



# Holbrook Academy

## Health and Safety Policy

<b>Date Approved</b>	Quality and Monitoring Committee	
	Governing Body	8 <sup>th</sup> July 2015
<b>Signed</b>	Tim Fenton Chair of Governors	
<b>Minuted</b>	8 <sup>th</sup> July 2015	
<b>Date of Next Review</b>	Quality and Monitoring Committee	Summer 2017
	Governing Body	

This policy has been authorised by the Governors, is addressed to all members of staff and volunteers at the main Academy and at the Sports Centre. It is available to parents on request from the Academy Office and is published on the Academy's website. We also inform parents and carers about this policy when their children join our Academy and through our Academy Newsletter.

This policy takes account of the Academy's public sector equality duty set out in section 149 of the Equality Act 2010. It can be made available in large print or other accessible format if required. It applies wherever staff or volunteers are working with pupils even where this is away from the Academy, for example at an activity centre or on an educational visit.

## **1. GENERAL**

- 1.1 The Academy, (which includes the Peninsula Sports Centre), is dedicated to providing a safe and healthy working environment for the health, safety and welfare of students, staff, visitors and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with the Academy.
- 1.2 The Academy will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document and other safety precautions put in place by the management and governing body cannot prevent accidents but will instill the adoption of safe methods of work and good practice.
- 1.3 The Headteacher, Governors and senior staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and pupils must be aware of their own and others' personal safety, and in any of the Academy's activities, both on and off site.
- 1.4 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.
- 1.5 The Academy takes into account a proportionate response to health and safety risks in accordance with the Department for Education's advice:
  - a. Students should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not to stop them.
  - b. It is important that students learn to understand and manage risks that are a normal part of life.
  - c. Common sense should be used in assessing and managing risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- 1.6 The policy will be reviewed periodically so as to ensure as is far as is reasonably practicable that all legislative changes which may affect activities have been incorporated and are being observed throughout the establishment.

## **2. ORGANISATION**

### **2.1 Duties of the Academy**

- 2.1.1 Make itself familiar with requirements of the appropriate legislation and codes of practice.
- 2.1.2 Create and monitor a management structure for Health and Safety.
- 2.1.3 Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy, and, that it is implemented.
- 2.1.4 Periodically assess the effectiveness of the policy and ensure that any necessary changes are made.
- 2.1.5 Identify and evaluate risks relating to possible accidents and incidents connected with Academy sponsored activities (including work experience).

- 2.1.6 In particular, the Academy will undertake to provide as far as is reasonably practicable:
- a. A safe place for all users of the site to work, including safe means of entry and exit
  - b. Plant, equipment and systems of work that are safe
  - c. Safe arrangements for the handling, storage and transportation of articles and substances
  - d. Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance
  - e. Supervision, training and instruction so that all staff and students can perform their school related activities in a healthy and safe manner
  - f. Safety and protective equipment and clothing, with any necessary guidance, instruction and supervision

## **2.2 Duties of the Headteacher**

- 2.2.1 As well as the general duties that all members of staff have, the Headteacher has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors
- 2.2.2 The Headteacher will take all reasonably practicable steps to ensure the Health and Safety policy is implemented through the heads of the appropriate departments and other as appropriate
- 2.2.3 The Headteacher will arrange for a designated member of senior staff to be responsible for the day to day implementation of the Health and Safety Policy and for this person to be the primary contact with the Health and Safety Executive and other bodies

## **2.3 Duties of senior staff member responsible for H&S**

- 2.3.1 The designated senior member of staff (H&S) will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.
- 2.3.2 In addition to the general duties that all members of staff have, the designated senior member of staff (H&S) will be directly responsible to the Headteacher for overall day-to-day responsibility and the implementation and operation of the academy's Health and Safety Policy within their relevant departments and areas of responsibility.
- 2.3.3 Responsibility for aspects of Health and Safety will be included within the Job Descriptions for all staff.

- 2.3.4 The designated senior member of staff (H&S) will take a direct interest in the Academy's Health and Safety Policy and ensure that other members of staff, students and visitors to site comply with its requirements.
- 2.3.5 Health and Safety will be an agenda item on all Quality and Monitoring meetings, with a report for each meeting. The report will include information about serious and notable incidents and an update on potential health and safety issues.

## **2.4 Duties of all members of staff**

- 2.4.1 All staff members are expected to familiarise themselves with the health and safety aspects of their work and avoid conduct which would put themselves or anyone else at risk and in particular, members of staff will:
- a. Be familiar with the Health and Safety Policy and all safety requirements deemed appropriate by the Headteacher,
  - b. Ensure that staff, students, visitors and contractors are applying Health and Safety regulations rules, routines and procedures effectively,
  - c. Check that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment,
  - d. Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied
  - e. Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled,
  - f. Report any defects in the premises, plant, equipment and facilities that they observe to the designated senior member of staff (H&S),
  - g. Actively promote Health and Safety and suggest ways of reducing risks.

Further to this, staff should communicate any concerns to the Headteacher via his Personal Assistant.

## **3. ARRANGEMENTS**

### **3.1 Fire Safety**

- 3.1.1 Appropriate procedures for ensuring safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.
- 3.1.2 Fire risk assessments will be completed annually.
- 3.1.3 The evacuation procedures are prominently displayed in all teaching rooms, offices and curriculum areas.
- 3.1.4 All staff and students must be fully conversant with the procedures for evacuation of the premises in case of fire/bomb threat.

- 3.1.5 Evacuation procedures will be tested each school term.
- 3.1.6 The evacuation and safety of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 3.1.7 All fire-fighting equipment will be checked annually by an approved contractor and records maintained.
- 3.1.8 The fire alarm will be tested weekly from different points when site is not in use and records maintained in the Fire Log Book.
- 3.1.9 All emergency lighting will be tested six-monthly and records maintained.

## **3.2 Accidents**

- 3.2.1 All accidents to staff, students and visitors must be reported to the Academy office and the appropriate form completed / filed in the Academy office. Accidents requiring reporting to the Health and Safety Executive will be the responsibility of the PA to the Headteacher.
- 3.2.2 All staff must be familiar with the procedures for dealing with an accident as detailed in the Staff Handbook.

## **3.3 First Aid**

- 3.3.1 As a minimum, the number of current certified first aiders will not be less than the number required by law.
- 3.3.2 Supplies of first aid materials will be held at various locations throughout the site.
- 3.3.3 Supplies of first aid materials will be checked on a regular basis by a qualified first aider.
- 3.3.4 A record of who is trained and when their certificates expire is to be maintained and will be published in handbook. Lists of first aiders are also displayed throughout the Academy and in the Sports Centre.
- 3.3.5 Trip organisers should endeavour to ensure that all trips have a current First Aider in attendance.

## **3.4 Equipment**

- 3.4.1 Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.
- 3.4.2 The following equipment must be checked annually by approved inspectors or trained Health and Safety technician (where appropriate):

- Fume cupboards
- All electrical appliances
- Workshop equipment, e.g. lathes, kilns
- Fixed gymnasium equipment

3.4.3 When new equipment is purchased, it is the responsibility of the designated senior member of staff (H&S), with assistance from a relevant staff member to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

3.4.4 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Team Leaders should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department.

### **3.5 Housekeeping**

3.5.1 The Caretakers will monitor the cleaning standards of the Cleaners. The standard required is laid down in the specifications. Special consideration will be given to hygiene areas.

3.5.2 The Caretakers will monitor the efficiency of the waste collection service.

3.5.3 Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc,) clinical waste and normal refuse.

### **3.6 Visits**

3.6.1 Trips must be organised in accordance with Academy policy.

3.6.2 Where school trips and visits are made to locations away from easy telephone communication, the leader will take a school mobile telephone on the trip.

### **3.7 Minibuses**

3.7.1 Minibus drivers must conform to the requirements of the Department for Transport. In addition, the Academy requires that a minibus driver is aged 25 years and over with at least 4 years licenced driving experience and with no more than six points on their licence.

3.7.2 Drivers are required to complete a record form and supply a photocopy of their driving licence.

3.7.3 Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus. The Academy will decide upon the repairer to be used.

- 3.7.4 Only one person per seat is to be carried.
- 3.7.5 Drivers should, prior to the trip, ensure that the vehicle is in a roadworthy state and ensure that seat belts are to be worn by all passengers and the driver at all times.
- 3.7.6 The responsibility for payment of speeding or parking fines incurred is that of the driver at the time the relevant offence was committed.
- 3.7.7 A log sheet must be taken on each journey, complete by recording starting and closing mileage readings, detailing any defects and signing before returning, along with vehicle keys and permit, to the minibus co-ordinator via the Academy office. Any defects or damage must also be reported by email to the Headteacher's PA.
- 3.7.8 The minibus will be periodically serviced and inspected and recorded as such.

### **3.8 Visitors to the site**

- 3.8.1 All visitors to the Academy will sign in at the reception of the Academy. Visitors will be collected from reception by the member of staff concerned or escorted to the area of the Academy. An appropriately coloured ID badge will be given to all visitors in accordance with the Academy's safeguarding protocol.
- 3.8.2 No contractor may undertake work on site without permission from a Caretaker or the Headteacher other than in an emergency, eg fire, flooding or to make safe following theft/vandalism.
- 3.8.3 Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the Academy.
- 3.8.4 Hirers of the Academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.
- 3.8.5 Whilst on site, all visitors and contractors must wear an Academy's visitor's badge. Contractors must wear an identifiable uniform or identity badge at all times. Supply teaching staff are required to report to the Academy reception on arrival and wear an identity badge at all times.
- 3.8.6 If a member of staff meets someone on site whom they do not recognise and/or is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if they need assistance and direct them either to the main Academy reception or off the site as appropriate.
- 3.8.7 If an intruder is uncooperative in going to the Academy reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack

takes place, immediate help from the Police should be sought by telephone. The panic button in the Sports Centre reception may also be activated.

### **3.9 Security**

3.9.1 All staff should be conscious of all aspects of the security of people and property. In particular the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept clear and secure at all other times.

### **3.10 Healthy Eating**

3.10.1 It is the policy of Holbrook Academy to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the Academy will regularly review its contractual provisions to ensure that menu options are provided that support these aims.

### **3.11 Health and Safety Training and Updates**

3.11.1 All staff are to receive induction training, this will be prioritised into areas to be addressed immediately upon joining the staff; the remaining areas to be addressed as soon as is practically possible. Training will be matched to specific working areas and responsibilities.

3.11.2 As part of an employee's induction, employees will be directed to read this policy. Employees should familiarise themselves with health and safety issues within their area.

3.11.3 Staff will be expected to keep up to date on health and safety issues specific to their area and update the designated senior member of staff (H&S).

3.11.4 Reminders and updates will be issued by the designated senior member of staff (H&S). Staff must abide by the guidance given.

### **3.12 Risk Assessments**

3.12.1 Risk assessments are to be undertaken for all activities that the school partakes in. For classroom-based subjects, generic Risk Assessments (RAs) produced by departments. Copies are to be retained in the respective departments with copies in the Headteacher's office.

3.12.2 The Risk assessment should include consideration for all substances, activities, pupil's age and the size of teaching groups. RAs are to be measured against the likelihood of each hazard happening, and the severity of harm that would occur should the risk materialise<sup>1</sup>. The RA may be required under many circumstances, but in general they will only need to be completed in the Academy when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist.

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<sup>1</sup> Further guidance and forms to assess the likelihood and severity can be sought from the PA to the Headteacher.

3.12.3 Admin or premises staff will undertake RAs pertinent to the Academy premises and the more general activities. These RAs will be held in the Headteacher's office and will include:

- a. Pedestrian and vehicle access.
- b. The grounds; with particular attention to litter, bottles, or more dangerous articles such as needles and other paraphernalia
- c. The playground when used as a car park or waiting area by parents and/or buses.

3.12.4 The following Risk Assessments are prepared locally:

- a. First aid arrangements, (numbers of trained staff, level of training and equipment)
- b. Fire risk assessment
- c. Lone working situations
- d. Visits and trips
- e. Tree maintenance
- f. Display screen equipment/workstations
- g. Manual handling
- h. New and expectant mothers
- i. Level of supervision in playgrounds and for play equipment
- j. Working at height
- k. Clinical waste
- l. Academy and Sports Centre fetes, drama productions, fireworks displays etc.
- m. Use of Academy facilities covered by letting arrangement or informal agreement.

### **3.13 Construction and Maintenance Work**

3.13.1 Where construction or maintenance work is being carried out on site the Governors and Headteacher will agree with contractors or service providers that appropriate Health and Safety plans are in place.

3.13.2 Contractors or Service Providers will be made aware of the Health and Safety policy in place at the Academy and will be required to integrate the requirements of the policy into their safety plans.

3.13.3 Any staff or contractors undertaking works are to familiarise themselves with the asbestos survey report held at the front office.

### **3.14 Planned Safety Checks /Procedures for Equipment & Premises**

3.14.1 Special equipment, including electrical equipment is to receive a periodic inspection to confirm serviceability and safety. A record of the findings is to be kept in the Headteacher's office.

3.14.2 The following equipment should be periodically checked and logged:

- a. Portable electrical equipment items (PAT tested)
- b. Boilers and plant (including gas shut off valves)
- c. Water system(s) - hygiene, temperature and legionnaires disease checks
- d. Mechanical equipment used in Design Technology
- e. Fume cupboards and other dust/vapour extraction equipment
- f. Catering equipment
- g. Ladders, stepladders and mobile scaffold/access equipment
- h. Door closers, running gear and catches
- i. Lifting gear, winches and hoists, lifts and stays
- j. Kilns, autoclaves, compressors
- k. Extractors
- l. Firefighting equipment

#### **4. MONITORING**

- 4.1 The Quality and Monitoring Committee shall receive a Health and Safety report at all of its meetings and review and update this policy at regular intervals.
- 4.2 The Senior Leadership Team will monitor and investigate accident / incident reports and where necessary, report to governors in between governors' meetings. Serious incidents will also be debriefed in order to prevent future issues and consider what improvements are required.
- 4.3 Significant gaps in compliance with the Health and Safety policy will reported as an appendix to the Health and Safety report to the Quality and Monitoring Committee to facilitate an agreed and prioritised action plan.