

Health and Safety

Policy

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(Assistant Headteacher)***

Wardle Academy Policy



1. STATEMENT OF INTENT AND GENERAL POLICY

The governing body of Wardle Academy look upon the promotion of Health and Safety measures as a mutual objective for themselves and their employees.

Therefore, it is the policy of the Governing Body of Wardle Academy to do all that is reasonably practicable to prevent personal injury and damage to protect everyone from foreseeable hazard and danger, including the public, in so far as they come into contact with the school or any of its activities.

In particular, they recognise that it is their responsibility:

- To provide and maintain safe and healthy working conditions.
- To provide training and instruction to enable employees to perform their work safely.
- To maintain a continuing and progressive interest in Health and Safety.
- To take into account all statutory requirements for Health and Safety.
- To consult and involve employees in Health and Safety matters wherever possible.

The governing body of Wardle Academy also recognises that its employees have a duty to co-operate with them in their efforts to implement the policy by:

- Working safely
- Meeting their statutory duties
- Reporting incidents that have led or may lead to injury or damage
- Following Health and Safety procedures and safe systems of work
- Complying with any initiatives set up by the governing body in the interest of Health and Safety.

2. ORGANISATION

Objectives

Commitment to a planned approach to Health & Safety in ensuring that the framework set by the Safety Policy is implemented, monitored and reviewed.

Ongoing consultation involving all employees in the pursuit of the aims and objectives of the Policy, achievement of Health and Safety standards and to ensure co-operation and competence of all those involved.

Structure of Organisation

The Governing Body is responsible as employer for:

- Recognising and accepting its responsibilities for the Health and Safety of its employees, pupils and visitors to premises, and establishing appropriate commitments in which to consult on Health and Safety matters.
- Fostering a suitable culture of Health and Safety practice within the Academy.
- The allocation of sufficient funds in order to ensure, so far as 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 school through relevant inspection reports.

Headteacher

The Headteacher is responsible for the following:

- Ensuring the effective planning and implementation of the Safety Policy incorporating appropriate organisational details and local arrangements, so that all employees are familiar with the Policy and their delegated duties.
- Ensure the effective planning and implementation of the Health and Safety management systems.

- Establish and maintain safe working procedures and a working environment where suitable and sufficient risks to all employees, pupils and visitors to the premises are assessed, prevented or controlled.
- Identify the training needs of employees and arrange for suitable and sufficient training programmes to be provided.
- Provide Health and Safety induction training for new employees and information and instruction on the organisation and arrangements as detailed in this Policy.
- Be involved in premises inspections of the school at least once per term and ensure findings are reported to the relevant Governing Body Committee.
- Be prepared and have arrangements in place to act safely and effectively in the event of any emergency affecting the health, safety and welfare of employees, pupils and visitors to the school environment.
- Have arrangements for accidents/incident investigation and reporting procedures that are in accordance with the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Note, act upon, as appropriate, Health and Safety instruction and advice provide by the Health and Safety Executive, Department for Education and Skills, and LA.
- To appoint authorised and appropriately qualified person(s) to be responsible for all First Aid Matters.
- To assess the requirement for protective clothing and equipment, and to ensure that this is properly utilised, maintained and renewed in accordance with the Personal Protective Equipment (P.P.E.) Regulations 1992.
- To designate a senior member of staff to be responsible to the Headteacher and Governors for the overview of all aspects of Health and Safety in schools.

Subject Leaders

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 meetings 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 employees and pupils.
- Ensuring all equipment, machinery and apparatus within their Department is in suitable condition, can be used safely and is maintained.
- Reporting of defects, damage to equipment and safety hazards to relevant persons.
- Report all accidents and incidents to the relevant person(s).
- 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.

School 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.
- Co-operating 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 instruction and information on safe working procedures and using plant, substances and equipment safely.
- Attending Health and Safety training courses provided.
- Reporting defects and damages to equipment and safety hazards to the relevant person(s).
- Reporting all accidents and incidents to the relevant person(s).

Particular Responsibilities of 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.

A class teacher is expected to:

- 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.
- Effectively supervise pupils during any given activity, and ensure that they know of the emergency procedures in respect of fire and first aid.
- Ensure that pupils' coats, bags, cases etc. are safely stowed away.
- Integrate all relevant aspects of safety into teaching process.
- Follow safe working procedures personally.
- Where appropriate, use protective clothing, guards, special working procedures etc.
- Make recommendations on safety measures to the head of subject.
- N.B. These expectations apply to student teachers who must be made aware of their responsibilities by both the subject leaders and their professional tutor.

The 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 and other items considered dangerous).
- 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.

Health and Safety Representatives

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

- Not liable in law and have no additional duties other than those of all employees, as laid down in section 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.

The functions of safety representatives are as follows:

- To investigate potential hazards and dangerous occurrences in the workplace (whether or not they are drawn to his/her attention by the employees he/she represents) and to examine the cause of any accidents at the workplace.
- To investigate complaints by any employee he/she represents relating to that employees' health, safety or welfare of the employees in the workplace.
- To contribute to the regular Health and Safety inspections performed by Facilities Management.
- To represent the employees during inspections by the Health and Safety Executive (HSE) or any other enforcing authority.
- Produce reports and updates as required for the governing body (minimum one per term).

Facilities Manager, Site Manager and all 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 that 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.

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 the fabric of the building to the relevant person(s).
- 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 share with colleagues and complied with.
- To ensure that where protective clothing and equipment are required, that these are properly utilised, maintained and renewed in accordance with the Personal Protective Equipment (P.P.E.) Regulations 1992.

Non-Employees Working On School Premises

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 following instruction 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 person(s).
- Report all accidents and incidents to the relevant person(s).
- Ensure compliance with health, safety and risk management is considered when organising and supervising activities and events undertaken on the premises.

3. THE SCHOOL'S ARRANGEMENTS

Accidents and Near Misses

All accidents and near misses are to be reported to Mrs Zoe Long. Mrs Long is responsible for completing the Accident Book.

In the event of accidents or near misses falling within RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995) the HSE must be notified through HSE website.

Mr Tony Shaw is the person responsible for undertaking accident and near miss investigations.

First Aid

Provision has been made for Wardle Academy to have designated First Aiders. These members of staff are qualified to a minimum of 'First Aid at work'. The designated First Aiders are:

- Mrs Zoe Long
- Mr Tony Shaw
- Miss Emma Hynes
- Mrs Gwen Smith
- Mr Darren James
- Mrs Alison Nixon
- Mrs Lex Kenny
- Mrs Janice Bennett
- Mr Mat Hemmings
- Mr Michael Jackson
- Mrs Sarah Johnson
- Mrs Ayesha Khan
- Mr Zbigniew Mikolajewski
- Mrs Joanne Sanderson
- Mrs Betty Toohey
- Mrs Jenny Travis
- Mrs Cathy Whatmough
- Miss Alician Atherton
- Miss Lynsay Harrington
- Mr Matthew Williams
- Mrs Dot White

First aid boxes/equipment are located in:

- The medical room
- Technology Department
- Science Department

Subject Leaders are responsible for maintaining the stocks in the first aid boxes in their areas. Replacement items can be obtained through Mrs Zoe Long.

In the event of an injury occurring which requires the injured person to receive hospital treatment, the person responsible for summoning an ambulance or arranging transport to hospital will be instructed by the First Aider at the time.

Defibrillator

The school has invested in a defibrillator, which will be kept in the Medical Room. This device is a fully automatic product suitable for use on both adults and children. The design of the defibrillator is such, that it

can be used by anyone without prior training. Audio instructions are given and once a patient is connected up, the machine will evaluate and only commence 'shocks' if it is diagnosed as necessary.

Fire Precautions and Emergency Evacuation Procedures

- Arrangements for the provision of effective fire precautions covering the fire evacuation procedures, fire alarm systems, fire alarm point and emergency lighting tests, fire extinguishers, means of escape and arson prevention are in place.
- The responsibility for the testing/maintenance of fire precautions lies with Carillion FM. The Fire Precautions Log Book is held in the Site Managers Office (A014).
- Fire drills will be organised in conjunction with Facilities Management and Mr Tony Shaw.
- Fire drills will be held at a minimum of 6 monthly intervals throughout the school year.
- Protocols to be followed are as detailed in the Schools Emergency Plan document.

Crisis Management

Planning and preparation in order to manage emergencies affecting the school has been undertaken by the Headteacher and Governing Body. A policy document has been produced and implemented. Please refer to the Emergency Plan.

Risk Assessment

Risk Assessments for individual Departments are held with the Subject Leader, there is a copy of each risk assessment held in a file in the main office.

Child Protection

To ensure recommended Child Protection procedures are followed, a Child Protection Policy has been produced and implemented and a member of staff has been appointed as designated Child Protection Officer. The Child Protection Officer for Wardle Academy is Mr Neil Kirkham.

Work Related Stress

Arrangements for the Management of Work Related Stress have been produced and implemented by the Headteacher and Governing Body. Please refer to the Stress Management Policy.

Violence and Aggression

Arrangements by the Headteacher and Governing Body to manage risks to employees arising from incidents of abusive, threatening or violent behaviour have been produced and implemented. Please refer to the Violence and Aggression Policy.

Environment

Any defects or occurrences in or on the premises, which might constitute a Health and Safety hazard, are to be reported to Carillion FM via the Facilities Management Helpdesk. This will be done by alerting main reception for a docket to be raised.

Safety Representatives and Safety Committee

The safety representatives for the school are Mr Tony Shaw / Mrs Zoe Long. Health and Safety updates are

shared with the Governors through monthly LGB meetings.

Inspections

Carillion FM will carry out inspections at 6 monthly intervals. A full report of the inspection will be made to the Headteacher and the Board of Governors. In addition, the Academy will arrange periodic Health and Safety inspections which will generate an Audit report. Any report will be shared with the LGB.

Design Technology Equipment

DT equipment will be inspected on an annual basis by Carillion FM. Maintenance and servicing of this equipment is also the responsibility of Carillion FM.

PE Equipment

PE equipment will be inspected on an annual basis by Carillion FM.

Electrical Appliance Inspection

An electrical appliance inventory is maintained by Carillion FM and is kept in the FM office. Visual Inspections will be undertaken regularly by individual departments and any issues reported to FM.

Electrical Services Inspections

Electrical services will be inspected every five years by Carillion FM.

Hazardous Substances

Procedures for the storage, handling, use and control of substances hazardous to health (COSHH) used in school and detailed in the COSHH assessments and manufactures/suppliers data sheets.

COSHH assessments are available in the Science Prep Room and are produced by the Science Department. COSHH assessments for cleaning materials can be found in the Site Managers Office and are produced by Carillion FM. There are also COSHH sheets for Design Technology.

Events/Lettings/Extended School Activities

To ensure the appropriate arrangements are in place for the effective organisation of events, lettings and extended school activities, policies and procedures have been produced and implemented. Please refer to the Lettings Policy, Events Guidance and Extended Schools Activities Policy.

Infectious Diseases

Any infectious diseases are to be reported to Mrs Zoe Long. Details shared with staff via HR as required.

4. TRAINING

The person responsible for the co-ordination of all Health and Safety training is Mrs Zoe Long, who will identify training needs and make arrangements for such training to be provided. Participation in training events will be recorded centrally.

5. HOUSEKEEPING

Individuals shall be responsible for ensuring good housekeeping practices in their own work areas. Carillion FM will, in addition, be responsible for the housekeeping of areas of common usage as well as FM areas. These include the staff work rooms, LRC and any other shared teaching/resource areas which are to be left by each user in a safe and tidy condition. Some elements of housekeeping which fall to the school may require a working at height certification.

6. SCHOOL VISITS AND OFF-SITE ACTIVITIES

All off site activities are arranged in accordance with the LA Policy and Guidance for School Visits and Off-Site Activities. An Educational Visits Co-ordinator has been appointed and a school policy has been implemented. The Educational Visits Co-ordinator is Mr Tony Shaw, supported by Mrs Julie Ashworth. Please refer to the Educational Visits Policy and Procedures documentation.

School Trips are to be planned and organised strictly in accordance with the Headteacher. A risk assessment must be in place and understood by trip leaders before any school trip is taken.

7. PURCHASING

All items purchased must be suitable and sufficient for the purpose for which they are intended and used only for that purpose. They must be maintained in an efficient state and in good working order and repair. Staff must be appropriately instructed and trained in the safe use of any new equipment purchased.

8. CONTRACTORS AND VISITORS

All necessary measures must be taken to ensure that visitors to school are reasonably safe when using the premises for the agreed purpose of the visit. Visitors must therefore be requested to sign in on arrival at school, indicating the purpose of their visit and the area which they will be visiting. Instructions regarding emergency evacuation procedures should be issued whenever possible and the visitor made aware of any hazards peculiar to the site. Asbestos presence is managed by Carillion FM. The management of the Risk Register and arrangements to inform all contractors will be supervised by the Site Manager/Caretaker on duty.

Arrangements for inspection, service and maintenance of plant and equipment at appropriate intervals has been implemented by Carillion FM, covering: water tanks, fire alarm systems, heating, portable electrical appliances, PE/play equipment, workshop machinery, kilns, fume cupboards, etc. Records of inspections, service and maintenance for the above are available in the Site Managers office.

9. PREMISES INSPECTIONS

To be undertaken at least every 6 months by Carillion FM and the school. Reports issued to the Wardle Academy Governing Body.

10. ANALYSIS OF STATISTICS ON ACCIDENTS/NEAR MISSES

To be undertaken by Carillion FM and Wardle Academy. Reporting to Wardle Academy Governing Body to consider whether trends or patterns emerge and appropriate responses generated. Near miss recording system in place.

11. INSPECTION REPORTS

The Wardle Academy Local Governing Body will consider reports of any inspections undertaken, and produce a plan of action to address the recommendations put forward.

This policy will be reviewed and revised in the event of any changes in structure, senior personnel, working arrangements, processes or premises. The policy will be updated upon receipt of any new or revised policy/regulation issued by the HSE or other enforcement agency.

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