



Health and Safety Policy

Abbreviations

The following are used in the policy:

AfPE	Association for Physical Education
COSHH	Control of Substances Hazardous to Health
DATA	Design and Technology Association
DSE	Display Screen Equipment (Computers)
H&S	Health and Safety
HSE	Health & Safety Executive (enforcing body for health and safety legislation in schools.)

CONTENTS

General Statement

Preamble
Statement of Policy

Organisation

Governors
Principal
Senior Managers
Employees (General)
Site Staff & Cleaners
Volunteer Helpers
Students
Academy Structure & Lines of Communication

Arrangements

Accident/Incident recording/reporting
Asbestos
Contractors on Site
Consultation with Employees
Competency
E-safety
First Aid
General Maintenance Arrangements
Infectious Diseases
Risk Assessments
Safeguarding
Academy Trips
Transport
Wellbeing

GENERAL STATEMENT

Preamble

This policy is produced in respect of Wellacre Academy. It is reviewed regularly and informed by a risk assessment process and statutory legal guidance.

Statement of Policy

The Academy recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice to the generality of the above the Academy will ensure, so far as is reasonably practicable, that:

- ◆ Plant, equipment and systems of work are safe and without risks to health.
- ◆ The handling, storage or transport of articles and substances will be safe and without risk to health.
- ◆ Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the Academy.
- ◆ The site is maintained in a safe condition and without risks to health.
- ◆ Access to and egress from the site and to all places of work on site are maintained in a condition that is safe and without risks to health.
- ◆ A working environment is provided that is safe and without risks to health.
- ◆ There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

The persons with specific responsibilities for H&S are identified in Part 2 of this policy and the arrangements implemented to meet the above requirements are as detailed in Part 3 of this policy.

ORGANISATION

Governors

The Academy's governors will ensure that:

- ◆ The Principal produces a H&S policy for approval by the Resources Committee of the governing body and that this policy is regularly reviewed;
- ◆ Risk assessments of work activities are undertaken and a written record of the assessments kept by Leaders of Faculty.
- ◆ Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- ◆ Regular safety inspections are undertaken;
- ◆ A positive H&S culture is established and maintained.

Principal

The Principal will ensure that:

- ◆ An Academy H&S policy is produced for approval by the Resources Committee of the governing body and that the policy is regularly reviewed and revised as necessary;
- ◆ Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly which will be bi annually in November and May when they are no longer felt to be valid.
- ◆ Safe systems of work, identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective;
- ◆ Information and advice on H&S is acted upon/circulated to staff and governors.
- ◆ A regular safety inspection is undertaken by Health and Safety Partners.
- ◆ Termly reports are provided to the Academy governors on health and safety issues/concerns via The Resources Committee.
- ◆ Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely.

Leaders of Faculty and Senior Leaders

Leaders of Faculty and Academy Leadership will ensure:

- ◆ Ensure that H&S is a standard item on the agendas of Area/Departmental/Faculty meetings.
- ◆ Include H&S considerations in their Improvement Plans
- ◆ Ensure that H&S requirements, e.g. staff training, provision of Personal Protective Equipment (PPE), are adequately catered for in the Department/Faculty budget or brought to the attention of Principal/Governors as appropriate; and
- ◆ Ensure that staff are made aware of H&S information relevant to them and have access to the H&S publications provided or referred to as standards.

Employees (All)

All employees must:

- ◆ Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- ◆ Report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person;
- ◆ Not misuse anything provided for health and safety purposes;
- ◆ Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- ◆ Co-operate with management in respect of complying with H&S requirements.

Site Staff and Cleaners

Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies.

Volunteer Helpers

Have the same duties as those indicated for employees.

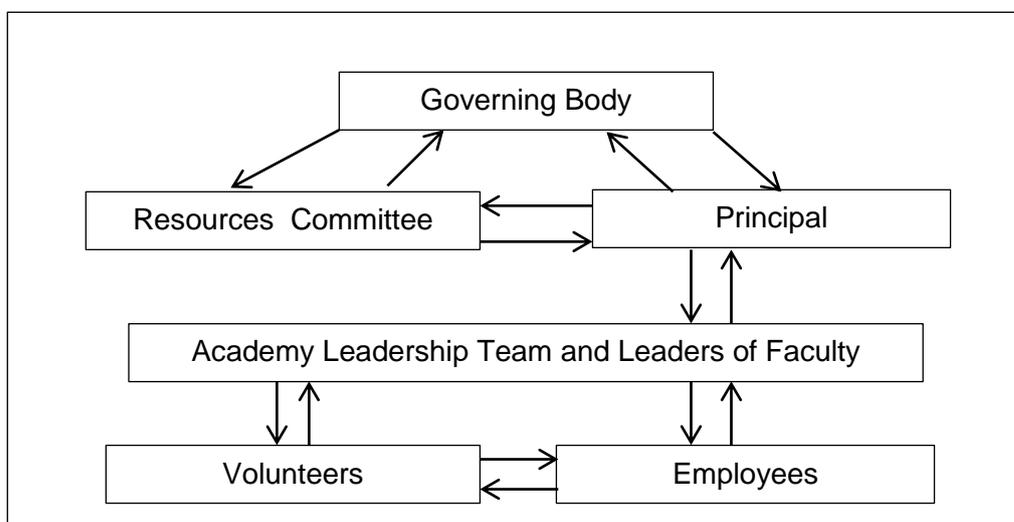
Students

(Although students are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, Academies will have expectations as to what is appropriate behaviour.)

Students are expected to:

- ◆ comply with Academy rules relating to behaviour as laid out in the behaviour policy;
- ◆ take note of and comply with information provided for safety with regards activities undertaken;
- ◆ in cases of emergency to remain quiet, listen and obey instructions given by staff; and
- ◆ not to misuse anything provided for H&S reasons.

Academy Structure and Lines of Communication



ARRANGEMENTS

The following arrangements have either been established through risk assessment at Academy level or are national standards. Each Department/Faculty will produce a supplemental policy covering the organisation and specific arrangements within their Department/Faculty as necessary and these will be kept with leaders of Faculty/Departmentally.

General Arrangements

Accident/Incident Recording/Reporting

- ◆ **STUDENTS** – All accidents to students involving injury are to be recorded. This will initially be by using the Incident/Accident reporting form, which is kept in the main office.
- ◆ **STAFF** – All accidents to staff are to be recorded and this will be done by immediately inputting information on The Accident Reporting form.
- ◆ **VISITORS** – All accidents to visitors other than students are to be recorded and this will be done by inputting information in the accident book.
- ◆ **NEAR MISS INCIDENTS** – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, will be reported to the Principal who will then decide if it needs to be reported. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

See attached Incident/Accident Reporting Forms and Flow Chart Guidance.

Asbestos

The school Asbestos Management Plan (AMP) is kept by the Site Manager / Academy Business Director. Any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

NB: Do not assume there is no asbestos present.

Contractors on Site

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

Service Contractors

Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying what work is expected of them and what they can expect from the Academy.

Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, students and other visitors on site. The Academy will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will also be provided to them.

Building Contractors

These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

- ◆ slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- ◆ being hit by falling objects dropped by persons working above head height;
- ◆ inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- ◆ coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and students have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

Small Scale Building Works

This will include day-to-day maintenance work and all work undertaken on site **where a pre site meeting has not taken place.**

All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the ***Principal/Business Director/Site Manager.***

Before any work is commenced, it is essential that the ***Principal/Business Director/Site Manager*** is made aware of;

- ◆ what work is to be undertaken,
- ◆ where the work is to be carried out,
- ◆ an indication of the likely timescale,
- ◆ what equipment is to be used,
- ◆ what services are required.

Before work is to commence, the contractors must be advised by the ***Principal / Business Director / Site Manager;***

- ◆ where they can gain access to services,
- ◆ what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the ***Science Annex Carpark***
- ◆ any particular problems with the work, e.g. access may still be required to the area.

The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site.

The contractors must be advised who to contact on site if they have a problem.

Large Scale Works

This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the Academy must exercise the duties of the Client as contained therein.

For all large scale works a pre meeting will take place and the **Principal / Business Director / Site Manager** will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when the Academy is unoccupied wherever possible), access requirements, emergency access requirements, etc.

Consultation with Employees

The Academy complies with the H&S (Consultation with Employees) Regulations 1996 by:

- ◆ having H&S as a standard item on the agenda of all Resources Committee meetings;
- ◆ circulating any health and safety notifications to all staff through the weekly bulletin as the need arises.

Competency

All staff appointed are considered to be competent to perform the tasks they are given. Specifically with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of work situations, e.g. teaching a class of students.

For each job/role basic competency requirements are included in the job description but for health and safety the Academy has a list of items that need to be covered at induction such as Fire Assembly Points and Accident Reporting.

Training requirements are identified through the risk assessment of all departments and functions across the academy.

E-Safety

The school has a separate policy for E-safety. The policy indicates there is a whole Academy approach to E-safety and details the way ICT facilities can and cannot be used by the networks users.

First Aid

The Academy will aim to exceed the basic recommendation for first aiders, which is for two persons to have a first aid at work certificate, and a list of staff who hold a first aid at work certificate is on notices displayed around the Academy or available from the office. First aid provision is risk assessed and adapted/reviewed accordingly on a regular basis.

Following an Accident

In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialling 999 and asking for an ambulance**. In cases involving students, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries to students that are less serious but still of concern, e.g. sprains, strains, cuts etc. the student will be asked if parents/guardians should be contacted or if they feel fit enough to stay in the Academy.

NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised.

Recording

Any accident where first aid is administered to students is to be recorded on the Accident/Incident Reporting Forms and kept on file.

First Aid Boxes/Materials

First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site.

Injuries Involving Bleeding

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept **next to** the first aid box. All injuries involving bleeding should be referred to trained first-aiders at the pupil services office.

Maternity

Specific risk assessments are carried out on known expecting mothers.

General Maintenance Contracts

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.

Electrical Installation

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the electricity at Work Legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

Fire Extinguishers

Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are checked, by the **site staff**, to ensure that they are in position and that the pins are in place.

Portable Electrical Equipment

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. They are checked annually by an external provider usually during the Summer Holiday period.

Infectious Diseases

The Academy follows the national guidance produced by the Health Protection Agency.

Risk Assessments

The Academy risk assessment process is on-going. The Academy appoint a specialist adviser (Safety2Business) to support the risk assessment process supporting the Principal and Business and Finance Director with the strategic overarching health and safety and risk requirements of the Academy and specifically supporting department leaders ensuring that meaningful, up to date risk assessments are produced and acted upon with mitigations and reviewed as necessary.

Computer Workstation Assessments

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' for the workstation(s) where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations. (See H&S Manual for Schools, page 1.175.)

If staff have any questions on DSE they should initially speak to their line manager or Head of Department/ Faculty who will refer the matter on to the Business Director if unable to resolve it.

Fire

A fire risk assessment is undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire.

Fire order based on the outcomes have been produced and these are as displayed, whilst fire drills are carried out three times a year, once in each term.

NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

Bomb Threats and Emergency Evacuations/In-vacuations

Procedures for handling bomb threats are distributed to the relevant staff who might receive such calls. The overarching advice is to stay calm and listen whilst taking as many notes of the conversation as possible, keeping the person on the telephone. All incidents will be referred to the Principal in the first instance (or in her absence the Vice Principal or BFD) who will decide on the best course of action and notify the police in all instances.

The Principal (or her deputy in her absence) will decide on the appropriate course of action in the event of the need for an evacuation of in-vacuation which will depend on the circumstances. An evacuation may not always be the appropriate response to a threat. Police advice would be sought wherever possible.

Hazardous Substances

The requirement to assess hazardous substances either in use or created by Academy operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The records of the risk assessments carried out are kept in specific COSHH assessment files in relevant Areas/Departments/Faculties or in the standards followed, e.g. CLEAPSS documentation for both Science and Technology.

If staff have any questions on hazardous substances these should be raised with line managers or the Head of Faculty.

Manual Handling

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.

All staff must ask themselves the question when considering undertaking any manual handling operation **can I move the objects where I need to safely and without risks to health?** Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.**

Training will be provided to all staff whose role includes manual handling.

Noise

The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise assessment in the Academy has identified areas with a high level of machinery as potentially exceeding the noise levels as well as Music. The Leaders for those Areas/Departments/Faculties have introduced noise reduction measures as appropriate.

If staff have any questions on Noise levels they should initially speak to their line manager or Leaders of Faculties who will refer the matter on to the Principal if unable to resolve it.

Security

The Academy site has been assessed and security issues are regularly reviewed.

If staff have any questions on Security they should initially speak to their line manager or Leaders of Faculty who will refer the matter on to the Principal if unable to resolve it.

Water Assessment

An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaires disease.

Workplace

An inspection of the workplace, buildings/grounds, has been undertaken against the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The Academy also undertakes regular inspections, 3 times a year, to proactively identify defects with the workplace.

Work at Height

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a work at height assessment. **Training will be provided to all staff whose role included working at height.**

Safeguarding

The Academy has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy, a copy of which is kept in the Principal's office and is available through the Staff Intranet.

Lone Working

There will be occasions when staff are working alone in their role or isolated in a section of the Academy building. All staff should consider their own lone working arrangements and ensure that AT ALL TIMES there is a colleague who knows their whereabouts and plans. Some roles are specifically risk assessed for lone working.

Work Experience

The Academy has a separate policy for work experience for students. All students will be 'self-placed' where possible (placements usually arranged through parent or carer). ALL placements will have the relevant insurance and policies as per HSE guidance.

Wellacre welcome relevant placements of other students to the Academy and will ensure that health and safety is considered and each placement is risk assessed and supervised appropriately.

Academy Trips

A separate Academy trips policy has been produced and this is kept with the Academy Business Director .

Transport

One of the following options will be used.

- ◆ Staff transport students/equipment in the Academy minibus or a minibus hired in for the purpose.
- ◆ Transport and driver are hired in from a reputable source. This is the usual practice for Academy trips and some Sports fixtures.
- ◆ The parent(s)/guardian(s) of the students are advised of the venue and time of activity and that their son(s)/daughter(s) are required to be there at that time.

Wellbeing

The wellbeing of staff is seen as an integral part of the Academy's H&S responsibilities. The Governing Body and Principal have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole. The Academy have a separate Wellbeing Policy.

All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Principal or line manager. Sickness absence or health concerns will be dealt with under the sickness absence policy.

The Governing body endorses the principals set out in the HSE's Management Standards as a framework to support staff wellbeing.

Employees have access to the Employee Assistance Programme for advice and support for wellbeing by telephoning 08000 856 148 or visit the website at;
www.educationsupportpartnership.org.uk/onlinesupport

Referrals to Occupational Health will be made in agreement with members of staff to support their wellbeing, particularly in relation to medical conditions affecting their work.