Directors at Four Acres Academy, Four Acres Children’s Centre and Bishopsworth Children’s Centre:

- 1.1 Accept their responsibility for setting out the overall HS&W Policy and undertake to take all reasonable steps within its power to prevent or reduce the possibility of:
- Harm and injury to pupils/ students, employees, contractors, parents and members of the general public;
  - Damage to property, plant, machinery, equipment, tools and other materials;
  - Harm to the environment

The Director’s will do this by providing protection from serious foreseeable risks and promoting continuous improvement in health, safety and wellbeing standards.

- 1.2 Ensure, so far as is reasonably practicable, that the Academy budget reflects the finance necessary to implement HS&W requirements.
- 1.3. Accept its responsibility under the Health and Safety at Work etc Act 1974, so far as is reasonably practicable to:
- 1.3.1 Provide plant, equipment and systems of work which are safe and without risks to health;
- 1.3.2 Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health;
- 1.3.3 Provide suitable and sufficient information, instruction, training and supervision to enable all employees and pupils/students at Four Acres Academy, Four Acres Children’s Centre and Bishopsworth Children’s Centre to perform their work and studies safely and efficiently;
- 1.3.4 Promote the development and maintenance of sound HS&W practices ensuring that any actions taken are inclusive and non-discriminatory;
- 1.3.5 Maintain the premises in a condition that is safe and without risks to health and ensure the maintenance of safe access to and exit from the premises;
- 1.3.6 Provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees and pupils/students;

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- 1.3.7 Provide as necessary personal protective equipment (“PPE”) to all employees and pupils/students in the Academy, for the safe use of plant, machinery, equipment, tools, materials and substances;
- 1.3.8 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the Four Acres Academy, Four Acres Children’s Centre and Bishopsworth Children’s Centre.
- 1.3.9 Keep themselves up to date on relevant health, safety and wellbeing matters through personal professional development, advice from the Academy’s competent person Delegated Services, the Executive Headteacher and the Clerk to the Directors.
- 1.4 Recognise the requirement to consult staff on Health, Safety and Wellbeing matters which will be achieved by discussion through the Health and Safety Staff Representative who attends the Community and Wellbeing sub Committee.
- 5 Agree that one of their members to be designated the “Health and Safety Director” who will attend meetings of the Academy’s Community and Wellbeing sub Committee and speak on HS&W matters at the appropriate sub-committees and Board of Directors.
- 1.6 The Directors will delegate authority for the development and implementation of this policy to the Executive Headteacher who will ensure that arrangements will be made to bring this policy to the notice of all employees (including new, temporary and part-time employees) at Four Acres Academy, and the Children Centre staff at Four Acres Children’s Centre and Bishopsworth Children’s Centre who employed by Bristol City Council but are managed by Four Acres Academy.

The Deputy Head Teacher will bring it to the attention of agency and other contract staff, volunteer helpers and students (in an appropriate way for their age in the case of students) so that they fulfil their duties to co-operate with this policy and the Business Manager is responsible for contractors on the Four Acres Site and the public at events. The Assistant Manager is responsible for all personnel at Bishopsworth Children’s Centre.
- 1.7 The Directors Recognise their responsibility for monitoring HS&W performance, including auditing and will require the Executive Headteacher to present and annual report on Health and Safety performance including evidence of safety inspections carried by appointed inspectors of the Academy at least three times a year.
- 1.8 The Directors will seek to continually improve HS&W Policies, Procedures, Codes of Practice and Guidelines. Cross-cutting matters such as safeguarding and inclusion will be linked in as necessary so there are no policy gaps.
- 1.9 This policy will be reviewed on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and not later than 24 months from the previous review date. This policy will be re-edited and re-issued within three months of the review date where this is deemed necessary.

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Signed by the Chair of the Little Acorn Trust, Patricia Triggs:

Signed:

Signed by the Executive Headteacher, Robert Lane

Signed:

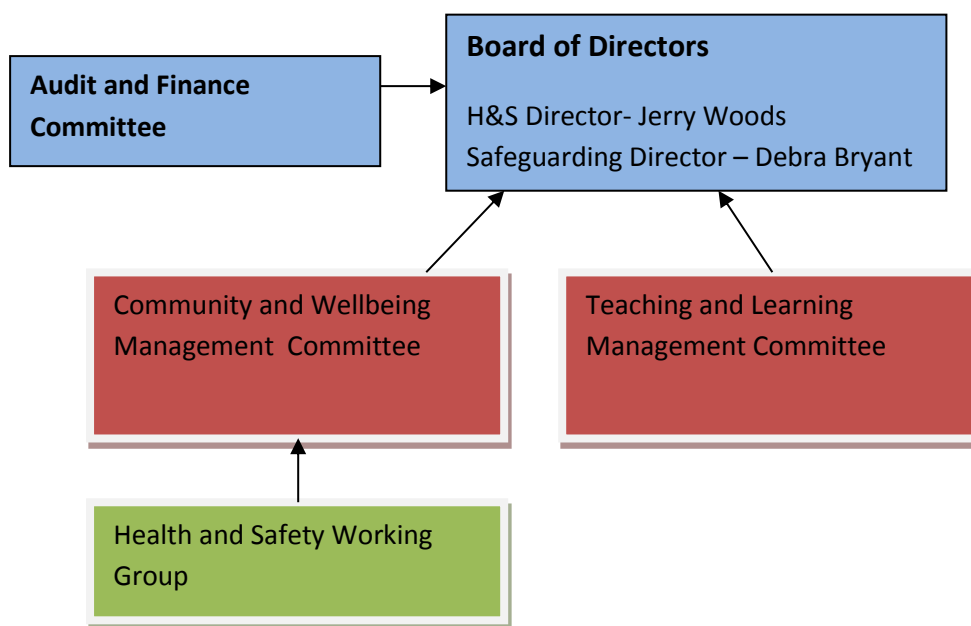
Date of issue of this statement: **27<sup>th</sup> November 2015** Review date: **November 2016**

Display points: HSW Noticeboards, in the Health and Safety folder on the Academy Shared Drive, In staff induction packs

## 2. Organisation of the Academy for health, safety and wellbeing

**2.1** The Directors of Four Acres Academy recognise the need to identify organisational arrangements in the Academy for implementing, controlling and monitoring HS&W matters. In this matter they follow the guidance in document *HSG 65 Managing for Health and Safety* published by the Health and Safety Executive. They also accept the need to consult individuals before allocating particular health, safety and wellbeing functions.

### 2.2 Functional elements: Committee structure

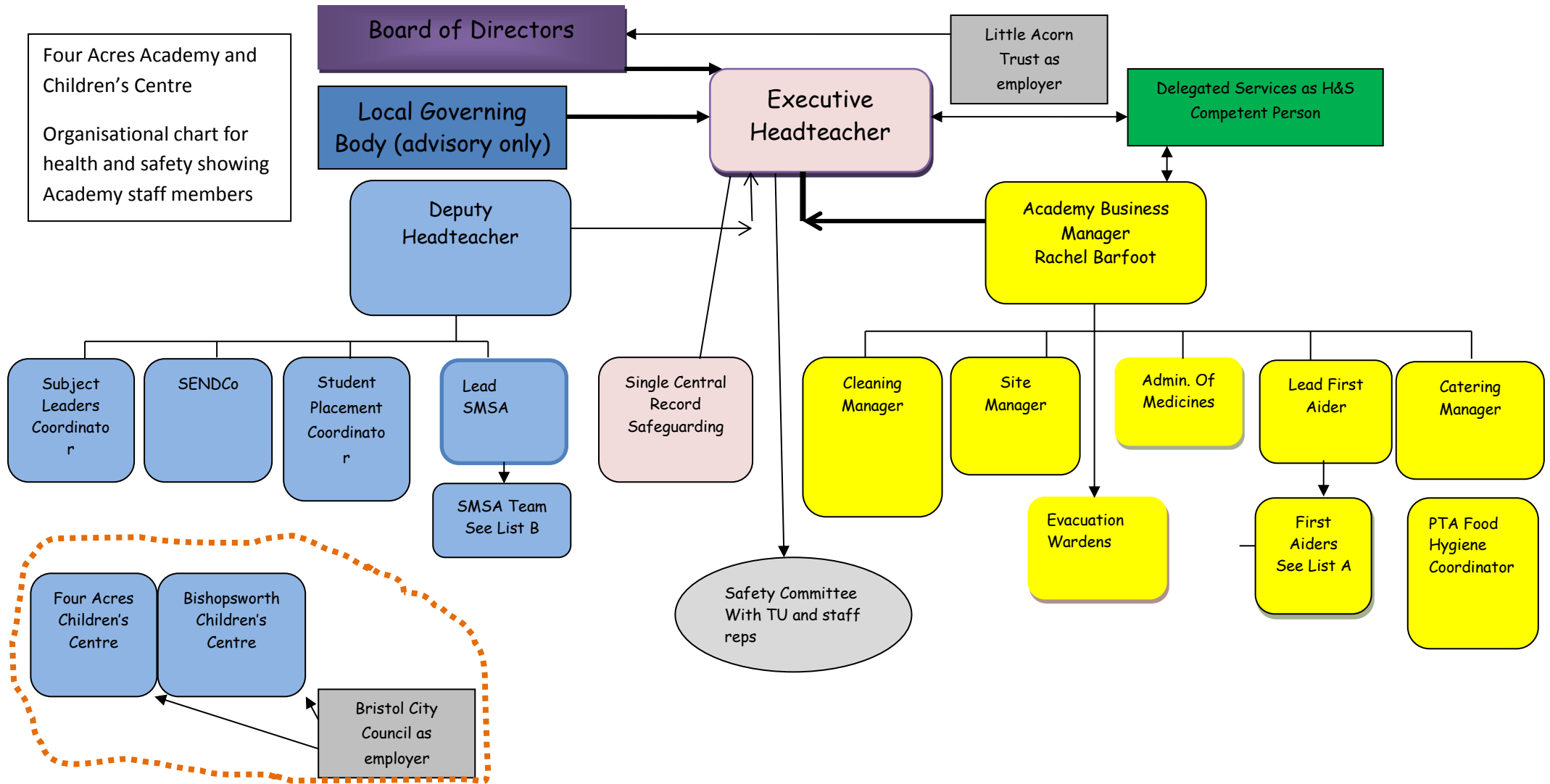


### 2.3 Functional elements: Academy organisation

The posts with significant HS&W roles are set out in the chart below. Everyone has some responsibility and the chart is highlighting the major management lines.

A list of people and their jobs and health and safety roles follows in a table. Academy staff members are in Table 1.

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**Table of Posts with Named Health and Safety Roles:**

<b>Post No.</b>	<b>HS&amp;W Role</b>	<b>Academy Post</b>	<b>Person's Name</b>
1	H&S Director	Director	Adam Lane
2	Safeguarding Director	Director	Debra Bryant
3	Clerk to Directors	Sue Burns	Sue Burns
6	Chief Executive	Executive Headteacher	Robert Lane
7	Four Acres Children's Centre H&S	Centre Manager	Emily Johnson
8	Academy Health and Safety Coordinator	Academy Business Manager	Rachel Barfoot
9	Competent Persons	Delegated Services	Bill Crocker
10	Bishopsworth Children's Centre H&S	Assistant Manager	Annette Dixon
11	Key Holder(s), fire and burglar alarms	Business Manager/ Site Manager	Rachel Barfoot/Wayne Dixon
12	Premises management day to day	Site Manager	Wayne Dixon
13	Premises functions	Site Manager	Wayne Dixon
14	Union H&S Representative	Staff H&S Representative	Jayne Roberts
15	Senior Leader: Curriculum H&S	Deputy Headteacher	Dianne Manson
16	Subject Leaders Coordination	Deputy Headteacher	Dianne Manson
17	Safeguarding Single Central Records Manager	Safeguarding and Family Support Manager	Lesley Perry
18	Trips and Visits	Deputy Head Teacher	Dianne Manson
19	SEND & Inclusion	SENCO	Charlotte Cooper
20	First Aid Coordination	Lead First Aider	Jayne Roberts
21	Administration of Medicines	Staff H&S Representative	Jayne Roberts
22	Student Placement Coordinator	Deputy Head Teacher	Dianne Manson
23	Fire Coordinator	Senior Administrator	Shelley Davies
24	Head Evacuation Warden	Site Manager	Wayne Dixon
25	Evacuation Warden 1	Nursery	Karen Press/ Michelle Perry
26	Evacuation Warden 2	Reception	Leanne Brennen
27	Evacuation Warden 3	Sunflowers	Gene Philips
28	Evacuation Warden 4	Owls Area	Anna Faria Da Cunha/Tara Newman
29	Evacuation Warden 5	Office Reception/ Halls area	Shelley Davies/ Lesley Perry/ Lisa Beacham
30	Evacuation Warden 6	Badgers/Falcons Area	Kay Dixon/ Debbie Whittle
31	Evacuation Warden 7	Rabbits/Foxes Area	Jo May/ Jayne Roberts
32	Evacuation Warden 8	Frogs Area	Jodie Parker/ Jayne Roberts
33	Evacuation Warden 9	Top Hall Area	Rachel Barfoot/ Jill Stephens
34	Children's Centre Evacuation Warden 10	Upper Area	Siobhan Walsh/ Emily Johnson
35	Children's Centre Evacuation Warden 11	Ladybird Room	Laura Walsh

Post No.	HS&W Role	Academy Post	Person's Name
35	Catering Services H&S	Cater Link	
36	Kitchen H&S	Kitchen Manager	Dawn Ford

### 3.0 Academy Health, Safety & Welfare Arrangements

3.1. The Directors recognise that the way forward in achieving effective management of the Academy's HS&W Policy and the arrangements necessary to fulfil the obligation is through an Academy Health and Safety Working Group which will report to the Community and Wellbeing sub Committee who report to the Board of Directors.

The Academy Community and Wellbeing sub Committee meets once a term, six times a year and will give full consideration of:

- i) Risk assessments, safety procedures and working practices through the policies and procedures;
- ii) Reports on incidents and accidents and premises inspections, and implementation of actions
- ii) The resources required for training and development and other HS&W matters.

It will exercise an overview of the Academy's H&SW performance and produce a report for the Board of Directors.

3.1.2 The Academy Health and Safety Working Group shall meet three times a year to plan and deliver consultations and identify improvements to health and safety and its communication.

The Academy Health and Safety Working Group will comprise:

The Directors holding Health, Safety and Wellbeing responsibilities;

Children's Centre Manager

The Academy Health and Safety Coordinator;

The Site Manager;

The Staff representative

Pupil representatives (appropriate to their age);

Other people who may from time to time be able to contribute to matters under discussion for example: The Educational Visits Coordinator, First Aid Lead staff, Personnel/HR, SENDCo, staff with safeguarding roles.

### 3.2 Arrangements for Safety Representatives or consultation with Employee Representatives.

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3.2.1 Liaison and communication will take place with the Staff Safety Representative about problems, hazards or defects either arising from or relating to this sphere of activity. Problems other than sources of imminent danger will be discussed at the Academy Community and Wellbeing Committee.

3.2.2 Specific issues that require immediate action will be taken after consultation with the Executive Headteacher via the Business Manager.

#### **4.0 Monitoring and auditing Health, Safety and Wellbeing Performance**

4.1. The Board of Directors will require the Health and Safety Director to provide an annual report on all HS&W matters which will identify strengths and development areas, propose achievable remedies, and set objectives for continuous improvement.

4.2. The report will provide an annual overview of:

- i.) Reported incidents, incident investigations, bump book analysis, lost time data and resulting preventative measures;
- ii.) Emergency procedures including fire precautions and first aid;
- iii.) Policies and arrangements introduced, risk assessments undertaken and procedures implemented;
- iv.) Internal and external inspections as well as audits;
- v.) Wellbeing.

4.3. An external health, safety and wellbeing audit will be commissioned every two years.

#### **5.0 References**

The Health and Safety Executive website provides an extensive range of information.

Visit: [www.hse.gov.uk](http://www.hse.gov.uk)

Key useful documents include:

HSG 65 Managing for Health and Safety which can be downloaded free at

<http://www.hse.gov.uk/pubns/books/hsg65.htm>

INDG 275 (rev1) Plan, do, check, act

<http://www.hse.gov.uk/pubns/indg275.pdf>

INDG 417 Leading health and safety at work

<http://www.hse.gov.uk/pubns/indg417.pdf> and from DfE:

Department for Education Governors' Handbook May 2014

<https://www.gov.uk/government/publications/governors-handbook--2>

This is the end of Document 1. Please see Document 2 for the "Organisation and Arrangements" where each post and role is described in rather more detail with key tasks. The main management activities are also laid out.

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