



Health & Safety Policy

Wardle Academy



Contents

1	STATEMENT OF INTENT	4
2	ROLES AND RESPONSIBILITIES	5
2.1	Board of Trustee	5
2.2	Governing Body	5
2.3	Headteacher	5
2.4	Senior Management Team	6
2.5	Subject Leads	6
2.6	Class Teachers.....	7
2.7	All Employees	7
2.8	Catering Manager	7
2.9	Pupils	8
2.10	Health & Safety Representatives.....	8
2.11	Facilities Manager, Site Manager & Carillion Staff.....	8
2.12	Non Employees Working on Site	9
3	PRACTICAL ARRANGEMENTS.....	10
3.1	Accident Recording, Reporting and Investigation	10
3.2	First Aid.....	10
3.3	Asthma.....	11
3.4	Anaphylaxis.....	11
3.5	Other Medical Considerations.....	11
3.6	Crisis Management.....	11
3.7	Child Protection	11
3.8	Work Related Stress	11
3.9	Violence and Aggression.....	11
3.10	Control of Substances Hazardous to Health (COSHH).....	12
3.11	Contractors on Site	12
3.12	Electrical Safety	12
3.13	Fire Safety	12
3.14	Flammables.....	13
3.15	Health and Safety Assistance.....	13
3.16	Hazard and Defect Reporting	13
3.17	Inspections of Trust Sites.....	14
3.18	Ladders and Step Ladders.....	14
3.19	Manual Handling	14
3.20	Office Safety	14
3.21	Off Site Visits.....	14
3.22	Risk Assessments	14

3.23 Supervision before and after School Hours..... 14

3.24 Driving for Work 15

3.25 Safety Training..... 15

3.26 Security 15

3.27 Visitors 15

3.28 Intruders 15

3.29 Valuable Equipment 15

3.30 Personal Property 16

3.31 Use of Car Park 16

3.32 Waste Management 16

3.33 Asbestos Surveys 17

3.34 Legionella Surveys 17

3.35 Noise Surveys..... 17

3.36 Environmental Impact 17

1 STATEMENT OF INTENT

The Trustees and Local Governing Body of Wardle Academy is committed to its responsibilities under the 'Health and Safety at Work Act 1974' and all other relevant statutory regulations to provide a safe and healthy environment for pupils, staff and all other users of the Academy site.

Our Health and Safety Policy Statement of Intent is based upon this commitment and 'so far as is reasonably practicable' we will ensure that the health and safety of anyone using or visiting our site is not compromised.

In particular, we;

- are committed to creating a safe and healthy workplace.
- are committed to ensuring our staff are adequately trained in health and safety.
- are committed to ensuring that we promote behaviours that will keep all users of our site safe and well.
- recognise the fact that everyone has a part to play in health and safety and therefore we are committed to providing a platform for open dialogue through recognised routes on health and safety matters.
- will recognise that everyone's opinion on health and safety is important and we are therefore committed to establishing and maintaining a progressive interest in health and safety through the implementation a continual improvement plan.

The Trustees also recognises that its employees have a duty to co-operate with them in their commitment to implement the policy by: -

- working safely.
- meeting their statutory duties.
- reporting all accidents, incidents and near misses.
- following health and safety procedure and safe systems of work.
- actively engaging with any initiatives or training opportunities implemented or provided by the governing body in the interests of health and safety.

Signed

Chair of Trust

Signed

Head Teacher

2 ROLES AND RESPONSIBILITIES

2.1 Board of Trustees

The Board of Trustees are responsible as employer for:

- Recognising and accepting its responsibilities for the Health and Safety of the pupils, its employees and visitors to the premises.
- To accept their responsibilities and carry out the requirements for Health and Safety at Work etc. Act 1974 and other relevant legislative requirements through the Act's Regulations or Guidance, so far as is reasonably practicable.
- Fostering and maintaining a progressive interest in health and safety.
- The allocation of sufficient funds in order to ensure that, so far as is reasonably practicable, the working environment is safe and without risk to health.
- Ensuring effective monitoring is carried out to evaluate the Health and Safety performance of the academy through a programme of inspections and reports.

2.2 Governing Body

The Governing Body is responsible as employer for:

- Recognising and accepting its responsibilities for the Health and Safety of the pupils, Trust employees and visitors to the premises.
- Ensuring effective monitoring is carried out to evaluate the Health and safety performance of the academy through a programme of inspections and reports.
- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school.

2.3 Headteacher

The Headteacher is responsible for:

- Ensuring that an effective Health & Safety Policy incorporating suitable and sufficient consideration is given to the organisational and local arrangements.
- Ensuring that all employees (including agency) are familiar with the policy and their delegated duties.
- Ensuring the effective planning and implementation of the Health and Safety management system.
- Through the process of risk assessment, ensuring that suitable and sufficient control measures and safe systems of work are implemented for all perceived risks on the site.
- Identifying the health and safety training needs of all employees and implementing a sufficient training programme.
- Ensuring that a suitable Health and Safety induction is delivered to all new employees.
- In line with the health and safety management plan, carrying out periodic inspections with appointed health and safety representatives and reporting the findings to the relevant Governing Body Committee.
- Implementing a robust Emergency Plan incorporating arrangements that will allow staff to act safely and effectively in the event of an emergency.

- Ensuring that suitable arrangements are in place for the reporting and investigation of accidents, incidents and dangerous occurrences in accordance with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Noting and acting upon as appropriate, Health and Safety instruction and advice provided by the Health and Safety Executive (HSE), Department for Education and Skills and Local Authority.
- Appointing authorised and appropriately qualified person/s to be responsible for all First Aid matters.
- Ensuring that a suitable assessment is made of all protective clothing and equipment requirements in accordance with the Personal Protective Equipment (PPE) Regulations 1992 and that suitable records for maintenance and replacements are in place.
- Designating a senior member of staff to be responsible to the Headteacher and the Governing Body for the overseeing of all aspects of Health and Safety at the site.

2.4 Senior Management Team

- Ensure all Risk Assessments are accurate, suitable and reviewed annually.
- Deal with any hazardous practices, equipment or building issues and report to the Headteacher if they are not resolved.
- Provide a good example, guidance and support to staff on Health and Safety issues.
- Carry out Health and Safety induction for all staff and keep records of that induction.
- Keep up to date with new developments in Health and Safety issues for schools.
- Carry out investigations into accidents and produce reports/statements for any civil or criminal action that may arise.
- Ensure that contractors on site are competent in Health and Safety matters.
- Establish systems for monitoring all arrangements to ensure that they are working effectively.

2.5 Subject Leads

Subject Leaders will be responsible for:

- Taking reasonable precautions to ensure the safety of all persons whilst under their department's control in accordance with the objectives of the Safety Policy.
- Establishing and maintaining safe working procedures and a working environment where suitable and sufficient risks to employees, pupils and any other persons within their department are assessed, prevented or controlled.
- Inclusion of Health, safety and welfare issues at departmental meeting which may be recorded and forwarded to the Headteacher and relevant Governing Body Committee.
- Including safety and risk management when planning activities, which consider the safety of employee and pupils.
- Ensuring all equipment, machinery and apparatus within their Department is in suitable condition and can be used safely.
- Reporting of defects, damage to equipment and safety hazards to relevant person.
- Report all accidents and incidents to relevant persons.
- To ensure that all hazardous substances are correctly used, handled, stored, transported and disposed of safely.
- To ensure that they are up to date with relevant safety legislation, regulations and guidance and to ensure that this information is shared within the department and complied with.

2.6 Class Teachers

The safety of pupils in classrooms, laboratories and workshops is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted, it must be discussed with the subject leader before any activities take place.

- Know the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied.
- Effective supervision of pupils during any given activity, and ensure that they know of the emergency procedures in respect of fire and first aid.
- Ensure pupils' coats, bags, etc. are safely stowed away.
- Integrate all relevant aspects of safety into teaching process.
- Where appropriate, use protective clothing, guards, special working procedures etc.
- Make recommendations on safety measures to the head of subject.

2.7 All Employees

All school employees will be responsible for the following:

- Carrying out their duties in accordance with the Safety Policy.
- Taking reasonable care of themselves and others whilst in work.
- Leave the classroom/changing room/playground/office in a reasonably tidy and safe condition.
- Co-operation with the Headteacher and others in school to comply with legislation.
- Engaging in consultation and development of Health and Safety procedures to promote positive employee involvement.
- Following instructions and information on safe working procedures and using plant, substances and equipment safely.
- Supervise pupils and advise them on how to use equipment safely.
- Attending Health and Safety training courses.
- Reporting defects and damages to equipment and safety hazards to the relevant persons.
- Reporting all accidents and incidents to the relevant persons.
- Contribute to and highlight any gaps in the school's risk assessments.

2.8 Catering Manager

Will be responsible for the following functions:

- To ensure that school meals are prepared, cooked and served in safe conditions.
- To ensure the correct hygiene and food safety requirements are observed.
- To report faults or defects in equipment or to the fabric of the building to the relevant persons.
- To ensure that staff involved in food production and distribution are up to date with relevant safety legislation, regulations and guidance, and to ensure that this information is shared with colleagues and complied with.
- To ensure that where protective clothing and equipment is required, that these are properly utilised, maintained and renewed in accordance the Personal Protective Equipment (P.P.E.) Regulations 1992.

2.9 Pupils

Pupils are expected to:

- Exercise personal responsibility for safety of themselves and others.

- Observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives or other items considered dangerous).
- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Observe the safety rules of the school and in particular the instructions given by staff in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for safety.
- Report anything they believe to be hazardous or dangerous to their teacher/form tutor/headteacher.

2.10 Health & Safety Representatives

School based Health and Safety representatives have the same Health and Safety responsibilities as any other employee and are therefore:

- Not liable in law and have no additional duties other than those of all employees, as laid down in sections 7 and 8 of the Health and Safety at Work Act.
- Do not carry additional legal liability for either their activities or omissions as a safety representative.
- To represent the employees in consultation with the employer.
- To investigate potential hazards and dangerous occurrences at the workplace.
- To examine accidents in the workplace.
- To carry out workplace inspections.
- To receive information from HSE inspectors.
- To attend meetings if safety committees.

2.11 Facilities Manager, Site Manager & Carillion Staff

Any Carillion Facilities Management (FM) staff:

- Are expected to have responsibility for incorporating the school Safety Policy within the framework of Carillion's own Health and Safety regulations. FM staff should observe instructions given by the governing body and Headteacher and adapt to any changes in the school policy.
- Ensure the school's Safeguarding Policy is adhered to at all times, but especially when dealing with third party contractors.
- Should be familiar with their responsibilities (and how these coordinate with the school) during an evacuation.
- Should establish and maintain safe work procedures (e.g. use of chemicals, guillotines, boiling water etc.).
- Should carry out regular safety inspections of the school and activities for which they are responsible, and submit observations to the Health and Safety/Welfare Officer as necessary.
- Should propose to the Health and Safety/Welfare Officer any changes and additions to plant, equipment or machinery or building, which are necessary for maintenance of safety.
- Ensure that all donated/legacy equipment is safe and certificated. Where appropriate FM should seek specialist advice.

NB. Carillion Facilities Management will have their own code of conduct and Health and Safety Policy. It is the responsibility of the Facilities Manager to ensure that there is an interface between the two policies, and that there are no conflicting requirements placed on FM staff. FM will ensure that the actions identified as necessary resulting from appropriate external Health and Safety related inspections are carried out within specified time limits.

2.12 Non Employees Working on Site

Any person(s) not directly employed by the school but whose place of work is the school premises are responsible for the following:

- Adopt the Health and Safety Policy of Wardle Academy, whilst operating on our site.
- Co-operate with the Headteacher and follow instructions and information provided with regard to school practice and safe working procedures when using plant, substances and equipment.
- Report defects or damage to equipment and safety hazards to the relevant persons.
- Report all accidents and incidents to the relevant persons.
- Ensure compliance with health, safety and risk management is considered when organising and supervising activities and events undertaken on the premises.

3 PRACTICAL ARRANGEMENTS

Activity	Responsible Person	Additional Information
3.1 Accident Recording, Reporting and Investigation		
All accidents, incidents and near misses should be reported to the responsible person in accordance with the procedure.	Mrs. Zoe Long	Wardle Academy Accident Log
In the event of any reportable incidents as defined by RIDDOR, the HSE must be notified through the HSE website.	Mrs. Zoe Long	http://www.hse.gov.uk/riddor/report.htm
All incidents will be investigated in accordance with the procedure.	Mr. Tony Shaw	Incident Investigation Form All completed investigations can be located within: Staff Shared – Health & Safety – Investigation Results Full copies of documentation will be stored in the Main Office in the H&S Investigations folder.
3.2 First Aid		
Provision has been made for Wardle Academy to have designated First Aiders. All First Aiders are qualified to a minimum of 'First Aid at Work' by the designated trainer. A register of existing trained first aiders is maintained.	Miss Joanne Sanderson	Register of First Aiders – Wardle Academy Training Matrix
First aid boxes are located in the following places: <ul style="list-style-type: none"> • The Medical Room • Technology Department • Science Department Subject Leads are responsible for maintaining the stock levels of the first aid boxes in their areas.	Mrs. Zoe Long Subject Leads	Replacement stocks are available from Mrs. Zoe Long. Stock levels and expiry dates will be checked during management health and safety walk-arounds.
In the event of an injury occurring which requires a person to receive hospital treatment, the person responsible for summoning an ambulance or arranging transport to hospital will be instructed by the attending First Aider.	Attending First Aider	Ambulance Protocol

3.3 Asthma		
Any asthma sufferers? – See Asthma Register (link opposite) for all allergy suffers and their requirements.	Mr. Stephen Routledge	Asthma Register
3.4 Anaphylaxis		
Any allergy sufferers? – See Anaphylactic Register (link opposite) for all asthma suffers and their requirements.	Mrs. Lesley Kowlaski	Anaphylactic Register Food Allergies Risk Assessment
3.5 Other Medical Considerations		
Diabetic - See Diabetic Register (link opposite) for all Diabetics and their requirements.	Mrs. Lesley Kowlaski	Diabetic Register
Other Conditions – See Permanent Health Plan Register (link opposite) for details of all students with a permanent Health Plan for a medical condition and their requirements.	Mrs. Lesley Kowlaski	Permanent Health Plan Register Permanent Health Plans
Infectious Diseases - Any infectious diseases must be reported to Mrs Zoe Long who, after seeking advice from relevant sources, will pass information onto the HR Manager for dissemination to staff. If necessary, Mrs Zoe Long will also report the Infection Control Department of the local NHS trust.	Mrs Zoe Long	
3.6 Crisis Management		
See link opposite for WA Emergency Plan	Mr. Tony Shaw	Emergency Plan
3.7 Child Protection		
See link opposite for WA Safeguarding & Child Protection Policy	Mr. Jon Skurr	Wardle Academy Safeguarding & Child Protection Policy
3.8 Work Related Stress		
See link opposite for WA Statement on Work Related Stress	Mrs. Dot White	Work Related Stress Statement and resources
3.9 Violence and Aggression		
See link opposite for WA Work related violence Risk Assessment	Mrs. Dot White	Work related violence Risk Assessment

3.10 Control of Substances Hazardous to Health (COSHH)		
Carillion FM	CFM	CFM hold copies of COSHH assessments within the FM office for any cleaning products they use.
Wardle Academy	Mrs. Janice Bennett Miss Wendy Wild Mrs. Alison Nixon	COSHH Risk Assessment - Science Science Chemicals 19th April 2017 May 2017 Science H&S Policy COSHH data sheets are located in all relevant departments (Science, Technology, Pool, Anderson Suite)
3.11 Contractors on Site		
Carillion Build – CFM responsible for contractors on site, although they do need to adhere to our visitor’s policy.	Mrs. Zoe Long & CFM	Carillion Staff Safeguarding Protocol Carillion Site Staff are responsible for ensuring that all relevant paperwork and check are carried out. All paperwork is stored within the CFM office.
Block D Wardle Academy Buildings – Managed by Anderson Suite Manager	Mrs. Zoe Long & Mrs. Alison Nixon	All contractors attending site will need to sign in at Reception and wear the appropriate coloured lanyard dependent on DBS status. Anderson Suite Manager will then complete all the necessary paperwork with contractors which is then filed in the Anderson Suite Manager Office
3.12 Electrical Safety		
Carillion Build – Responsibility of CFM	CFM	Records stored in CFM office
Block D Wardle Academy Building -	Mrs. Alison Nixon	Records stored in Anderson Suite Manager’s Office
3.13 Fire Safety		
Carillion Fire Strategy	CFM	Carillion Fire Risk Strategy
Wardle Academy FRA – produced by AJ Gallagher March 2017	Mrs. Zoe Long	Wardle Academy FRA Wardle Academy FRA – Action Plan

3.14 Flammables		
<p>Displays and decorations must not be placed near any form of heater or suspended from any light fitting.</p> <p>Wardle Academy is a no smoking Academy. Smoking is not permitted on any part of the site, inside or outside. This must be adhered to by all staff, parents, visitors, pupils and contractors working on the site.</p> <p>Gas – if there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.</p> <p>Staff must report any suspicion of gas leakage at once to Mrs Z Long</p> <p>Chemicals - Science</p> <p>CFM – Cleaning Products</p> <p>Block D – Cleaning Product</p>	All employees of the academy	<p>COSHH Risk Assessment - Science</p> <p>COSHH Records stored in FM Office</p> <p>COSHH Records stored in Anderson Suite</p>
3.15 Health and Safety Assistance		
AJG – Audit report	Mrs. Zoe Long	<p>June 2017 – School Risk Report</p> <p>June 2017 – School Rick Action Plan</p>
3.16 Hazard and Defect Reporting		
Any defects or occurrences in or on the Carillion premises, which might constitute a health and safety hazard, are to be reported to Carillion FM via the Facilities Management Helpdesk. Any defects or occurrences in or on Wardle Academy premises, which might constitute a health and safety hazard, are to be reported to Mrs A Nixon, via email.	<p>CFM & Mrs. Zoe Long</p> <p>Mrs. Alison Nixon & Mrs. Zoe Long</p>	<p>All hazards/defects are reported to Z Long who then submits a CFM Helpdesk Docket.</p> <p>All hazards/defects are reported to either Z Long or A Nixon. Anything reported to Z Long is passed onto A Nixon to organize, clean, repair etc.</p>

3.17 Inspections of Trust Sites		
The SEO of the Wardle Trust will consider reports of any inspections undertaken, and oversee the production of a plan of action to address the recommendations put forward	Mrs. Zoe Long Mrs A Nixon All employees of the academy	June 2017 School Risk Report by AJ Gallagher
3.18 Ladders and Step Ladders		
See link opposite for WA Health & Safety Training Matrix	Mrs. Dot White	Training Matrix
3.19 Manual Handling		
See link opposite for WA Health & Safety Training Matrix	Mrs. Dot White	Manual Handling Risk Assessment Training Matrix
3.20 Office Safety		
See link opposite for guidance on Office Safety	Mrs. Zoe Long	http://www.hse.gov.uk/office/resources.htm All Risk Assessments for Office Safety can be found on CalQRick.
3.21 Off Site Visits		
See link opposite for WA Educational Visits Policy	Mr. Tony Shaw & Mrs. Julie Ashworth	Wardle Trust Educational Visits Policy
3.22 Risk Assessments		
The Academy uses CalQRisk to generate and record all risk assessments.	Mr. Tony Shaw Mrs. Zoe Long Mr. Graham Wright	Authorised users are: G Wright J Butterworth Z Long
3.23 Supervision before and after School Hours		
Students are allowed access into school from 08:00 where they are supervised in the main dining hall. After school students must be with a member of staff, a register should be taken and sent to Pupil reception. Any student who is not with a member of staff will be asked to leave the building.	All employees of the academy	

3.24 Driving for Work		
Driving company vehicle – All staff who wish to drive the academy minibuses must complete their MIDAS training and supply school with a copy of their driving licence and details of any penalty points	Mrs. Julie Ashworth & Mrs. Zoe Long	MIDAS qualified drivers
Driving own car for school use – please refer to Policy	Mrs. Julie Ashworth & Mrs. Zoe Long	Driving own Car Policy
3.25 Safety Training		
See link opposite for WA Health and Safety Training Matrix	Mrs. Zoe Long Mr. Tony Shaw	Fire Extinguisher Training Fire Safety Training Training Matrix
3.26 Security		
Carillion Building Block D	CFM Mrs. Alison Nixon	
3.27 Visitors		
All visitors to school must sign in on the Inventory signing in system as this produces our Fire register should the alarm sound	Mrs. Zoe Long	Wardle Academy Visitors in School Policy
3.28 Intruders		
No trespassing and CCTV signage located in several places around the school. Any intruders onto school grounds (that are seen or caught on camera) are reported to the police via 101 and a log of crime reference numbers.	CFM Mrs A Nixon	
3.29 Valuable Equipment		
Carillion FM and Wardle Academy take no responsibility for valuable items brought in to the Academy by staff, pupils or visitors. It is the responsibility of the member of staff to ensure that any valuable equipment belonging to the academy is used correctly and looked after to avoid damage or theft. Any damage to equipment or theft of equipment should be reported to a member of the Senior Leadership immediately.	CFM Mrs Zoe Long Mrs A Nixon All employees of the academy	

3.30 Personal Property		
Carillion FM and Wardle Academy take no responsibility for personal items brought in to the Academy.	All employees of the academy	
3.31 Use of Car Park		
Carillion FM and Wardle Academy take no responsibility for vehicles parked in any of the Academy car parks. Cars are parked at the owners own risk.	CFM Mrs. Alison Nixon	
3.32 Waste Management		
Rubbish and waste should not be left in the boiler rooms or other storage rooms, in or near escape routes or any passageways. Such materials should be put in correct bins/containers and disposed of as soon as possible. Classroom rubbish bins should be emptied daily. Paper etc. must not be allowed to collect near computers or other electrical equipment. Bins for the storage of waste are kept in a secure locked compound at least 8m from the building.	CFM Mrs. Alison Nixon	

3.33 Asbestos Surveys		
Carillion Building	CFM	Records stored in CFM Office
Block D	Mrs Alison Nixon Mrs. Zoe Long	Records for Block D stored in Anderson Suite Manager's office. This policy is currently being updated
3.34 Legionella Surveys		
Carillion FM – responsible for surveys within the Carillion building	CFM	Records stored within the FM Office
Wardle Academy – responsible for surveys within Block D	Mrs A Nixon	Records stored with the Anderson Suite Manager Office
Legionella Risk Assessment	Mrs Z Long	Wardle Academy Risk Assessment
3.35 Noise Surveys		
Records stored within the FM office	CFM	
3.36 Environmental Impact		
Records stored within the FM office	CFM	