



BOA

Health & Safety Policy

Date of Issue: September 2020
Date of Review: September 2021

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PART ONE - POLICY

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Birmingham Ormiston Academy.

General Guidelines

It is the policy of the Board of Directors, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the academy;
2. establish and maintain safe working procedures among staff and students;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the Board of Directors and Principal in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the academy premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of students' duties where appropriate.

Responsibility of the Board of Directors, Chief Executive Officer and Principal

The Board of Directors, CEO and Principal are responsible for implementing this policy within the academy. In particular they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the academy to the academy and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the trust;
4. make arrangements for the implementation of the academy's accident reporting procedure and draw this to the attention of all staff at the academy as necessary;
5. make arrangements for informing staff and students of relevant safety procedures. Other users of the academy will be appropriately informed;
6. ensure that regular safety inspections are undertaken;
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by a Health and Safety inspection;
8. report any defect in the state of repair of the buildings or their surrounds which is identified as

being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

N.B. The Board of Directors will deal with all aspects of maintenance which are under their control.

9. monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
10. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Board of Directors and Principal in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the Person Delegated to Assist in the Management of Health and Safety

The delegated person, Mr A. Chattaway, shall:

1. assist the CEO in the implementation, monitoring and development of the safety policy within the academy;
2. monitor general advice on safety matters given by any relevant bodies and advise on its application to the academy;
3. co-ordinate arrangements for the design and implementation of safe working practices within the academy;
4. investigate any specific health and safety problem identified within the academy and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Board of Directors and CEO;
6. assist in carrying out regular safety inspections of the academy and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

Responsibilities of Staff towards Students and Others in their Care

All members of staff are responsible for the health and safety arrangements in relation to staff, students and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including students;
2. be aware of and implement safe working practices and to set a good example personally
3. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
4. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
5. provide written job instructions, warning notices and signs as appropriate;
6. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
7. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
8. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
9. provide the opportunity for discussion of health and safety arrangements;
10. investigate any accident (or incident where personal injury could have arisen) and take appropriate

corrective action;

11. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
12. where private vehicles are used to transport children to and from academy functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Principal.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Principal;
3. ensure that tools and equipment are in good condition and report any defects;
4. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
5. ensure that offices, general accommodation and vehicles are kept tidy;
6. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported using the academy reporting process.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE PRINCIPAL.

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Students

All students are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow students;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. observe all the safety rules of the academy and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Board of Directors, CEO and Principal will make students (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the academy's policies.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the academy. Contractors working on site are inducted to

site at the start of any work.

Lettings

The Board of Directors, CEO and Principal must ensure that:

1. the means of access and egress are safe for the use of hirers, and that all equipment made available to and used by the hirers is safe. If the Principal knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. hirers using any equipment or facility provided by the academy are familiar with its safe use and, if necessary, briefed accordingly;
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

Fire and Emergency Evacuation Procedures

1. The academy's procedures for fire and emergency evacuation are appended.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

1. First aid is available at main reception where a list of trained First Aiders is held.
2. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the Head of Estates.
3. The accident book and report forms are held in the first aid room next to Reception. All accidents and injuries should be reported via BOA processes.
4. The arrangements for first aid for events and external field trips are the responsibility of the supervising staff. See further information in Part 2 Management Arrangements.

Emergency First Aid Procedures

1. In case of an accident a staff member should remain with the casualty and despatch a colleague or student to Reception to obtain assistance.
2. A trained first aider will attend to the casualty and summon an ambulance or further assistance as required
3. Only trained first aiders shall provide treatment and only those trained to use the defibrillator should do so, unless the need to preserve life is overriding.

PART 2 Management Arrangements

The following procedures and arrangements have been established within our academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Competent Health and Safety Advice

The school/academy obtains competent health and safety advice from	Staffordshire County Council (Entrust)
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The contact details are	Dean Willetts, Health & Safety Advisor dean.willetts@staffordshire.gov.uk 07773 791499
In an emergency we contact	Duty Officer, 01785 355777

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	Alistair Chattaway, Principal
Our arrangements for the monitoring of health and safety are regular Audits from Staffordshire County Council and reports from the Head of Estates submitted to each Finance and General Purposes Committee meeting.	
The school/academy carries out formal evaluations and audits on the management of health and safety 3 yearly.	
The last audit took place	Date: 05/11/2018 By: Dean Willetts, Staffordshire County Council

Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating student, staff and visitor accidents:
All accidents are recorded in the accident book by the attending first aider. Accidents records are reviewed by the Lead First Aider who notifies the Head of Estates of any accidents that require additional investigation. An accident investigation form is then sent to the Department Director to be completed in the first instance. This is then reviewed by the Head of Estates and any resulting actions are signed off by the Head of Estates once completed.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: J Bates, Head of Estates
Our arrangements for reporting to the Governing Body or Academy Board are: A report is prepared by the Head of Estates twice per annum and presented at the Finance and General Purposes Committee.
Our arrangements for reviewing accidents and identifying trends are: Each Department Director is sent a termly report by the Head of Estates for accidents and incidents that have occurred within their department.

2. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Alistair Chattaway/Derek Pitt
Our arrangements for communicating about health and safety matters with all staff are: Updates within staff briefings and termly Health and Safety Committee Meetings.	
Staff can make suggestions for health and safety improvements by: contacting J Bates, emailing maintenance@boa-academy.co.uk or speaking to their line manager	

3. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	J Bates, Head of Estates
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:	
J Bates will be responsible for making CDM arrangements, including but not limited to, exchange of H&S information, ensuring Risk assessments are in place and making arrangements for the Induction of Contractors.	

Duty holders will be identified and named as part of any Construction project.
Staff should report concerns about contractors to: J Bates

4. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	A Chattaway, Principal
The name of the Trade Union Health and Safety Representative is:	Not applicable
Our arrangements for consulting with staff on health and safety matters are:	
Staff can raise issues of concern by: contacting their Line Manager, J Bates or A Chattaway as appropriate. Regular Health and Safety Committee meetings are held with representation from across the organisation.	

5. Contractor Management

Name of person responsible for managing and monitoring contractor activity	J Bates, Head of Estates
Our arrangements for selecting competent contractors are: via the tender process including use of PQQs.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: use of management systems including permit to work system, induction of contractors, Hot works permits.	
Our arrangements for the induction of contractors are: Site team induct all contractor not having worked on site before, or who have not received and induction for 12 months or more.	
Staff should report concerns about contractors to: J Bates	

6. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	Acting – Francesca Di Cesare Art – Drew Lord Dance – Andy Edwards Digital Media – Drew Lord English – Daniel Marchese-Fry Humanities – Carmella Beschi Maths – Tony Symons Musical Theatre – Steve Elias Music and Music Tech- David Leighton Facilities – Juliette Bates I.T. – Mark Allen PE – Derek Pitt Science – Richard Evans
Risk assessments for these curriculum areas are the responsibility of:	The Department Director or Head of Department as applicable.

7. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Michael Penn, Vice Principal
The Educational Visits Coordinator is	Michael Penn, Vice Principal
Our arrangements for the safe management of educational visits: use of the Evolve system.	

8. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	J Bates, Head of Estates
Fixed electrical wiring test records are located:	Admin Share/Property/ Compliance
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: PAT testing to be requested via Site Team	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	J Bates/ J Wilson
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	J Bates, Head of Estates
Portable electrical equipment (PAT) testing records are located:	With J Bates, Head of Estates
Staff must take defective electrical equipment out of use and report to:	Department Director
The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:	

9. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Name of competent person responsible for arranging & reviewing fire risk assessment in addition to any associated action planning	J Bates, Head of Estates
The Fire Risk Assessment is located	Fire Log Book, Site Office
The site has a fire alarm which activates a response from a 3rd party service	Protec Fire
Name of person responsible for arranging and recording of fire drills	Derek Pitt/ Juliette Bates
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Derek Pitt/ Juliette Bates
Our Fire Evacuation Arrangements are published ...	Fire Log Book, Site Office
Our Fire Marshals are listed	Fire Log Book, Site Office
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Fire Log Book, Site Office
Name of person responsible for training staff in fire procedures	Derek Pitt/ Juliette Bates
All staff must be aware of the Fire Procedures in the Academy. This is trained every September to all staff.	

10. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Juliette Bates, Head of Estates
The First Aid Assessment is located	Admin Share/Property/ First Aid
First Aiders are listed	At Reception and on Staff share/First Aid
Name of person responsible for arranging and monitoring First Aid Training	Juliette Bates, Head of Estates
Location of First Aid Box	Throughout site, First Aid room adjoining

	Reception.
Name of person responsible for checking & restocking first aid boxes	E Watson, Lead First Aider
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital): The attending First Aider will contact Pastoral for assistance. Parents will always be contacted by telephone as soon as possible if a student has to go to hospital. Decisions about who accompanies a student or staff member for medical attention will be made on an individual basis as appropriate to the situation.	
Our arrangements for recording the use of First Aid are in the accident book held in the First Aid room	

11. Glass & Glazing

All glass in doors and side panels are constructed of safety glass
All replacement glass is of safety standard

12. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Site Team – J Bates Technical Theatre Arts – James Latham Science – Richard Evans Art – Drew Lord Contractors – to provide their own under contractor management processes.
The school/academy uses CLEAPPS as a resource and all relevant staff are aware of how to access this information.	

13. Health and Safety Law Poster

The Health and Safety at Work poster is located	to the ground floor staff kitchenette
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14. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards	
Our waste management arrangements are weekly collections via Biffa	
Site cleaning is provided by:	Goldcrest Cleaning Limited
Cleaning staff have received appropriate information, instruction and training and are competent.	
Waste skips and bins are located away from the academy building and locked in the bin store overnight	
All staff and pupils are aware of the arrangements for disposing of waste and the location of waste bins and skips.	

15. Infection Control

Name of person responsible for managing infection control:	Derek Pitt, Assistant Principal,
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: a policy is in place.	

16. Lettings

Name of persons responsible for Lettings	Michael Penn and Juliette Bates
Our arrangements for managing Lettings of the school/academy /rooms or external premises are:	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency	

procedures. Hirers are asked to complete a Hire Induction.
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the academy on request.
Hirers must provide a register of those present during a letting upon request. All hirer's visitors sign in on arrival.

17. Lone Working

Our arrangements for managing lone working are – not allowed. An emergency lone working process is in place in case of accidental or occasional lone working
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18. Maintenance / Inspection of Equipment (including selection of equipment)

Ladders and steps, fume cupboards, extraction systems, PE equipment, D&T machines, lifts & lifting equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers, catering equipment.	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Juliette Bates
Records of maintenance and inspection of equipment are retained and are located:	Admin share/Property/Compliance
Staff report any broken or defective equipment to:	maintenance@boa-acdemy.co.uk
The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested.	

19. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name: Head of Department or Director of Department as applicable
Our arrangements for managing manual handling activities are: staff to be trained in manual handling. Various staff members are train the trainer trained in manual handling techniques and can provide training.	
Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Staff are trained appropriately to carry out manual handling activities.	

20. Medication

Name of person responsible for the management of and administration of medication to pupils in school/academy	Derek Pitt
Our arrangements for the administration of medicines to pupils are:	
The names members of staff who are authorised to give / support pupils with medication are:	First Aiders
Medication is stored:	In locked cabinet to store room behind Reception
A record of the administration of medication is located:	Staffshare/First Aid/First Aid/Medicine cabinet log
Pupils who administer and/or manage their own medication in school are authorised to do so by Derek Pitt and provided with a suitable private location to administer medication/store medication and equipment, usually the first aid room	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are staff	

have been trained to do so.
Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.

21. Personal Protective Equipment (PPE) (links to Risk Assessment)

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.	Head of Department or Director, with guidance from Head of Estates as required.
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Head of Department or Department Director.
PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Department Director
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE.	Science – Richard Evans TTA – James Latham Art – Drew Lord

22. Radiation

Name of the school/academy Radiation Protection Supervisor (RPS)	Richard Evans
Name of the Radiation Protection Officer	Phil Jones
Name of the Radiation Protection Adviser (RPA)	Graham Hart

23. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.
Our arrangements for the reporting of hazards and defects: email maintenance@boa-academy.co.uk

24. Risk Assessments

The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.	
Risk assessments are in place for the following areas:	
Curriculum / classrooms Specific departmental risk assessments Events and performances Lettings Work by contractors Fire Risk Assessment Hazardous Substances Manual handling activities Water Risk Assessment	
Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning	Juliette Bates

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.
Risk assessments are reviewed annually or when something new is introduced or a change has occurred.

25. Smoking

No smoking or vaping is permitted on site

26. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Alistair Chattaway, Principal
A team stress risk assessment has been completed and this is reviewed regularly. Date 01/03/2019/ reviewed 01/03/2020	

27. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Michael Penn, Vice Principal
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: training needs are identified during recruitment procedures, annual performance management sessions and regular H&S committee meetings.	

28. Vehicle movement on site

Name of Manager responsible for the management of vehicles on site	J Bates, Head of Estates
Our arrangements for the safe access and movement of vehicles on site are: No students in service yard unless supervised. Authorised vehicles only on front yard, covered by a risk assessment and use of a banksman.	

29. Violence and Aggression and School/Academy Security

The school/academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A policy is in place for the use of force to control or restrain students.	
Staff and pupils must report all incidents of verbal & physical violence to:	Alistair Chattaway or Derek Pitt
Incidents of verbal & physical violence are investigated by:	Alistair Chattaway or Derek Pitt
Name of person who has responsibility for site security:	Alistair Chattaway and Juliette Bates
Our arrangements for site security are: Security processes including manned security, CCTV and Access control, are in place to prevent unauthorised access to the Academy premises. All staff and students are issued with photograph ID and required to wear it whilst on academy premises.	

30. Water System Safety

Name of Premises Manager responsible for managing water system safety.	J Bates
Name of contractors who have undertaken a risk assessment of the water system	Central Chemical Services
Name of contractors who carry out regular testing of the water system:	Lorne Stewart
Location of the water system safety manual/testing log	Site Office
Our arrangements to ensure contractors have information about water systems are: Site inductions	
Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Site staff receive legionella training	

31. Working at Height

Name of person responsible managing the risk of work at height on the premises:	J Bates and J Latham
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Permits to work are issued for Contractors working at height	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept.	

32. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	Derek Pitt and Emma Rickard
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: SIPS have been appointed to carry out risk assessments on all placements	
The name of the person responsible for the health and safety of people on work experience in the school/academy premises:	J Bates and D Pitt
Our arrangements for managing the health and safety of work experience students in the school/academy are to carry out a Risk Assessment prior to a student beginning work experience and internal students only are accepted for work experience.	

E. Health and Safety Key Performance Indicators (KPI's)

It is important that school leaders, governors and managers can monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required. BOA carries out regular external Health and safety Audits and the results of these are reported to the Board and Actions followed up.

Addendum to cover Covid -19

This statement confirms that a general whole school Risk Assessment has been carried out August 2020, to be reviewed August 2021 or whenever government guidance or the situation changes. The Risk Assessment

is based on up to date government guidance and covers social distancing and additional physical measures, fire procedures, first aid procedures and safeguarding.

Departmental Risk assessments have been reviewed by each head of department to ensure that additional measures, required to control the spread of coronavirus, have been implemented. All departmental Risk Assessments are to be reviewed in September 2020.

A full staff briefing including hand and respiratory hygiene, procedures for a suspected case of Coronavirus in the Academy and use of PPE took place in June 2020 with all staff members confirmed as having attended. The briefing is programmed to be updated and presented again on 1st September 2020 and all staff will be briefed.