

United Learning Health and Safety Policy Statement, Organisation and Arrangements for:

[Accrington Academy



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1. Scope

- 1.1. This document is United Learning's Health and Safety Policy. It is applicable to all schools and settings operated by United Learning Ltd and all persons employed by its subsidiaries.
- 1.2. The purpose of this document is to address United Learning's strategic risk relating to compliance with - health and safety legislation, sector specific guidance and the principles of good governance, as follows:
 - Statutory duties with specific focus on matters covered by The Health and Safety at Work etc Act 197, its subsidiary regulations, and the Regulatory Reform (Fire Safety) Order 2005.
 - DfE's '*Academy Trust Handbook*' and '*Academy Governance Guide*', and ISI's Framework for independent school inspection
 - Sector guidance published by DfE, including their online collection of guidance documents, 'Health and Safety in Schools'.
 - And with reference to the principles outlined in BS ISO 45001 '*Occupational Health and Safety Management Systems*' (Note the Group is not certified to 45001, but the principles of the standard help develop a framework for effective health and safety management).
- 1.3. The objective of this policy is to ensure that all employees, at all levels, understand their responsibilities and United Learning's expectations in relation to the management of health and safety of staff, pupils, visitors, contractors etc.
- 1.4. The delivery of an effective safety management system requires buy-in and commitment at all levels. It is expected that United Learning employees will exhibit exemplary professional behaviours that in turn deliver a health and safe environment, for all stakeholders (colleagues, pupils, parents etc).
- 1.5. This Policy comprises a Health and Safety Policy Statement, and details on the organisational responsibilities and arrangements for health and safety.

2. Relationship to United Learning's Strategic Objectives

- 2.1. United Learning's Strategic Objectives to 2026 are:
 - Great places to learn
 - Great places to work
 - A Great group to Join
 - A great contribution beyond the group
- 2.2. Robust health and safety management is foundational to all of these objectives. We cannot be great contributors beyond the group unless we are great in all other areas as well, and we cannot be great places to learn or work, or great schools to join if our buildings pose risks to health and safety, or our staff are not competent and confident in the roles they perform.



Organisational Responsibilities

1. Overview

- 1.1. This section details the organisation of health and safety roles and responsibilities across all employee groups and for specific roles where relevant.

2. Trustees and Executive Officers

- 2.1. The ultimate responsibility for health and safety at United Learning is vested in the Group Board. The Trustees and Executive Officers, are responsible for ensuring that managers are aware of and fulfil their responsibilities for health and safety.

- The Trustees will hold the Chief Executive Officer and Executive Officers to account for their performance with the duties under this Policy
- Trustees and Executive Officers will embody a positive health and safety culture in all their actions and decision-making processes.

- 2.2. The Chief Financial Officer is the Executive Officer nominated as responsible for health and safety, reporting directly into Trustees and the rest of the Executive team via the Group Board. They will:

- Ensure the health and safety management system is effective at all levels of the organisation
- Demonstrate health and safety leadership at executive and operational level and ensure that all those with managerial responsibility are effectively managing health and safety, wherever they operate within the group
- Appoint and manage the Director of Estates and Group Health and Safety Manager
- Provide senior level direction for the Director of Estates and the Group Health and Safety Manager
- Report to the Executive Team and Trustees on the performance of health and safety across United Learning
- Ensure that the Executive Team and Trustees are made aware of any significant health and safety issues that cannot be dealt with at school or central office level, or which will have an immediate or sustained impact on school operations.

3. Regional Directors

- 3.1. Regional Directors will:

- Hold their Head Teachers to account regarding their school's H&S performance
- Ensure health and safety performance and issues are discussed when meeting with the head/principal.



- Attempt to advise and resolve health and safety queries originating from within their cluster's schools and escalate to the Head of Health and Safety where these cannot be resolved locally
- 6.2. EBMs cannot delegate these responsibilities. They may, however, delegate the implementation of these requirements to other cluster or school-based staff where this delegation is to a person(s) with the necessary competencies and authority to carry out these tasks. Any such delegation will be clearly recorded in writing.

7. Head Teachers/Principals/Nursery Managers

- 7.1. All head teachers/principals and nursery managers (where operating standalone) within United Learning have control of the day-to-day operations of their school and are directly responsible for the following:

- Ensuring compliance with this Policy and associated group codes of practice
- Ensuring that the necessary resources for implementation are available for all health and safety functions to be adequately fulfilled, so far as is reasonably practicable
- Ensuring that departmental heads/leads have the necessary competences to allow health and safety duties to be competently discharged
- Attending the school Health and Safety Committee meetings
- Reporting to central office on health and safety matters as required by the Head of Health and Safety
- Promoting a positive health and safety culture across all school operations

- 7.2. The following duties may be delegated to individual members of staff (in school or at cluster level) but the head teacher/principal/nursery manager retains the responsibility for their fulfilment.

- Implementation of the requirements of this policy and the associated group codes of practice
- Plan, organise, control, monitor and review arrangements for the health and safety of employees, pupils, visitors including contractors, and any others who may be affected by our work activities
- Assess risks, commit the significant findings to writing, and act upon these findings
- Ensure that work in all its aspects is safe and without risks to health, so far as is reasonably practicable
- Ensure that sufficient information, training, instruction, and supervision is provided to staff
- Record on the Group Accident Reporting and Management System (ARMS) all accidents, and other qualifying events, and investigate with a view to preventing a reoccurrence as appropriate
- Appoint an adequate number of suitably trained first aid personnel



10. LGB Representative for Health and Safety

- 10.1. It is a requirement of the United Learning LGB Handbook that each school's LGB has a member who oversees health and safety performance. Functions include:
- Attending the school's Health and Safety Committee meetings
 - Fulfilling the 'critical friend' role to challenge and support the work of the head teacher
 - Liaising regularly with the school's Health and Safety Coordinator on issues, risks and general H&S performance

11. Line Managers (including Heads of Department/Faculty Leaders)

- 11.1. All employees within United Learning who hold a line management position are directly responsible for:
- The health, safety, and welfare of those employees who report to them
 - Inducting new members of staff to their department and the relevant emergency arrangements
 - Ensuring those under their management have completed health and safety induction training and are competent to carry out their role
 - Identifying health and safety training needs of their employees at appraisal or when such matters come to their attention at any other time
 - Carrying out risk assessments for activities under their control, documenting the significant findings as relevant, acting upon these findings and keeping these assessments under review.
 - Attempting to resolve any health, safety, or welfare issues affecting their employees
 - Notifying their school's Health and Safety Coordinator of any health, safety, or welfare issues that they are unable to resolve locally

12. Trade Union Appointed Safety Representatives

- 12.1. United Learning recognises the following trade unions:
- Support staff - GMB and Unison
 - Teaching staff - ASCL, NEU, NAHT, and NASUWT
- 12.2. Each trade union has the authority to appoint health and safety representatives.
- 12.3. Further information on trade union appointed health and safety representatives is contained in the *Consultation (HS) – Code of Practice*.

13. Non-trade union appointed Safety Representatives

- 13.1. Those employees who are not members of a recognised trade union remain entitled to be consulted on health and safety matters. This can be directly, or through the election of health and safety representatives.



Local Organisation of Health and Safety

Shown below are the key personnel involved in health and safety management at [SCHOOL]

Topic Area	Delegated Lead (Name and Position)
Health and Safety Coordinator	Andrew Walton – Facilities Manager
Deputy Health and Safety Coordinator	Jodi Clements – Lead Science Technician
LGB Representative for Health and Safety	Peter Mulholland – LGB Chair
First Aid Lead	Andrew Walton – Facilities Manager
Premises Lead	Andrew Walton – Facilities Manager
Security Lead	Andrew Walton – Facilities Manager
Designated Safeguarding Lead	Andrew Newnes – Safeguarding Officer
Educational Visits Coordinator	Hannah Gregory – Director of Education with Character
Radiation Protection Supervisor	Jamie Peel – Principal Jodi Clements – Lead Science Technician
Trade Unions Appointed Safety Representatives	John Hemmings – Science Technician
Representatives of Employees	If applicable

Cluster Roles	Lead
Executive Business Manager	Maggie Duncan
Cluster Health and Safety Lead	Where this isn't the EBM

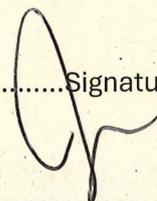
Accrington Academyherby adopts this policy and undertakes to follow the arrangements detailed within and United Learning codes of practice as referred to. A copy of this policy will be shared with all employees and made available on the school website.

Head Teacher

.....Name.....

Jamie Peel

.....Signature.....



.....Date.....

24.04.25



- 50.2. All lettings are formalised by a lettings agreement which includes appropriate details on the division of responsibilities regarding safety arrangements during the period of hire. In the majority of cases, this will need only be the provision of information on emergency arrangements e.g. fire alarm, though there may be situations where more detailed consideration is required and Accrington Academy evaluates such requirements when drawing up lettings agreements.
- 50.3. Where members of the public have open access to facilities, the responsibility is on the school to ensure safe access, appropriate maintenance, and the availability of suitable emergency response measures. Much of these arrangements may involve nothing more than a continuation of existing school risk assessment and arrangements, nevertheless the nominated Hyndburn Leisure Trust Duty Manager and Operations Manager will ensure all risk assessments are specific to the hazards presented during such use.

51. Radiation at Work

- 51.1. At Accrington Academy the risks from artificial optical radiation have been risk assessed and are controlled.
- 51.2. The school possesses ionising radiation sources in the science department. These are managed in accordance with CLEAPSS publication L93 and the department is subject to periodic audit, at least every two years, by United Learning's retained Radiation Protection Officer.
- 51.3. Accrington Academy follows the guidance outlined in United Learning's *Radiation at Work – Code of Practice*.

52. Swimming

- 52.1. Accrington Academy has a swimming pool for which, in line with HSE guidance, Pool Safety Operating Procedures (PSOP) containing a Normal Operating Plan (NOP) and Emergency Action Plan (EAP) have been devised.
- 52.2. At all times that the pool is in use by the school, a suitably qualified adult will be available poolside to effect rescue if necessary.
- 52.3. Accrington Academy follows the guidance outlined in United Learning's *Swimming – Code of Practice*.

53. Work and Play Equipment

- 53.1. The selection and appropriate maintenance of work and play equipment is essential to the protection of health and safety.
- 53.2. To this end, work equipment is matched to the task and maintained in accordance with statutory requirements where applicable, e.g. lift inspections, or operation and maintenance manuals as necessary, with records of inspection maintained in an accessible location. All work equipment is subject to user checks prior to use.
- 53.3. Play equipment is matched to the age and ability of the group to which it is being deployed and risk assessed accordingly.



- 41.3. The school operates Duke of Edinburgh awards which are led by Ben Mears and operated in accordance with DofE principles.
- 41.4. Accrington Academy follows the guidance outlined in United Learning's *Educational Visits – Code of Practice*.

42. Event Management

- 42.1. Special events, concerts, plays, fairs and other school led events are an important part of Accrington Academy's culture.
- 42.2. To ensure they are properly planned and managed Event Safety Management Plans are drawn up for all events.
- 42.3. Accrington Academy follows the guidance outlined in United Learning's *Event Management – Code of Practice*

43. First Aid

- 43.1. A first aid needs assessment has been developed to ensure that Accrington Academy is able to respond to first aid incidents in an appropriate manner at any time that the site is operational or staff are present, including outside of normal school hours where activities carry on beyond this.
- 43.2. First aid incidents are recorded in line with the arrangements for Accidents, outlined above.
- 43.3. Accrington Academy follows the guidance outlined in United Learning's *First Aid – Code of Practice*

44. Hazardous Substances

- 44.1. All hazardous substances in Accrington Academy are managed in accordance with the Control of Substances Hazardous to Health Regulations 2005 (COSHH). Namely, their risks are assessed and suitable safe working practices devised to support safe use.
- 44.2. Science and Design and Technology departments make reference to guidance from CLEAPSS in respect to the safe use of hazardous substances in their departments.
- 44.3. Any equipment designed to support the safe use of hazardous substances is maintained in accordance with statutory requirements, e.g. local exhaust ventilation units are inspected at least every 14 months. Copies of any such inspection records are held in the Site Supervisors Office
- 44.4. Accrington Academy follows the guidance outlined in United Learning's *Hazardous Substances – Code of Practice*.

45. Infection Control and Health Protection

- 45.1. While not a matter covered by health and safety law, Accrington Academy recognises the position it holds in the local community and the role it can play in supporting the management and control of community acquired infections.



- 35.6. Emergency procedures are in place for the isolation of water if required. These can be found in the Site Supervisors Office
- 35.7. Accrington Academy follows the guidance outlined in United Learning's *Water Hygiene – Code of Practice*.

36. Workplace Welfare

- 36.1. All areas of the school site are managed in accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992, and Building Regulations requirements in respect of matters such as temperature, ventilation, rest areas, changing facilities etc.
- 36.2. Accrington Academy follows the guidance outlined in United Learning's *Workplace Welfare– Code of Practice*.



- 27.4. Copies of fire risk assessments, action plans and fire safety management plans for Accrington Academy are held within the Site Supervisors Office and SharePoint and copies have been uploaded to United Learning's Premises Compliance Database (PreCoD). The school's nominated fire safety lead is The Facilities Manager
- 27.5. Accrington Academy follows the guidance outlined in United Learning's *Fire Safety – Code of Practice*.

28. Gas

- 28.1. Gas installations and equipment at Accrington Academy are maintained in a safe condition subject to formal inspection by competent persons (GasSafe Registered).
- 28.2. Copies of inspection and maintenance records and any associated action plans for Accrington Academy are held in the Site Supervisors Office, SharePoint] and copies have been uploaded to United Learning's Premises Compliance Database (PreCoD).
- 28.3. Emergency procedures are in place for the isolation of gas if required. These can be found in the Site Supervisors Office
- 28.4. Accrington Academy follows the guidance outlined in United Learning's *Gas Safety – Code of Practice*

29. Glazing

- 29.1. A glazing assessment has been carried out to identify any potentially vulnerable areas and to ensure that any glazing to which persons may potentially come into contact with are of a suitable safety standard.
- 29.2. A copy of this assessment is held within the Site Supervisors Office

30. Planned Preventative Maintenance (PPM)

- 30.1. To prevent degradation to the point where failure may occur or harm may be realised, and in support of any warranties that may be present, all plant, equipment and facilities are maintained in accordance with manufacturer, supplier, or installer inspection and maintenance regimes.
- 30.2. At Accrington Academy this process of PPM management is overseen by the Facilities Manager with records of PPM activities held in the Site Supervisors Office.

31. Premises Compliance Database (PreCoD)

- 31.1. United Learning operates a Premises Compliance Database (PreCoD), hosted on the Education Information Portal (EIP).
- 31.2. This database supports tracking and key task reminder functions for the school on the key premises risk areas of asbestos, fire, electrics, gas, water, and radon.
- 31.3. This data is monitored by United Learning's Health & Safety and Estates departments.
- 31.4. At Accrington Academy the nominated lead for the upload and management of data on PreCoD is the Facilities Manager



Premises Arrangements

21. Asbestos

- 21.1. At Accrington Academy, asbestos is known or presumed to be present in the school estate. The nominated asbestos management lead is [The Facilities Manager].
- 21.2. An asbestos survey by a UKAS accredited surveyor has been completed and the resulting action plan followed through. A detailed asbestos management plan has been devised detailing the day-to-day management of the risks from asbestos, and an asbestos register is maintained for all contractors who may disturb the building (including site staff) to review and sign-off as necessary.
- 21.3. Accrington Academy follows the guidance outlined in United Learning's *Asbestos – Code of Practice*.

22. Confined Spaces

- 22.1. At Accrington Academy there are no confined spaces requiring specific management.

23. Construction Projects

- 23.1. All construction projects, large or small, are managed with careful attention paid to the health and safety of those carrying out the work and on how their activities may impact upon others.
- 23.2. The precise approach taken varies depending on the complexity of the project, however, Accrington Academy will ensure compliance with the Construction (Design and Management) Regulations 2015, and Building Regulations requirements at all times. At Accrington Academy this process is overseen by The Facilities Manager and EBM.
- 23.3. Larger capital projects are managed by United Learning's central Estates team and the school's appointed central estates manager is on hand to provide advice for all levels of construction and maintenance work as necessary.
- 23.4. Accrington Academy follows the guidance outlined in United Learning's *Construction Projects – Code of Practice*

24. Contractor Management

- 24.1. All contractors appointed by the school are subject to a proportionate screening and selection process. Competencies, insurance coverage, DBS checks (where applicable) and considerations of how health and safety is managed and how their activity may interact with the school's activity, are built into this process.
- 24.2. Records of these checks are held by the following – UL Estates Manager, EBM, Facilities Manager and HR
- 24.3. Accrington Academy follows the guidance outlined in United Learning's *Contractor Management – Code of Practice*



12. New and Expectant Mothers

- 12.1. New and expectant mothers are vulnerable to risks to their health and safety that require specific consideration under health and safety law. The Education sector is relatively low-risk, but this does not mean that it is risk-free.
- 12.2. Any employee disclosing to their line manager that they are a new or expectant mother will receive a specific risk assessment that seeks to reduce their risk exposure, where possible.
- 12.3. Accrington Academy follows the guidance outlined in United Learning's *New and Expectant Mothers – Code of Practice*.

13. Occupational Health and Wellbeing

- 13.1. All United Learning employees have access to occupational health and wellbeing services through their local HR team. Further details on this provision are available from local HR Advisors and on United Hub.

14. Queries/Support Services

- 14.1. Where employees have queries regarding health and safety requirements or arrangements, the relevant United Learning Codes of Practice or approved management standard (CLEAPSS, AfPE, OEAP) should be reviewed in the first instance and if the answer cannot be found there, the query directed to the line manager.
- 14.2. If the line manager is not able to resolve the query, this should be escalated to the school's Health and Safety Coordinator The Facilities Manager, or cluster health and safety lead, if applicable.
- 14.3. Where it is not possible to resolve queries locally, these can be referred to the Head of Health and Safety for advice and support.

15. Risk Assessment and Risk Management

- 15.1. Risk assessment is central to effective risk management and forms a cornerstone of how Accrington Academy manages the safety and health of staff, students and others.
- 15.2. Risk assessments are carried out by those in control of any given activity, as they are the person(s) who understand the task best and how to carry it out safely.
- 15.3. Alongside 'whole school' risk assessments, the higher risk departments (science, D&T, PE, premises) review their activities against national body guidance (CLEAPSS, AfPE) to ensure activities are properly and adequately managed.
- 15.4. Risk assessments are reviewed at least every two years, or sooner if there is reason to believe they are no longer valid.
- 15.5. Accrington Academy follows the guidance outlined in United Learning's *Risk Management (HS) – Code of Practice*.

16. Safeguarding/Child Protection

- 16.1. Safeguarding and child protection arrangements at the school are the subject of a dedicated policy with support and monitoring provided by United Learning's Safeguarding team.



understand local arrangements for health and safety management and the expectations placed upon them with regards to their individual health and safety duties.

- 4.2. These arrangements for health and safety are only effective if they are clearly communicated to employees. To that end, Accrington Academy shares this policy with all staff at the beginning of each year, and again at any other time where a material change has occurred.
- 4.3. United Learning will clearly communicate to schools/settings any changes to the this policy or the accompanying codes of practice. Termly Teams updates are also provided for School Health and Safety Coordinators and LGB Representatives for Health and Safety.

5. Departmental Policies (secondary settings only)

- 5.1. In recognition of the higher risks associated with these departments, Science, Design and Technology (incorporating food tech, art and textiles as applicable), PE, and Premises, have dedicated departmental policies. Copies of these departmental policies are available [SharePoint and within each department].
- 5.2. Science and D&T departmental policies are built on the CLEAPSS templates, PE on the template given in their 'Safe Practice' handbook and Premises department policy is devised 'in-school'.
- 5.3. Accrington Academy follows the guidance outlined in United Learning's *Departmental Policies – Code of Practice*.

6. Emergency Planning

- 6.1. Accrington Academy has a business continuity plan in place which attempts to anticipate and mitigate the foreseeable risks of disruption that may affect the school. This covers a range of potential issues from the relatively minor to the potentially significant and health and safety considerations, both as a result of the causal event and any reactive measures, have been built into this planning process.
- 6.2. As part of this planning, Accrington Academy has arrangements in place for responding to immediate threats to the school and/or its staff or pupils – sometimes referred to as lockdown procedures. The school keeps itself updated on DfE's security guidance and any changes in local security profile as appropriate.

7. Group Memberships and Approved Management Standards

- 7.1. As part of United Learning, the school has membership to CLEAPSS and the Association for Physical Education (AfPE). These are United Learning's approved management standards for the practices carried out in science, D&T (incorporating food tech, art and textiles as applicable), and PE, and the school follows these standards.
- 7.2. National Guidance produced by the Outdoor Education Advisors Panel (OEAP) is United Learning's approved management standard for Educational Visits and the school plans, manages and carried out educational visits in line with this guidance.

