



HEALTH AND SAFETY POLICY

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BOA GROUP

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1. Introduction

BOA Trust is committed to safeguarding the health, safety and welfare of all employees, pupils, visitors, contractors and others who may be affected by its activities.

The Trust operates across a diverse range of educational, creative and technical environments. Many of these involve specialist equipment, extended hours and complex operational activity. The Trust's position is explicit: health and safety is a core leadership responsibility and an integral part of all decision-making.

The Trust will, so far as is reasonably practicable, ensure that risks are identified, assessed and controlled, and that safe systems of work are consistently applied across all academies.

2. Policy Scope

This policy applies to all BOA Trust academies and all activities undertaken on behalf of the Trust.

It applies to all employees, including teaching and support staff, site, estates and technical staff, volunteers and agency workers, contractors and third-party providers, visitors which includes parents and carers, and any other persons affected by Trust activities.

The policy applies to all premises, off-site activities, educational visits, lettings and community use and should be read in conjunction with other relevant documents, including the Teaching and Learning Policy, Behaviour Policy, Educational Visits Policy, Lone Working Policy, and any risk assessments.

3. General Principles

The Trust will adopt a systematic and proportionate approach to the management of health and safety. Risk management is central to this approach and must inform planning, delivery and review of all activities.

Health and safety must never be treated as a procedural exercise or delegated without oversight. It must be actively led, monitored and enforced at all levels.

The Trust's expectations are as follows:

- Risks must be avoided wherever reasonably practicable
- Where risks cannot be avoided, they must be reduced to an acceptable level
- No activity will proceed where risks remain uncontrolled or poorly understood
- Competence, supervision and clear accountability are essential at all times.

4. Organisation and Accountability

The Trust operates a clear and defined structure for health and safety accountability.

The Board of Trustees holds ultimate accountability for health and safety. This responsibility is delegated to the Chief Executive Officer, who retains overall responsibility for ensuring that effective arrangements are in place across the Trust.

The Chief Operations Officer holds day-to-day strategic responsibility for health and safety, ensuring that systems, processes and resources are aligned and effective. The Chief Operations Officer will work with the Chief Finance Officer to ensure appropriate allocation of resources.

The Health and Safety Lead is a qualified professional and is responsible for the day-to-day operational management of health and safety, including oversight of compliance, systems and risk management. The Health and Safety Lead may instruct third party consultants, contractors or advisors to provide additional guidance or to complete specific activities, including audits and risk assessments.

Academy Principals have overall responsibility for health and safety within their own buildings and must ensure that Trust policies are implemented effectively at local level.

There is no Health and Safety Committee; however, the Trust Finance and General Purposes receive an estates and health and safety report at each meeting. This committee has delegated authority on this matter and can refer issues back to the main board for approval or wider consideration.

This structure ensures that accountability is clear, leadership is visible and health and safety is actively managed rather than assumed.

5. Roles and Responsibilities

5.1 Board of Trustees

The Board will ensure that:

- The Trust complies with all relevant health and safety legislation
- Strategic direction and expectations are clearly defined
- Sufficient resources, including appropriate budget provision, are made available
- Effective oversight and assurance mechanisms are in place
- Health and safety performance is monitored and reviewed

5.2 Chief Executive Officer (CEO)

The Chief Executive has overall responsibility for health and safety and will:

- Ensure an effective Trust-wide health and safety management system
- Set expectations, culture and priorities
- Ensure appropriate resources are allocated
- Monitor performance through reports, audits and review
- Report to the Board on health and safety matters

5.3 Chief Operations Officer (COO)

The Chief Operations Officer will lead the strategic delivery of health and safety and will:

- Ensure consistent implementation of policy across all academies
- Oversee risk management systems, compliance and training
- Ensure effective management of operational and estate risks
- Support Principals in discharging their responsibilities
- Ensure contractors and third parties meet Trust standards
- Oversee engagement with the Department for Education Risk Protection Arrangement (RPA) where required

5.4 Health and Safety Lead

The Health and Safety Lead is the Trust's competent person and will:

- Provide expert advice and guidance
- Lead operational delivery of health and safety systems
- Monitor compliance and support audit activity
- Support risk assessment processes and standards
- Lead on incident reporting, investigation and learning
- Deliver or coordinate training
- Support liaison with the Risk Protection Arrangement (RPA) where required

5.5 Academy Principals

Principals have overall responsibility for health and safety within their academy and will ensure that:

- The site is safe and risks are effectively managed
- Trust policies and local arrangements are implemented
- Staff are competent, informed and appropriately supervised
- Risk assessments are completed and acted upon
- Incidents are reported, investigated and addressed
- Contractors and visitors comply with requirements
- Health and safety performance is actively monitored

5.6 Other Staff

All staff have a duty to take reasonable care for their own health and safety and that of others.

They must:

- Follow policies, procedures and risk assessments
- Use equipment and materials safely

- Report hazards, incidents and near misses
- Participate in training and follow instructions
- Act responsibly and challenge unsafe practice where appropriate

5.7 Students

Students are expected to behave in a way that supports a safe environment.

They must:

- Follow instructions and safety rules
- Use equipment only as directed
- Report hazards or concerns
- Avoid behaviour that could cause harm

5.8 Parents and Carers

Parents and carers are expected to support the Trust in maintaining a safe environment for all students.

They must:

- Provide accurate and up-to-date information on medical needs, allergies and emergency contacts
- Inform the academy promptly of any changes that may affect a student's health or safety
- Follow academy procedures relating to medication, illness and attendance
- Support students to follow academy rules and safety expectations
- Ensure students are appropriately prepared for academy activities
- Follow site access, safeguarding and supervision arrangements
- Cooperate with the academy in relation to risk assessments and individual health or safety plans

Parents and carers must not request or support arrangements that would place students, staff or others at risk. Concerns relating to health, safety or wellbeing should be raised with the academy without delay.

6. Local Roles and Arrangements

Each academy will establish clear local arrangements to manage specific areas of health and safety, including:

- First aid provision and coordination
- Fire safety management and evacuation procedures
- Educational visits planning and approval
- Support for students with additional needs, including emergency planning
- Control of substances hazardous to health (COSHH)
- Water hygiene and building safety compliance

These arrangements must be clearly defined, documented and implemented. Responsibilities and key personnel are contained within appendices to this policy.

7. Risk Management

Risk assessment is central to the Trust's approach to health and safety and is the primary mechanism by which risks are identified, controlled or avoided. Risk assessments must:

- Be suitable and sufficient
- Be completed by competent persons
- Reflect the actual working environment and conditions
- Be reviewed regularly and following change or incident

Risk assessment is not a justification for unsafe activity. Where risks cannot be reduced to an acceptable level, the activity must not proceed.

8. Training and Competence

Staff must not undertake tasks for which they are not competent. The Trust will ensure that all staff receive appropriate information, instruction, training and supervision. This includes:

- Induction training for all new staff
- Role-specific training where required
- Refresher training at appropriate intervals
- Additional training following changes in role, systems or risk

Specific training may include but is not limited to:

- Emergency Arrangements
- Fire Drills
- Fire Awareness training
- First Aid Arrangements
- Accident Reporting
- Good Housekeeping
- Codes of Safe Practice and Guidance
- Health and Safety in Staff Handbook and Academy Arrangements
- Specific Hazards/Responsibilities Associated with Work Activity
- Special Needs of students including students with disabilities

The Academy undertakes to provide extra training for staff where a need is identified. Staff who feel that they have a need for health and safety training of any kind should notify their line manager or the Health and Safety Lead in writing or by email.

9. Safe Premises, Equipment and Systems

No equipment or system may be used if it is unsafe. The Trust will ensure that:

- Buildings are maintained in a safe condition
- Equipment is safe, suitable and properly maintained
- Statutory inspections are completed
- Defects are identified and addressed promptly

10. Control of Substances Hazardous to Health (COSHH)

The Trust will ensure that hazardous substances are properly managed. This includes:

- Maintaining accurate registers and safety data sheets
- Undertaking COSHH assessments
- Using safer alternatives where reasonably practicable
- Ensuring safe storage, handling and disposal

11. Monitoring, Review and Assurance

Health and safety performance will be actively monitored and reviewed. This will include:

- Regular inspections and audits
- Incident and near-miss reporting and analysis
- Review through Trust and academy committees
- Annual evaluation of performance

The Health and Safety Lead will support the annual review process, with findings reported to senior leadership and the Board. Health and Safety sits with the Trust Finance and General Purposes Committee.

12. Breach of Policy

All incidents, near misses or concerns relating to lone working must be reported without delay. All employees, volunteers and contractors are required to comply with this policy and with any associated risk assessments and control measures.

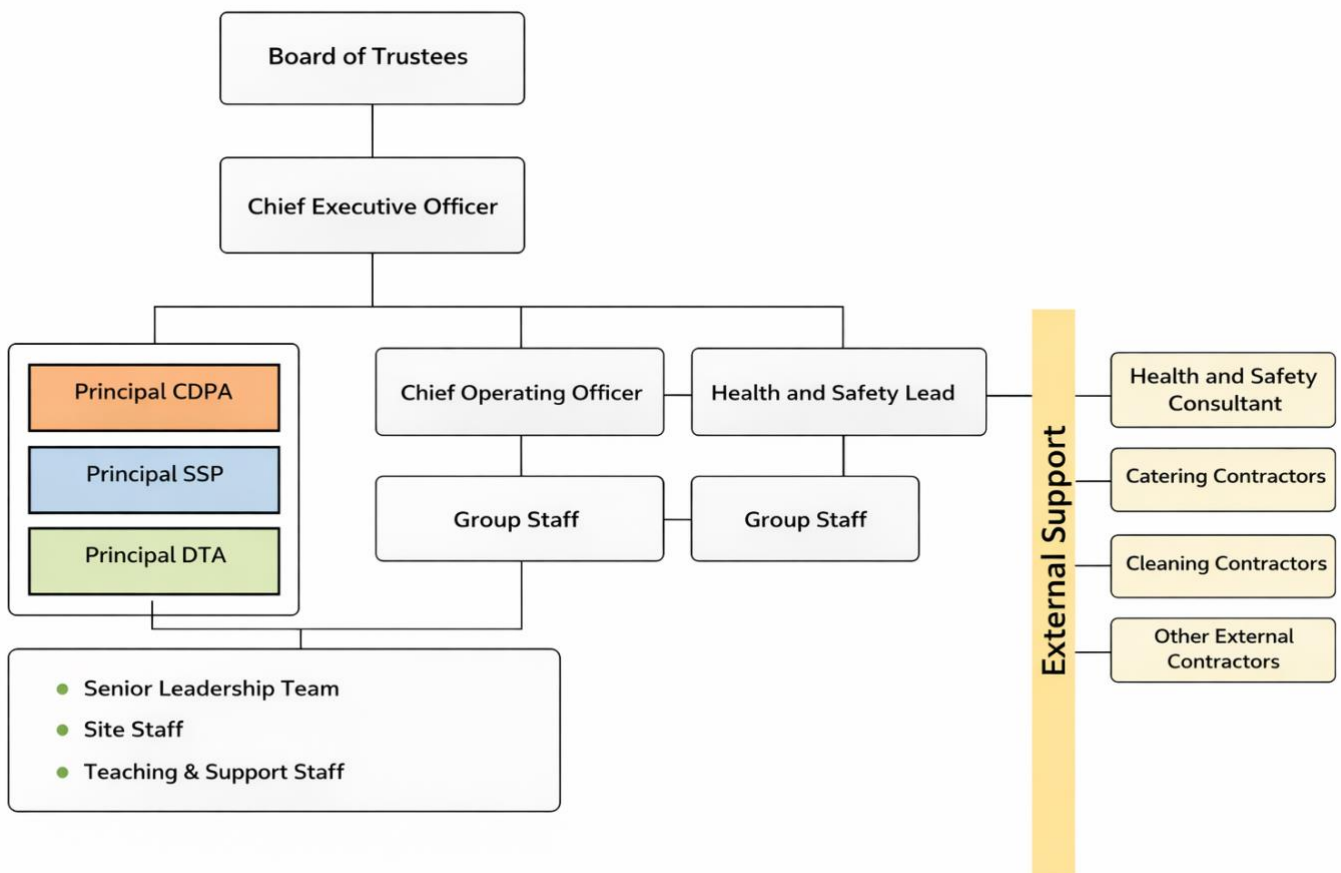
Undertaking unauthorised or unsafe lone working, or failing to follow agreed procedures, will be treated as a serious matter and may result in action under the Trust's employee disciplinary procedures or student behaviour policies.

In extreme cases, the trust reserves the right to withdraw permission to access site from any individual who fails to comply.

13. Monitoring, Evaluation and Review

This policy will be reviewed every two years by the Chief Executive and subject to Trust Board approval. Changes in technology, legislation or other external factors may result in this policy being reviewed earlier.

Appendix 1 – Organisational Health and Safety



Appendix 2 – Academy Level Responsibilities

Whilst the Trust delegates health and safety responsibilities of the academy to the Chief Executive and Principal, various other individuals within the academy will have specific responsibilities for managing aspects of health and safety.

Academy Level Responsibility	Duties
First Aid Lead	<ul style="list-style-type: none"> • Remain up to date with first aid statutory requirements and good practice • Ensure notice boards are kept up to date with current first aiders • Maintain first aid box contents and records • Liaise with Medicines Coordinator when required. • Ensure adequate number of first aiders are available • Report First Aid incidents to SLT when required.
First Aiders	<ul style="list-style-type: none"> • Ensuring that first aid kits are fully stocked and in date. Report any shortfalls to the First Aid Coordinator. • Ensuring the appropriate forms are completed as per the Accident Procedure. • Raising awareness to the Senior Site Supervisor, Principal and the Health and Safety Lead if an ambulance is called. • Ensuring that first aid training is kept up to date.
Accident Coordinator	<ul style="list-style-type: none"> • Maintaining records of first aid • Share data with the Principal and Health and Safety Lead on a monthly basis regarding accidents and near misses
Medicines Coordinator	<ul style="list-style-type: none"> • Remain up to date with statutory , government guidance and good practice. • Collect data including administration of medication, Personal Health Plans, consent forms, and keeping it up to date at all times. • Supervise students taking their prescription medicines when parental consent has been obtained to do so. • Request and collect new or renewed medication from parents/guardians. • Manage the input, maintenance, and retrieval of medical data in respect of pupils and staff at the Academy, ensuring that confidential information is held securely. • Check and monitor any medicines maintained on the premises • Monitor medicine(s) fridge

Educational Visits Coordinator	<ul style="list-style-type: none"> • Co-ordinate off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers. • Ensure suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented. • Ensure advice from the SENCO is sought, if applicable, for individual students. • Communicate relevant information and arrangements to providers of off-site visits, staff, pupils and parents / carers of pupils to ensure that the key learning objectives of the visit can safely be achieved. • The Academy uses EVOLVE System to manage and approve off-site visits.
SENCo	<ul style="list-style-type: none"> • Communicate and liaise with colleagues' individual needs and adjustments necessary to help support the health and safety of individual students within the academy. • Initiate personal emergency evacuation plans PEEP for pupils who require assistance in the event of an emergency evacuation, seeking advice where applicable from SLT and Senior Site Supervisor.
Fire Safety Manager	<ul style="list-style-type: none"> • Maintain notice boards, ensure they are kept up to date with current list of fire marshals. • Ensure high visibility vests are distributed. • Carry out fire alarm and emergency lighting tests and record findings. • Conduct termly fire drills and document findings. • Carry out fire drill debrief with Fire Marshals to obtain lessons learned. • Ensure adequate number of fire wardens are in place, trained and available at all times. • Ensure an annual fire risk assessment is undertaken. • Consult with Fire Risk Assessor
Fire Wardens/Marshals	<ul style="list-style-type: none"> • Ensuring they are aware of the emergency evacuation procedure. • Following the fire training received. • Directing staff and students to leave the building. • Sweep searching their specified areas to ensure evacuation has been achieved whilst exiting the building. This involves thoroughly checking the areas that you move through, closing all fire doors as you go. • Not placing themselves in dangerous situations. Do not take risks or tackle fires unless needed to allow your safe evacuation. • Maintaining regular training and familiarity with safety protocols. • Assist during fire drills and real life fire situations. • Report any concerns identified to the Site Manager.

Radiation Protection Supervisor	<ul style="list-style-type: none"> • Ensure monthly checks on the source of radiation storage are completed. • Ensure that the annual leak test is completed and documented. • Maintain records of checks and tests.
Water Hygiene Coordinator	<ul style="list-style-type: none"> • Maintain water risk assessment and action findings. • Maintain water check records and management plans are recorded and maintained. • Ensure suitable water hygiene contract is in place with regular site visits and testing undertaken.
<p>COSHH Coordinator</p> <p>Supported by:</p> <ul style="list-style-type: none"> • Heads of Department – Science, Art, • Individual contractors have responsibilities for their own COSHH requirements, including cleaning, facilities, and catering contractors. 	<ul style="list-style-type: none"> • Maintain record of MSDS • Ensure CLEAPPS subscription is in place and regularly referenced. • Carry out COSHH risk assessments. • Inform, instruct and train relevant persons relating to COSHH risks. • Ensure lowest risk alternative substances are used where possible. • Ensure suitable PPE is available. • Ensure that COSHH risk assessments are made available to members of staff likely to be affected by the substance. • Ensure COSHH register is up to date for the academy. • Ensure details of hazardous substances are made available for the fire service located in the red fire box and located by the fire alarm panel. • Ensure compliance with specific teaching body health and safety requirements specific to the relevant department.

Appendix 3 – Academy Personnel

BOA Trust

Chair of the Trust Board	Dr Jonnie Turpie MBE
Chief Executive Officer	Kate Tague
Chief Finance Officer	Kate Wallace
Chief Operations Officer	Mark Allen
Health and Safety Lead	Rola Raad

Constituent Academies

Role	BOA Creative	BOA Digital	BOA Stage and Screen
Chair of Governors	Julian Widdows	Sonya Russell-Saunders	Gurdip Bhangoo
Principal	Alistair Chattaway	Dr Jon Morris	James Latham
Senior Site Supervisor	John Wilson	Omario McKenzie	Raju Dhokia
Lead First Aider	Victoria Otosio	Cherrie Morrison	Chantelle Nolan-Beach
Accident Coordinator	John Wilson	Omario McKenzie	Raju Dhokia
Medicines Coordinator	Victoria Otosio	Cherrie Morrison	Chantelle Nolan-Beach
Educational Visits Coordinator	Dan Branch	Deb Hart	James Latham
SENCo	Phillippa Nesbitt	Deb Hart	James Latham
Fire Safety Manager	John Wilson	Omario McKenzie	Raju Dhokia
Radiation Protection Manager	John Wilson	Omario McKenzie	Raju Dhokia
Water Hygiene Coordinator	John Wilson	Omario McKenzie	Raju Dhokia
COSHH Coordinator	John Wilson	Omario McKenzie	Raju Dhokia