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ISAAC NEWTON  
ACADEMY



**HEALTH AND SAFETY POLICY**

|                             |                 |                               |                              |
|-----------------------------|-----------------|-------------------------------|------------------------------|
| <b>Date of last review:</b> | <b>May 2014</b> | <b>Review period:</b>         | <b>1 year</b>                |
| <b>Date of next review:</b> | <b>May 2015</b> | <b>Owner:</b>                 | <b>COO</b>                   |
| <b>Type of policy:</b>      | <b>Network</b>  | <b>LGB or Board approval:</b> | <b>Board &amp; then LGBs</b> |

**ARK SCHOOLS**  
**Health and Safety Policy**  
**Statement, Organisation and Arrangements**

**This Health and Safety Policy incorporates**

**The Statement of Intent (Part 1)**

- the declared commitment by the ARK Board to the health, safety and welfare of employees, pupils and of other users of their premises

**The Organisation (Part 2)**

- the roles and responsibilities of those entrusted with the management of Health and Safety

**The Arrangements (Part 3)**

- the means by which the management of health and safety is achieved

## ARK SCHOOLS Part 1 – Statement of Intent

ARK Schools is responsible for providing a safe and healthy environment for all the staff it employs, for all pupils in its schools and for other people on ARK Schools premises.

The Board will ensure that all reasonable steps are taken to fulfil these responsibilities within the framework of the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 2003 and other Regulations made under the Act.

To this end, the Board has made each Principal/Headteacher responsible for strategic oversight of each Academy's Health and Safety Organisation and Arrangements on its behalf. Each Academy's Principal/Headteacher is expected to reinforce the Board's intentions on Health and Safety and accepts his or her responsibility for health and safety in their school.

Each Principal/Headteacher has noted the implications of the Corporate Manslaughter and Homicide Act 2007 and the Health and Safety (Offences) Act 2008 and believes that Health and Safety Management systems in their school are in place and adequately rigorous. They will monitor those systems diligently.

The Principal/Headteacher will ensure that their school budgets provide adequate resources to cover planned maintenance of grounds, buildings, plant and equipment in a safe condition and also, so far as reasonably practicable, any emergency action needed to ensure the health and safety of the school occupants.

The Principal/Headteacher will take reasonable steps to bring to the attention of every member of staff that:

- under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work
- they must co-operate with ARK Schools in fulfilling their duties under the Act and supporting legislation as well as under the Academy's Health and Safety Policy and
- they must each read the Academy's Health and Safety Policy, including the statements about the **Organisation** and **Arrangements** through which the requirements will be fulfilled, and sign to confirm that they have done so.

This Statement of Intent will be displayed in staffrooms, on electronic filing systems and intranet, and in the main reception areas.

**Signed:** ..... **Chairman, ARK Schools**

**Dated:** ..... **2014**

**To be reviewed by:** **May 2015**

## **ARK SCHOOLS**

### **Part 2.1– Organisation – General**

#### ***A. Role of the ARK Board***

- To provide Health and Safety leadership
- To ensure all relevant Board decisions reflect the Health and Safety intentions in the Statement of Intent
- To ensure that Health and Safety risk management systems are in place and remain effective
- To ensure that all academies make appropriate financial provision to meet their statutory health and safety obligations
- To receive a consolidated annual report on risk management issues, significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To review the ARK Schools Health and Safety Policy annually

#### ***B. Role of the ARK Central Team***

- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered throughout the network
- To ensure all relevant network decisions reflect the Health and Safety intentions in the Statement of Intent
- To ensure that the necessary advice, resources and support are available to academy Principals/Headteachers including legislation updates
- To receive termly summary reports from Principals/Headteachers on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues
- To receive a consolidated annual report from Principals/Headteachers on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To present a consolidated network report annually to the ARK Schools Board on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To present an annual review of the Health and Safety Policy to the ARK Schools Board

#### ***C. Role of the Local Governing Body***

The Local Governing Body will require the Principal/Headteacher to report on measures being taken to ensure Health & Safety compliance. While statutory responsibility does not pass to the Local Governing Body or any of its members, the Local Governing Body performs a vital role in the monitoring of compliance (and in challenging the academy to ensure that best practice is followed. (A Link Governor may be appointed to maintain oversight of Health & Safety issues on behalf of the LGB).

The Local Governing Body will therefore carry out the following:

- Formally adopt the ARK Schools Health and Safety Policy annually, following approval by the ARK Schools Board
- Monitor how the organisation and procedures are implemented and delivered at the academy
- Ensure that all relevant LGB discussions and decisions reflect the ARK Board's Health and Safety intentions as articulated in the Policy statement

- Receive copies of the two yearly Health and Safety Audit and the annual Fire Risk Assessment reports.
- Receive reports from Principals/Headteachers of significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- Be informed by the Principal, FRD or equivalent or member of the Health and Safety Committee of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate

#### *D. Role of the Principal/Headteacher in all Academies*

- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered at their academy
- To ensure all relevant Academy decisions reflect the ARK Board's Health and Safety intentions as articulated in the Statement of Intent
- To ensure suitable information, instruction and training is available to staff within their academy
- To consult with staff in accordance with the Health and Safety (Consultation with Employee) Regulations 1996
- To receive reports from FRDs/Staff/Safety Representatives of risk management issues, significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To present termly summary reports to ARK Central on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues
- To present a consolidated annual report to ARK Central on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To formally adopt the Ark Schools Health and Safety Policy annually

#### *E. Role of the Health and Safety Committee/Safety Team*

The aim of the Committee/Safety Team will be promotion of co-operation between management and all employees at the Academy in achieving and maintaining a safe and healthy workplace for all users of the premises.

Within that aim the Committee/Safety Team will consider certain specific matters:

- accidents which have occurred since the previous meeting, and remedial action taken to prevent a recurrence
- arrangements of the next inspection of the premises, and matters arising from the previous inspection
- implementation within the Academy of safety instructions/ advice issued by the Health and Safety Adviser
- progress on remedying any specific hazards which may have been identified
- review, on an annual basis, of the content of the Health and Safety Policy and the monitoring of its implementation.

The exact composition of the Health and Safety Committee/Safety Team will be determined by each individual academy but would include members of the Senior Leadership Team and Staff Representatives.

## *F. Role of Staff Representatives*

- to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he represents) and to examine the causes of accidents at the workplace;
- to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- to investigate to make representations to the employer about matters arising out of sub-paragraphs above;
- to make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace;
- to carry out inspections in accordance with the regulations;
- to represent the employees he/she was appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority;
- to receive information from Inspectors in accordance with the Act;
- to attend meetings of safety committees/teams where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.

("Workplace" in this respect means the place or places where the employees represented by the safety representative work or frequent in the course of their work. There is no legal right of access to premises or parts of premises handed over to contractors for work.)

### **Notification of Safety Representative Appointments**

Recognised Trade Unions should notify the Principal/Headteacher of the details of all safety representative appointments and a record of this will be maintained by the Academy.

### **Time off and Facilities for Safety Representatives**

The Academy will grant reasonable paid time off to enable safety representatives to carry out the duties set out above (Safety Representative of each recognised Trade Union and Staff elected Safety Representatives). It will also grant reasonable paid time off, subject to its Trade Unions Facilities Agreement and the 1996 Regulations, to enable Safety Representatives to receive health and safety training.

### **References—**

Section 2(6) of the Health and Safety at Work etc Act 1974

The Safety Representatives and Safety Committees Regulations 1977

The Health and Safety (Consultation with Employee) Regulations 1996

## *G. Role of the Health and Safety Adviser & Fire Risk Assessor*

The Adviser / Assessor will:

- carry out a full inspection of the Academy, annually, and submit a full written report, prioritising the issues identified
- review written procedures (audit)
- provide ARK Central and Academies with up-to-date health and safety information

The Adviser / Assessor will if requested:

- provide in-service training
- carry out risk assessments
- review and advise on safe systems of work

- help draft and advise on policy
- review policy
- arbitrate on health and safety matters

#### *H. Audit and Inspection Schedule*

- Formal Health and Safety Inspection by H&S Adviser - Annually
- Formal Health and Safety Audit by H&S Adviser – Every 2 years
- Formal Fire Risk Assessment by Fire Risk Assessor – Every 5 years
- Formal Fire Risk Assessment review by Fire Risk Assessor – Annually

#### *I. Dissemination of Health and Safety Information*

All relevant information and reports will be made available to staff via the intranet, posted on notice boards or individually as appropriate.

**ARK SCHOOLS**  
**Part 2.2 – Organisation – Academy Specific**

*Responsibility for Management of Health and Safety at Isaac Newton Academy*

Principal  
Finance and Resources Director  
Senior Premises Manager  
Office Manager  
All other Responsible Persons (all employees)  
Employees

**A. Role of the Principal**

- To manage the Health, Safety and Welfare of staff and other persons on the Academy premises, with day to day management delegated to the Finance and Resources Director
- To reinforce the ARK Boards Health and Safety intentions as articulated in the Statement of Intent
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To encourage the active participation of members of staff in improving Health and Safety
- To consult with members of staff on the Health and Safety management system of the Academy
- To inform ARK Central of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate
- To provide a termly report to ARK Central on significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues

**B. Role of the Finance and Resources Director**

- To manage the Health, Safety and Welfare of staff and other persons on Academy premises as directed by the Principal
- To act on behalf of the Principal on all Health, Safety and Welfare issues in relation to external bodies and agencies - HSE, Fire Brigade, Local Authority, Insurance Risk Manager, etc.
- To be responsible for organising the Health and Safety Committee
- To liaise with the independent Health and Safety Adviser
- To arrange whole Academy H&S training, including induction training and specific training for specialist staff
- To arrange Health and Safety audits and inspections as laid down in this policy
- To investigate safety matters raised by staff or students and to take any necessary action
- To consult with the Principal for advice and guidance where her normal executive authority does not allow her to resolve the matter effectively
- To produce, for the Academy, a written Health and Safety Policy, ensuring
  - (i) its implementation
  - (ii) that all members of staff are aware of its contents and fully understand their responsibilities
  - (iii) that training is provided where necessary for Responsible Persons so that they can act with knowledge
  - (iv) that it is monitored and
  - (v) that it is revised as necessary
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To inform the Principal/ARK Central of relevant Health and Safety risk management issues, significant failures, outcomes of investigations as considered appropriate
- To be readily available to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions



- To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time
- To ensure that materials and equipment purchased are safe and without risk to health when properly used
- To encourage the active participation of members of staff in improving Health and Safety
- To consult with staff on the Health and Safety management system of the Academy
- To be responsible for other Health and Safety matters as reasonably requested by the Principal and as indicated in the Organisation and Arrangements contained in this Policy

### *C. Role of the Senior Premises Manager*

- To be responsible for Health and Safety matters as reasonably requested by the Principal and/or FRD and as indicated in the Organisation and Arrangements contained in this Policy
- To monitor the safe maintenance of premises plant, machinery and equipment
- To ensure the safe maintenance and testing of the Fire Alarm as required by law and of the Intruder Alarm
- To ensure the drawing up and implementation of all relevant COSHH and Risk Assessments
- To ensure the H&S arrangements for those staff and students with special medical needs
- To be responsible for the appointment and monitoring of contractors (including in respect of H&S competence)

### *D. Role of Office Manager (Primary and Secondary)*

- To be responsible for Health and Safety matters as reasonably requested by the Principal and/or FRD and as indicated in the Organisation and Arrangements contained in this Policy
- To organise and monitor the administration of First Aid
- To ensure the statutory display of information (H&S poster, H&S Policy Statement, Certificate of Employer Liability Insurance etc)
- To take note of Health and Safety bulletins, instructions, etc., issued from time to time, ensuring that where required these are distributed and maintaining a file of all such material which is readily accessible to all employees
- To keep an up-to-date list of all safety representatives in the Academy, both teaching and support staff and of their training
- To ensure that the circumstances of accidents are properly reported, examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence
- To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect the occupants
- To encourage the active participation of members of staff in improving Health and Safety
- To ensure the co-ordination, drawing up and implementation of all relevant Risk Assessments

### *E. Role and duties of Employees*

- To take appropriate local action to remove or reduce hazards and risks and to avoid ill-health arising from work or work-related activities
- To receive reports of hazards from users of the area and to take steps, so far as reasonably practicable, to remove or reduce them
- To report to the FRD or Principal cases where their normal executive authority does not allow them to deal effectively with a hazard/ risk or where there is any doubt as to the practicability of a

proposed solution and, where necessary, to take appropriate short term measures to maintain safety pending rectification

- To ensure that accidents are reported in accordance with instructions when so directed by the Principal and to establish the facts of any accident
- To co-operate with the Principal in ensuring that staff are aware of the contents of the Health and Safety Policy and any other information necessary on health and safety issues
- To ensure the appropriateness of all Risk, COSHH and Fire Risk Assessments
- To monitor their implementation and to review them
- To provide information, instruction and training on them
- To ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary
- To ensure, within the remit of their responsibilities, that (i) employees new to the Academy are helped to perform their duties in a safe manner, (ii) students are able to work and move about safely in the Academy and (iii) all other persons, visitors, parents/carers and contractors, are so able to do. In particular, to ensure that they have all necessary information on health and safety matters including, for staff, a copy of the local arrangements and the opportunity to read and discuss them before starting work.
- to take reasonable care of themselves and anyone who may be affected by their acts or omissions
- to co-operate with the Academy management in the interests of health and safety, e.g. fire drills, first aid, training

## F. Areas of Responsibility

| <u>Area</u>                                  | <u>Managed by</u>                    |
|--|--------------------------------------|
| 1. Accident Reporting and Recording          | Finance and Resources Director (FRD) |
| 2. First Aid                                 | FRD                                  |
| (a) Accidents involving blood                | Office Manager (p/s)                 |
| (b) Infectious Diseases                      | Office Manager (p/s)                 |
| (c) Administering Medicines to students      | Office Manager (p/s)                 |
| 3. Emergencies                               |                                      |
| (a) Emergency Procedures and Drills          | FRD                                  |
| (b) Evacuation Notices and Signs             | Senior Premises Manager (SPM)        |
| 4. Fire Fighting Equipment                   |                                      |
| (a) Checking                                 | SPM                                  |
| (b) Maintenance/Serviceing                   | SPM                                  |
| 5. Control of Substances Hazardous to Health | HoDs (or equivalent)/ SPM            |
| 6. Electrical Safety                         |                                      |
| (a) Mains                                    | SPM                                  |
| b) Portable Appliances                       | SPM                                  |
| 7. Gas Safety                                | SPM                                  |
| 8. Smoking                                   | Principal                            |
| 9. Display Screen Equipment                  | Office Manager (s)                   |
| 10. Defect and Hazard Reporting              | SPM                                  |
| 11. Health & Safety Information              | FRD                                  |
| 12. Risk Assessments                         |                                      |
| (a) Equipment, activities, etc               | HoDs/ SPM                            |
| (b) New and Pregnant Mothers                 | FRD                                  |
| (c) Fire                                     | FRD                                  |
| 13. Staff duty Rotas                         | Vice Principal (VP)                  |
| 14. Clear Passageway                         | SPM                                  |
| 15. Security                                 | SPM                                  |
| 16. Alarm Systems                            | SPM                                  |
| 17. Intruders                                | FRD                                  |
| 18. Violence to Staff                        | Principal                            |
| 19. Academy Journeys and Outings             | VP                                   |
| 20. Minibuses, Coaches, Driving Permits, etc | FRD                                  |
| 21. Parking                                  | FRD                                  |
| 22. Storage                                  | HoDs /SPM                            |
| 23. Manual Handling                          | SPM                                  |
| 24. Contractors on Site                      | SPM                                  |
| 25. Other Users                              | FRD                                  |
| 26. Water Quality                            | SPM                                  |
| 27. Hiring of Premises                       | FRD                                  |
| 28. Consultation with Employees              | Principal                            |
| 29. Work Experience                          | VP                                   |
| 30. Work Equipment                           | HoDs /SPM                            |
| 31. Asbestos                                 | FRD                                  |
| 32. Work at Height                           | SPM                                  |
| 33. Noise/ Vibration at Work                 | SPM                                  |

**G. Schedule of Reviews and Record-Keeping**

| <b>Task</b>   | <b>Frequency</b>  | <b>Responsible Person(s)</b>               | <b>Comments</b>  |
|---|---|--|--|
| <b>Review</b> of Health and Safety Policy Organisation and Arrangements | Every year and when required                                    | Principal/ FRD                             | New Regulations, Codes of Practice, Academy Policies, etc may have to be added in the interim                            |
| <b>Review</b> of COSHH assessments                                      | Every 2 years or whenever changes occur                         | HoDs (or equivalent)/ SPM/Catering Manager | Central record to be kept by School Office ; all contractors to provide COSHH information, if required                   |
| <b>Record</b> of water quality testing, temperature taking              | As required by the Water Risk Assessment                        | SPM  | Training required for Site Management; log book must be kept   |
| <b><u>Electrical Safety</u></b>   |   |  |  |
| <b>Certification</b> of fixed installations                             | As advised on current Certificate                               | SPM  | Appliances to be categorised for testing according to vulnerability<br><br>Only a Gas Safe registered person can do this |
| <b>Record</b> of maintenance inspections of fixed installations         | As advised  | SPM  |  |
| <b>Record</b> of Portable Appliance Testing                             | 6 mths - 4 yrs depending on usage/ according to Risk Assessment | SPM  |  |
| <b>Record</b> of Gas appliance testing                                  | At least once a year  | SPM  |  |
| <b><u>Fire Safety</u></b>   |   |  |  |
| <b>Record</b> of staff training   | Keep up to date   | FRD  |  |
| <b>Record</b> of nominated persons - "fire marshals"                    | Keep up to date   | FRD  |  |
| <b>Record</b> of Fire Fighting appliances check                         | Weekly  | SPM  |  |
| <b>Record</b> of Fire Fighting appliances maintenance                   | Annually  | SPM  | Contractor carries out   |
| <b>Record</b> of Fire Alarm testing                                     | Weekly  | SPM  | Call points to be tested on a rota basis   |

| Task  | Frequency   | Responsible Person(s) | Comments                                       |
|---|---|-----------------------|--|
| <b>Record</b> of Fire Alarm and Battery back-up maintenance   | 6 monthly   | SPM                   | Contractor carries out                         |
| <b>Record</b> of Emergency Lighting tests   | Monthly   | SPM                   |  |
| <b>Record</b> of Fire Drills  | Termly  | SPM                   | Log time taken, note problems                  |
| <b>Record</b> of False Alarms   | As required   | SPM                   | Note reasons                                   |
| <b>Review</b> of provision  | Annually  | FRD                   |  |
| <b><u>First Aid</u></b>   |   |                       |  |
| <b>Record</b> of Accidents/ Injuries  | As required   | Office Manager (p/s)  | To be tabled at Governing Body' meetings       |
| <b>Record</b> of number of First Aiders and first aid stock   | As required after assessment of needs   | Office Manager (s)    |  |
| <b>Review</b> of provision  | Annually and as required  | Office Manager (s)    | Need for replacement when a first aider leaves |
| <b>Record</b> of training of First Aiders   | Keep up to date   | Office Manager (s)    | Important for arranging re-training            |
| <b>Record</b> of Manual Handling training   | Keep up to date   | SPM/FRD               |  |
| <b>Record</b> of Display Screen Equipment assessments   |   |                       |  |
| <ul style="list-style-type: none"> <li>- designated users</li> <li>- visits to Optician</li> <li>- re-testing</li> <li>- claims</li> <li>- training</li> <li>- review of assessments</li> </ul> | <ul style="list-style-type: none"> <li>Keep up to date</li> <li>As required</li> <li>As advised</li> <li>When necessary</li> <li>When carried out, attendee register</li> <li>On changes and as required</li> </ul> | Office Manager (s)    |  |
| <b>Record</b> of Staff H&S Representatives  | Keep up to date   | FRD                   |  |

| <b>Task</b>  | <b>Frequency</b>                                   | <b>Responsible Person(s)</b>   | <b>Comments</b>  |
|--|--|--------------------------------|--|
| <b>Record</b> of staff H&S Representative training           | On changes   | FRD                            | Union and non-Union representation                     |
| <b>Record</b> of other H&S training                          | Keep up to date                                    | FRD                            |  |
| <b>Record</b> of Young Persons on Work Experience            | Annually   | VP                             | Full details to be kept                                |
| <b>Record</b> of Asbestos visual check of condition          | Termly or more frequently, if considered necessary | SPM                            | Where vulnerable to damage                             |
| <b>Record</b> of journeys, outings, off-site activities, etc | On all occasions                                   | VP                             | Full details to be kept<br>Risk Assessments to be made |
| <b>Record</b> of Risk Assessments                            | Keep up to date                                    | FRD / HoDs/ SPM/Office Manager | Central record to be kept by Office Manager            |
| <b>Review</b> of Risk Assessments                            | Every 3 years and as required                      |                                |  |
| <b>Review</b> of security arrangements                       | Annually and as required                           | FRD/SPM                        |  |
| <b>Record</b> of incidents                                   | Keep up to date                                    | SPM                            |  |
| <b>Record</b> of maintenance of equipment                    | Annually   |                                |  |
| <b>Review</b> of Smoking Policy                              | Every two years or when required                   | Principal                      |  |
| <b>Review</b> of Policy on Special Medical Needs             | Every 3 years or as required                       | VP                             |  |
| <b>Record</b> of students with Special Medical Needs         | Annually or as required                            | VP                             |  |
| <b>H&amp;S Inspection Reports</b>                            | Annually, as scheduled                             | FRD                            |  |
| <b>H&amp;S Audit Reports</b>                                 | Every 2 years                                      | FRD                            |  |
| <b>Record</b> of all visitors on Academy Premises            | Every occasion                                     | Office Manager/ SPM            | Contractors should check in and out, recording times   |

**ARK SCHOOLS**  
**Health and Safety Policy**  
**Part 3 - Arrangements**

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## **1. Accident Reporting and Recording**

Whilst not wishing to alarm parents, it is possible for a student to have an accident which needs urgent professional attention by a doctor, dentist or at a hospital.

If such an occasion arises, the staff will make every endeavour to contact the parent(s)/carer or a named relation, friend, for that person to take the responsibility for any subsequent treatment.

In the unlikely event that no one can be contacted, the parent will need to have given prior permission for the staff to act appropriately for the good of the student. It is therefore necessary for the Academy to have such a form for every student, signed by the parent.

An Accident Reporting Book will be kept of all accidents and incidents no matter how minor.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**

#### **See summary at Appendix A**

In the case of a **notifiable (to the HSE under RIDDOR) accident**, disease, etc, if advice is needed, the Health and Safety Adviser can be contacted, by telephone, immediately or, in the case of accidents necessitating absence from work for more than 7 days, at the earliest possible moment, by the **Office Manager**. An investigation may be required.

It is a legal requirement to inform the Health and Safety Executive and the deadline for reporting over 7 day injuries is 15 days.

To make a report, go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). A telephone service can be used to report fatal and major injuries only – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

#### **Accident Reporting form**

All **reportable accidents** (including **notifiable accidents**) as described on the Accident Reporting form which is kept by the **Office Manager**, must be recorded on the Academy Accident Reporting form.

A record must be kept in the Personnel file for staff and in their file, for students.

In the event of an accident or other occurrence (e.g. an epileptic fit) a First Aider should be contacted to deal with the situation. The **First Aider** will be responsible for recommending that an ambulance is called, if the need for one is not obvious, or that the injured person is taken to hospital.

All **non-reportable** accidents, i.e. minor and treated with First Aid, should be entered in the First Aid log book.

## **2. First Aid**

See Guidelines for First Aiders

### **(a) Accidents involving blood**

#### **See guidelines at Appendix B**

Accidents involving blood, e.g. cuts, nose bleeds, etc carry the danger of Hepatitis B and HIV (AIDS). The procedures described in Appendix B should also be followed for the cleaning up of other bodily products as well as for blood.

**A record must be made of the incident**

### **(b) Infectious Diseases**

Any suspected infectious disease should be reported to the **Office Manager** who, if necessary, will seek medical

advice from a doctor, the local authority or the Health Protection Agency.

### **(c) Administering medicines to students**

See Procedures at Appendix C

The Academy undertakes to make appropriate arrangements for students with special medical needs either to keep safe and have access to their medication and/ or to administer it when necessary.

## **3. Fire Safety Regulatory Reform (Fire Safety) Order 2005**

### **(a) Procedures and Drills**

**See Emergency Procedures at Appendix D**

All staff, students, contractors and visitors are required to evacuate the building on the sounding of the fire alarm or other instruction and to follow the procedures laid down. A record of all drills will be kept by the **Senior Premises Manager**.

The **FRD** in conjunction with the **Principal** is responsible, for ensuring that drills take place as required and that all fire-related (i) procedures are implemented (ii) systems are set up, documented and operating and (iii) equipment maintained and serviced.

Emergency Procedures will be drawn up for the evacuation of students and staff with disabilities and special needs.

The **Senior Premises Manager** is responsible for ensuring that (i) the Fire Alarm is test-sounded once a week and records kept (ii) Escape Routes are unobstructed (iii) Call Points (break glasses) and Fire Fighting equipment are accessible at the start of each day (iv) Fire Exit mechanisms work efficiently on a weekly basis (v) Emergency Lighting is checked on a monthly basis and (vi) Fire Escapes are in a safe condition at the start of each term.

### **(b) Evacuation Notices and Signs**

Emergency exit signs indicating the route out of the building are displayed. The **Senior Premises Manager** is responsible for ensuring that notices and signs are always displayed and renewed where necessary.

## **4. Fire Fighting Equipment**

It is the responsibility of the **Senior Premises Manager** to check continually that fire fighting equipment (extinguishers, hoses, blankets) have not been, in any way, tampered with or damaged. The **Senior Premises Manager** is responsible for ensuring that the equipment is serviced annually and will keep records of the service checks.

From time to time the **FRD** will undertake a review of the changing needs of fire fighting provision in conjunction with the **Senior Premises Manager** and will instruct an audit of the equipment.

## **5. Control of Substances Hazardous to Health (COSHH)**

**See Guidelines at Appendix E**

Where potentially harmful substances are used COSHH assessments must be carried out.

The responsible person in every area of the Academy which uses such substances must ensure that

- the hazardous substance is identified
- the risk is identified
- it is assessed
- eliminate/ avoid it or substitute with a safer substance
- control measures are introduced
- documented
- implemented
- monitored and reviewed

- any necessary training is provided

In Science and Design Technology assessments are documented in the CLEAPSS Handbook. Teachers and Technicians must follow/ adapt these and draw up assessments where they are not provided by CLEAPSS.

Students must be informed of the risks they will encounter, and how to minimise them, in doing experiments and carrying out work in these curriculum areas.

Hazardous substances will not be used in the teaching of infant students.

The **Senior Premises Manager and Heads of Department** are responsible for ensuring that the COSHH Assessments are carried out, implemented and reviewed.

## 6. **Electrical Safety**

**See Summary at Appendix F**

The Academy complies with the Electricity at Work Regulations 1989.

The **Senior Premises Manager** is responsible for the arrangement of the required inspections, testing and certification of mains installations in accordance with the Regulations and as advised by the engineer.

The **Senior Premises Manager** is responsible for the testing of all portable appliances in accordance with the Regulations. The Responsible Persons have to ensure that safety checks and safe practices are carried out.

## 7. **Smoking**

Under the Smoke-Free Premises, Places and Vehicles legislation contained in the Health Act 2006, smoking is prohibited in any part of the workplace which is “substantially enclosed”. The Academy prohibits smoking in any part of the premises, open or enclosed. Any breach of this instruction will be taken very seriously by the Academy management. Any member of staff who would like help to stop smoking should speak about this to their Line Manager.

## 8. **Display Screen Equipment**

**See Criteria and Procedures at Appendix G**

**Designated display screen users** are entitled on request to an eye and eyesight test by a qualified Optometrist/ Ophthalmic practitioner at the employer’s expense.

If prescribed, basic corrective appliances (spectacles) for use at work because of working at the computer, are also provided at the employer’s expense. **The FRD** will provide the necessary information.

Every member of staff who is a ‘designated user’ will undertake a self assessment. If required, a further assessment will be undertaken by a “competent person”.

**See attached Risk Factors and Guidance on workstation provision at Appendix H.**

## 9. **Defect and Hazard Reporting**

It is the responsibility of every employee and other persons using the Academy to report, immediately, any situation which has the potential for harm so that action can be taken to rectify the problem.

If there is immediate danger, steps should be taken, as required, to reduce the risk whilst help is sought from the **Senior Premises Manager or FRD** . For less urgent matters, please report these using the request for maintenance form within the Staff Handbook.

## 10. **Information on Health and Safety**

All Health and Safety information which advises safe working practices will be made available on the Intranet, staffroom notice board and be available from the **FRD** . Advice can be sought from the Health and Safety Adviser. This should be done through the **FRD**. Any member of staff has the right to seek and to have independent advice on matters which may affect their health, safety or welfare. Union or Staff H&S reps will

also provide information to all members of staff.

New staff will be briefed through the induction programme on health and safety matters.

All staff must inform themselves of the contents of the Academy's Health and Safety Policy document and familiarise themselves with the arrangements contained therein and especially with those safe systems which advise their daily working activities. They are required to acknowledge that they have read it.

Students and other users of the premises will be given basic instructions and information on health and safety, especially with reference to First Aid, Accident Reporting and Fire Safety.

Contractors will be expected to familiarise themselves with the Academy's requirements for safe working on site, especially where students and staff might be affected by the work processes, and implement them.

All Health and Safety Audit and Inspection Reports will be made available to every member of staff. They will be required to address any issues contained in the report for which they are responsible.

## **11. Risk Assessments**

Under the **Management of Health and Safety Regulations 1999**, any activity identified as constituting a **significant** (medium/high level) risk to the health and safety of employees or other users (students, contractors, parents, visitors), has to be assessed and control measures devised, documented and implemented - if the activity itself cannot be discontinued or substituted by a safer one. It should be monitored and reviewed.

If the risk is **minimal** (low level) it should be noted as such, and the activity should be monitored. No documented system is required unless and until some relevant change occurs and alters the level of risk (to **significant**).

A Risk Assessment will be completed, for any potentially harmful plant, machinery, equipment, activity, substance, product, material, etc by all persons who are responsible for areas (teaching and non-teaching) where such risks are identified.

The **FRD, Heads of Department and the Senior Premises Manager** are responsible for ensuring that the Risk Assessments are carried out and reviewed as appropriate and required.

### **(a) Equipment, activities, substances, etc**

All equipment, machinery, activities, etc which could cause significant harm or injury to children or staff have to be systematically assessed.

**See example at Appendix I.**

### **(b) New and Pregnant Mothers**

**See information at Appendix J**

The Academy has a duty of care towards members of staff who are pregnant. Risk assessments will be reviewed when necessary to ensure that women of child-bearing age, pregnant or breast feeding, are not put at greater risk than normal in the course of their work. The **FRD** will ensure that the necessary risk assessments are carried out.

### **(c) Fire**

The **FRD** is responsible for ensuring that the Fire Risk Assessment is reviewed annually.

## **12. Breaktime Supervision Rota**

This is displayed on the staffroom notice boards and is regularly reviewed

## **13. Clear Passageway**

All access and egress into, out of and through the buildings must be maintained at all times, in corridors and in classrooms - to allow safe evacuation and access in an emergency and to avoid accidents by tripping.

All doors on escape routes and final exit doors must be kept clear and unlocked during occupation of the buildings.

**This is the responsibility of all staff, particularly within teaching and teaching related areas, as well as of the Senior Premises Manager in common areas.**

#### **14. Gas Safety**

The requirement for maintenance (as required) and servicing (annually) will be carried out by contractors. The arrangements for this is the responsibility of the **Senior Premises Manager**.

In the event of an emergency involving gas, the relevant part of the Emergency Evacuation Procedures will be put into operation.

**See Procedures at Appendix D**

#### **15. Security**

The **Senior Premises Manager** is responsible for ensuring that the Academy is secured at the end of the day and the intruder alarm set.

Keyholders will be called out by the police in the event of the alarm being activated

It is every member of staff's responsibility to ensure that he/ she takes the necessary measures to make safe the materials and equipment in his/her care.

Keys, bags, passes etc., should not be left unattended

- Lost keys should be notified immediately to the FRD
- Any lost or stolen valuables should also be reported immediately
- The police should be informed of any thefts and the crime number noted
- Found keys or valuables should be handed into the school office
- The FRD, Senior Premises Manager or senior member of staff should be notified immediately if anyone is seen acting in a suspicious way.

#### **16. Alarm Systems**

The **Senior Premises Manager** is responsible for making certain that all alarm systems (fire and intruder) are regularly serviced and tested.

The fire alarm is tested on a weekly basis by **Senior Premises Manager** to ensure that the warning systems function properly. If any member of staff finds that an alarm does not sound or does not sound loudly enough, the defect should be reported immediately to the **Senior Premises Manager**.

#### **17. Intruders**

In the event of a member of staff encountering a person who appears to have no legitimate reason for being in the Academy, (s)he should politely and unthreateningly ask that person to leave the premises or go to the School office where the **Senior Premises Manager** will be called. If the intruder is not co-operative help should be sought from the **Senior Premises Manager**, FRD or senior member of staff. As a last resort the Police should be called.

No effort should ever be made to touch or forcibly remove an intruder from the Academy.

It is important that a record of these incidents is kept.

#### **18. School journeys and Off-site Activities (including Adventure/ Outdoor Activities)**

**See the Academy's Educational Visits Policy**

The Academy Management is aware of their responsibility in organising off-site activities and the need for student safety. The Academy's policy and procedures will be followed when arranging such activities.

The Vice Principal is responsible for the safe organisation and management of Off-site Activities

#### **19. Minibuses, Coaches and Driving Permits**

**See the Academy's Educational Visits Policy (separate document)**

#### **20. Parking**

The **Senior Premises Manager** is responsible for safe parking arrangements. Parking is only allowed in designated parking bays. The **Principal** is ultimately responsible but there is also a Senior Management collective responsibility for the safety of students and others at the start and end of each day - when they are entering and exiting the premises. The Workplace Regulations (as amended) require wherever possible the separation of vehicles and pedestrians.

#### **21. Storage**

**See guidelines at Appendix K**

Many accidents are caused by unthought-out and haphazard storage arrangements. There is a risk of injury from lifting, tripping, stretching and falling equipment.

#### **22. Manual Handling**

**See also individual Risk assessments**

Any members of staff who lift and carry as an integral part of their job (e.g. site management/ grounds maintenance personnel) will receive training in manual handling. No one else is required to carry out manual handling tasks other than those which ordinarily come within the remit of their work. However, any members of staff who may, on occasions, choose to lift and carry loads greater than those ordinarily associated with their work, will receive training either because they have been identified by their **line manager** as being at risk or because they, themselves, requested it.

Staff are advised not put themselves at risk of injury and are not expected, unless it is in their job description, to lift or carry, except as described above. If there is any doubt about the risk involved, a risk assessment should be requested by the member of staff or their line manager. The **Office Manager** will arrange for this to be done. As a final resort a contractor will carry out the task, if it is assessed to be beyond any individual's physical capabilities.

Where a mechanical means of lifting and carrying has been provided it should be used

#### **23. Contractors on Site**

Contractors are required to comply with all Health and Safety arrangements in the Academy particularly in respect of Fire Safety and Emergency Procedures. These will be brought to their attention at the outset of the contract. A Code of Practice (see separate document from the **FRD**) containing issues such as Scaffolding, Noise, Asbestos, Paint Stripping will normally be addressed at the tendering stage.

Contractors will be expected to comply with a Code of Behaviour whilst on the Academy premises.

#### **24. Other Users**

Other users of the premises will have a copy of appropriate parts of this Policy (from the **FRD**) and are required to co-operate with the arrangements contained therein insofar as they affect their health, safety and welfare and that of other occupants of the Academy. Conversely, other users will provide the Academy with a copy of their Policy so that the Academy can assess its appropriateness and relevance to the environment as well as co-operate with them with regards to health, safety and welfare.

#### **25. Water Quality**

**See attached Summary of the Approved Code of Practice - Prevention or Control of Legionellosis at Appendix**

## L

The **FRD** is responsible for ensuring the quality control of the water contained within the different buildings. The **Senior Premises Manager** will ensure that the water risk assessment is implemented, the water quality maintained and records kept.

### 26. Consultation with Employees

The Academy will follow the requirements of these Regulations and will decide annually on the process for consultation. Consultation will be either through Line Management, staff briefings and electronic communication and on a personal level wherever required.

**See Summary of Regulations at Appendix M**

### 27. Work Experience

**See Summary at Appendix N**

The Academy will follow the requirements of these Regulations for young persons offered work experience in the Academy or for young persons from the Academy on a work experience placement. This is the responsibility of the **the Principal**.

### 28. Provision and Use of Work Equipment Regulations 1998 (PUWER)

The Academy will comply with the requirements of these Regulations, ensuring that equipment, tools, etc are purchased with a view to safety, suitability for purpose, maintained in a safe condition and serviced as advised by the supplier or manufacturer. Records of maintenance and services will be kept where appropriate.

**See summary at Appendix O**

### 29. Lifting Equipment and Lifting Operations

The Academy will comply with the requirements of these Regulations.

**See summary at Appendix P**

### 30. Asbestos

No Asbestos is present in the Academy

**See further information at Appendix Q**

### 31. Work at Height

**See Premises Management Risk Assessments**

The generic Risk Assessment gives a basic indication of the control measures which have to be implemented for working safely at a height. Nonetheless, a specific risk assessment has to be carried out whenever anyone is working at any height, i.e. above ground/ floor level. The higher and more difficult the height, conditions and task the greater the risk and need for the assessment. All staff are required to discuss the working at height activity with their line manager, if they have any doubt about the risks in the task. **They must not put themselves at risk by undertaking a task which puts them at greater risk than normal.**

Management will ensure that all the necessary equipment is safe and available before allocating a task at height.

### 32. Noise/ Vibration

Risk assessments will be undertaken whenever the use of any equipment is considered to be a risk to the health of an operative through noise levels or vibration. All equipment will be purchased with a view to ensuring minimum risk to the users. The risk assessment will indicate the control measures and possible health surveillance which the Academy will undertake in respect of any operative undertaking work with such equipment and which may cause damage to their hearing or physically otherwise due to noise or vibration.

The assessment will be arranged by the **Responsible Person**

**See Noise and Vibration Risk Assessment Forms at Appendix R and S respectively**

**33. Health and Safety Training**

Staff will be given the opportunity to attend relevant Health and Safety training . Where the training is necessary for the individual to do the job safely, the employee must not carry out the task before the training has been successfully undertaken.

**34. Health and Safety Checklist**

The **FRD** will require staff to carry out a Health and Safety check of their area from time to time using the Checklist at **Appendix T**



**Health and Safety Policy - Acknowledgement by Staff**

Under the Health and Safety at Work Act, a copy of the Academy’s Health and Safety Policy has been made available for you to read. The following is issued as guidance in respect of your main responsibilities.

You are requested and are expected to

- (i) adhere to all reasonable instructions regarding health and safety, safe systems of work and risk assessments
- (ii) develop a personal concern for your own safety and that of others working alongside you
- (iii) be aware that you are working with young people to whom you owe a duty of care, hence an extra need for safety
- (iv) use the correct utensils and equipment for the job
- (v) avoid any improvisation which will entail unnecessary risk
- (vi) ensure personal protective equipment, where used, is kept in good condition
- (vii) report defects in the premises, utensils and equipment
- (viii) report any personal accident or injury and see that it is recorded in the accident book
- (ix) report any known hazard

**I acknowledge that I have read the Health and Safety Policy, have understood the contents and will do all that is reasonably practicable to comply with it\***

|                                  |  |
|----------------------------------|--|
| <b>Signature</b>                 |  |
| <b>Name<br/>(Block Capitals)</b> |  |
| <b>Position</b>                  |  |
| <b>Date</b>                      |  |

**Please return to the Finance and Resources Director**

**\*This may be signed on the intranet**

## References

- (i) The Health and Safety at Work etc Act 1974
- (ii) The Environmental Protection Act 1990
- (iii) Construction (Design and Management) Regulations 2007
- (iv) The Control of Asbestos Regulations 2012
- (v) The Control of Substances Hazardous to Health Regulations 2002
- (vi) The Corporate Manslaughter and Homicide Act 2007
- (vii) Health and Safety (Offences) Act 2008
- (viii) Prevention or Control of Legionellosis - Approved Code of Practice (L8 2013)
- (ix) The Electricity at Work Regulations 1989
- (x) The Noise at Work Regulations 2005
- (xi) The Work at Height Regulations 2005
- (xii) The Health & Safety (First Aid) Regulations 1981
- (xiii) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- (xiv) The Management of Health and Safety Regulations 2003
- (xv) The Workplace (Health, Safety and Welfare) Regulations (as amended) 2002
- (xvi) The Manual Handling Operations Regulations (as amended) 2002
- (xvii) The Display Screen Equipment Regulations (as amended) 2002
- (xviii) The Personal Protective Equipment at Work Regulations (as amended) 2002
- (xix) The Provision and Use of Work Equipment Regulations (PUWER)
- (xx) The Safety Representatives and Safety Committees Regulations 1977
- (xxi) Health and Safety (Consultation with Employees) Regulations 1996
- (xxii) Activity Centres (Young Persons' Safety) Act 1995
- (xxiii) The Adventure Activities Licensing Regulations 2004
- (xxiv) Safety Signs and Signals Regulations 1996
- (xxv) The Regulatory Reform (Fire Safety) Order 2005
- (xxvi) Health and Safety of Pupils on Educational Visits 1998 (D/EE - Reference only)
- (xxvii) Managing medicines in Schools and early years settings (DfES/Department of Health, 2005)
- (xxviii) Lifting Operations & Lifting Equipment Regulations 1998 (LOLER)