



## Health and Safety

# STATEMENT OF INTENT

## 1. GENERAL

The Employing Body recognises its overall responsibility for the health, safety and welfare of all employees, pupils and others who may be affected by using the academy premises or participating in academy sponsored activities.

We regard the promotion of health and safety to be critical to our success and in supporting our aim “to provide a safe and healthy working and learning environment for pupils, staff and visitors”. Therefore, we shall in so far as is reasonably practicable, comply with the requirements of the Health and Safety at Work Act 1974 and all statutory provisions associated with it and support staff in meeting their obligations under the Act.

High standards can only be achieved with the full involvement of the Academy community. The Head teacher should be supported with a high degree of commitment from managers, teachers and supervisors at every level.

The Employing Body believes that by integrating sensible health, safety and welfare practices into all our work/educational related activities will form part of the good education of our pupils; this will effectively control and manage risks

It is only by the adoption of safe methods of work and good practice by every individual that everyone’s personal health and safety can be ensured. The Head teacher on behalf of the Employing Body will take all reasonable steps to identify and reduce hazards to a minimum but all pupils and staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the academy premises or while taking part in academy-sponsored activities.

The Employing Body will review the health and safety policy on a regular basis and bring any revisions to the attention of all staff through regular training sessions and the induction process for new staff. A copy of this policy is contained within the staff handbook, which each member of staff should have.

Signed ..... (Chair for the Employing Body) Date .....

Signed ..... (Head teacher) Date .....

## ORGANISATION

### 2. RESPONSIBILITIES

#### THE DUTIES OF THE EMPLOYING BODY

In the discharge of its legal duty, the Employing Body, in consultation with the Head teacher, will:

- make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974, associated legislation and Codes of Practices which are relevant to the work of the academy.
- It will appoint a “Competent Person” as defined by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This responsibility is carried out by the Devon Health and Safety Service, who will advise, consult, support and liaise with the Head teacher and other relevant employees.
- It will ensure that there is an effective and enforceable policy for the provision of health and safety throughout the academy to provide:
  - a safe place for pupils and staff to learn and work including safe means of entry and exit
  - plant, equipment and systems of work which are safe
  - safe arrangements for the handling, storage and transport of articles and substances
  - safe and healthy working and welfare conditions
  - supervision, training and instruction so that all pupils and staff can perform their academy-related activities in a healthy and safe manner
  - necessary safety and protective equipment and clothing where appropriate
- The Employing Body will also:
  - periodically assess the effectiveness of this policy and ensure that any necessary changes are made
  - monitor the effectiveness of health and safety management through the ‘Sites and Buildings Sub-Committee’, appropriate level meetings and periodic practical reviews
  - provide adequate resources, in so far as is reasonably practicable to meet the academy’s legal responsibilities , and
  - take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

## THE DUTIES OF THE HEAD TEACHER

The Head teacher has day to day responsibility for health and safety performance and to take all reasonable practicable steps to secure the health and safety of pupils, staff and others using the academy premises or participating in academy sponsored activities.

In particular, the Head teacher will:

- lead by example to ensure, at all times, the health, safety and welfare of pupils, staff and others using the academy premises or facilities or services or attending or taking part in academy-sponsored activities.
- establish a robust management structure for managing health and safety and together with the Employing Body, monitor its effectiveness.
- ensure safe working conditions for the health, safety and welfare of pupils, staff and others using the academy premises and facilities
- ensure safe working practices and procedures throughout the academy including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- consult with members of staff, including any safety representatives, on health and safety issues.
- identify the training needs of staff and ensure, within the financial resources available, that all members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- monitor the standard of health and safety throughout the academy, including all academy-based activities, encourage pupils, staff and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others
- receive reports from enforcement officers and advisory bodies and where appropriate, take relevant actions to address issues raised.
- encourage pupils, staff and others to promote health and safety and to suggest ways and means of reducing risks
- update the Employing Body through the 'Sites and Buildings Sub-Committee' with a report on all matters effecting the Academy's health, safety and welfare.

The Head teacher, may delegate tasks to others and authorise others to undertake duties on his behalf, but he will retain overall responsibility for the implementation and management of proper health and safety controls within the Academy on behalf of the Employing Body.

It is therefore important that all members of staff are fully familiar with all aspects of the academies policy so that they feel competent to perform these duties.

## **THE DUTIES OF SECTION HEADS**

Every Section Head, so far as is reasonably practicable, is responsible at all times and in varying degrees, for the health and safety of all persons (including employees, pupils, visitors, volunteers, temporary staff, contractors and the general public) within their area of responsibility or control.

Each must be aware of and comply with relevant academy health, safety and wellbeing policies as well as the specific guidance applying to their specific work activities.

They must ensure that they:

- apply the academy's health and safety policy to their own department or area of work and be directly responsible to the Head teacher for the application of the health and safety procedures and arrangements
- carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports within the specified time frame
- ensure that all staff under their management are familiar with the health and safety procedures for their area of work and act accordingly
- resolve health, safety and welfare problems that members of staff refer to them, and to liaise further with the Head teacher on any problems to which they cannot achieve a satisfactory solution within the resources available to them
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
  
- ensure all accidents and incidents are recorded and investigated appropriately

Section Heads manage the day-to-day health, safety and well-being of people by ensuring all the activities undertaken under their control comply with the Academy's health and safety arrangements. Sensible health and safety management is not necessarily about eliminating all risks but controlling them to a level as low as reasonably practicable and maintaining that control.

## **THE DUTIES OF THE CARETAKER**

It is the responsibility of the caretaker to ensure that arrangements are in place to manage all aspects of the academy's sites, buildings and premises in compliance with the health and safety policy, arrangements and associated guidance.

## **THE DUTIES OF ALL MEMBERS OF STAFF**

All persons employed by the academy, including official volunteers, have a duty to themselves, their colleagues, the academy, and the community they serve, to work in a safe and responsible manner.

To that end, they must assist the academy in achieving its health and safety objectives by:

- taking action to prevent work related accidents and ill health
- reporting unsafe processes, practices and equipment to supervisors or managers
- raising health and safety concerns with supervisors or managers
- reporting all health and safety incidents however minor to supervisors or managers
- following the appropriate safety rules and procedures relating to each work activity
- using the safe systems of work, control measures, protective clothing, equipment and devices where required
- not intentionally or recklessly interfering with, or misusing anything provided in the interest of health, safety and wellbeing
- co-operating with their manager in implementing the necessary health and safety arrangements and procedures as required

By setting a good example to others, always behaving in a responsible manner and never instigating or participating in any form of reckless behaviour will ensure that a safe and enjoyable working/learning environment is maintained for the good of all users of the academy.

## **PUPILS**

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others to observe standards of behaviour and dress consistent with safety and/or hygiene and to observe all the health and safety rules of the academy and in particular, the instructions of staff given in an emergency.

They should use and not wilfully misuse, neglect or interfere with facilities or equipment provided for theirs and others health and safety.

## **HIRERS, CONTRACTORS AND OTHERS**

When premises are used for purposes not under the direction of the Head teacher then the person in charge of the activities for which the premises are in use will have responsibility for the safe practices undertaken.

That person will seek to ensure that hirers, contractors and others who use the academy premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the academy premises or facilities are being used out of normal academy hours for an academy-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this.

When the premises are hired to persons outside the employment of the Employing Body, it will be a condition for all hirers, contractors and others using the academy's premises or facilities to familiarise themselves with this policy, to comply with all safety directives and that they will not without the prior consent of the Employing Body:

- introduce equipment for use on the academy premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or pupils of the academy

All contractors who work on the academy premises are required to ensure safe working practices are followed by their own employees according to the appropriate legal requirements and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head teacher will take such actions as is necessary to prevent persons in their care being put at risk from injury.

## ARRANGEMENTS

### 3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY

#### RISK ASSESSMENT

The underlying process, which informs this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded in writing. It will be the responsibility of the Head teacher and Section Heads to ensure that relevant risk assessments and safe systems of work deriving from them are maintained and kept up to date.

The Academy will have cognisance of the guidance contained within the Devon Health and Safety Guidance Notes for Academies. In addition, the following Academy specific arrangements are in place:

- **Animals:** animals can play an important role in the education of children. Although children can learn about their needs and characteristics the Academy will not have animals kept on its site. Where a teacher has professionally elected to have an animal brought into the academy in order to meet curriculum intentions, the teacher will seek guidance on this matter
- **Asthma:** some children in the school are likely to have an asthmatic condition and guidelines for dealing with an asthmatic attack will be made known to all staff. Details of all of the children in the school who have an asthmatic condition are contained in the school medical register which all staff have access to. All teachers will be aware of the location of each child's inhaler and where spare ones are stored.
- **Accident/Incident Reporting:** every injury must be reported and recorded in-line with the identified procedures. Any injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity that the incident occurred.
- **Buildings/Premises:** we will ensure that our Academy is kept in a condition which is safe for staff, pupils and others who may be present, in accordance with statutory requirements, including statutory inspection and maintenance of workplace plant and equipment.
- **Consultation:** members of staff with concerns should normally raise them with their department head. Staff should feel free to contact the appropriate trade union appointed safety representative. The Employing Body welcomes the support of trade unions in health and safety matters and will continue to work and consult with safety representatives appointed by trade unions in the implementation of sensible health and safety practices.
- **Contractors:** contractors carrying out work for the Academy will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the Academy's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate

arrangements with the Head teacher to ensure that the Academy's Employing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

- **COSHH:** the Academy recognises its fundamental duty to provide safe systems of work, and a safe and healthy working environment. This is particularly important when staff are using substances and chemicals, some of which may be hazardous. We aim to reduce the risk of using hazardous substances by carrying out COSHH risk assessments and then establishing appropriate control measures.
- **Curriculum Safety:** all programmes of study require that children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety. Staff will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for children to use.
- **Electrical Safety:** electricity and electrical equipment are potentially the most dangerous things in the academy and must be treated with respect. All portable electrical appliances and fixed electrical installations will be tested as necessary. Staff are instructed to visually check each item of electrical equipment before it is used and to be aware of the dangers of trailing cables. Any faults must be reported to the Head Teacher immediately and the equipment is to be taken out of use until it is suitably repaired.
- **Fire Safety:** the arrangements for fire prevention and dealing with an emergency are contained within the Academy's Emergency Plan document. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss.
- **First Aid:** the Academy is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries. It will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the Academy are met.
- **Infection Control:** control of infection among children and staff in schools depends upon prevention, early recognition of each case and prompt action and follow-up. Infections may be acquired at home or the community and brought into school or acquired and spread within school. The 'Spotty Book' provides guidance and background information about the most common infections and outlines the appropriate action to be taken to limit their spread
- **Inspection and Monitoring:** the Head teacher will put in place the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that workplace precautions remain suitable and sufficient. The central component of this process is the undertaking and reviewing of periodic risk assessment and safety review document(s) for the Academy. Feedback from this process is to be referred to the Employing Body.
- **Legionella:** we will take all necessary steps to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.

- **Lettings/Shared use of Premises:** the Employing Body will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Academy health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.
- **Maintenance:** suitable and sufficient arrangements are in place to ensure equipment is checked regularly and that there is a documented maintenance programme in place. Some types of equipment (gas appliances, lifts, etc) - must be thoroughly examined by a competent person, in addition to normal repair and servicing. We will keep all certificates and records of such checks, detailing the findings and any remedial work carried out to correct faults that were identified.
- **Medication Arrangements:** there is no legal duty requiring the Academy to administer medicines. However, the Academy recognises that children with medical needs have the same rights of admission to the Academy and therefore the Academy has produced detailed arrangements for managing this.
- **Moving and Handling:** any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff.
- **Office Safety:** the office is checked to ensure that trailing cables from computers do not cause tripping hazards. Display Screen Equipment assessments will be carried out to ensure that users are not exposed to risks from repetitive strain injury or work related upper limb disorder. The user must be involved in this assessment.
- **Offsite Visits:** suitable and sufficient arrangements are in place in respect to any visits off the Academy premises. All necessary documentation will be completed before a visit takes place and will be scrutinised by the head teacher.
- **Personal Safety:** certain personal safety issues may arise, such as lone working, work affecting new and expectant mothers, young people and volunteers. We will seek to ensure that such issues are appropriately risk assessed, controlled, supervised and managed.
- **Security:** all staff and pupils are to be reminded regularly of the requirement to be vigilant regarding visitors to the academy and to challenge visitors they do not recognise. The academy has a specific policy regarding security.
- **Stress:** all staff are made aware of the need to maintain a balance between work life and home life. School meetings are to be kept to a minimum and stress counselling availability will be made known to all staff. Staff are actively encouraged to support one another and bring any concerns forward to the Head teacher.
- **Training and Information:** training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained.

- **Working at height:** there will be sufficient stepladders or kick stools provided around the academy to prevent staff from using chairs for access to high shelving or putting up displays. Staff will receive basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step will not be stood on, unless it is designed for this, and has a suitable rail to support the user.

This is by no means an exhaustive list and the Head teacher should feel free to introduce further arrangements that adequately cover the Academy's health and safety related processes.

From time to time, the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics. The Head teacher will normally incorporate such codes into this health and safety policy and procedures.

If the Head teacher considers the inclusion of all or any such documents into this policy to be inappropriate, he will be required to demonstrate to the satisfaction of the Employing Body that he has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

The Governor responsible for Health and Safety will have a bi-annual update and safety check around the school with Site manager and Health and Safety representative on the Leadership team.

Latest Review: September 2011