





Health and Safety Policy

This policy will be reviewed each Autumn Term, after a process of consultation with the Staff, Principal, Local Authority and any other appropriate agencies.

It will be presented to the Governing Body for ratification each Autumn Term.

Consultation Period:		Spring Term 14
Date Approved by KA Governing Body:		11th March 14
Chair of Governors Signature	M Farley	
Principal's Signature	S Pountain (Sept 14)	
Next Review Date:		Autumn Term 15

Kearsley Academy Health & Safety Policy

Introduction

The Governors and Managers of Kearsley Academy are committed to enabling each of its students to develop to their maximum potential. We believe a safe and healthy environment for students and staff is an essential element in that aim. The Health and Safety Policy defines how we will achieve this at Kearsley Academy.

1 Policy Commitment and Principles

This policy has been prepared in accordance with the Health and Safety at Work Act 1974. The aim of the policy is to ensure that all practicable steps are taken to secure the health, safety and welfare of all persons using the academy. The purpose of a written statement is to increase the awareness of staff and premises users of the school's policy on health and safety. Our commitment is as follows:-

At Kearsley Academy we will provide a safe and secure environment to safeguard the health, safety and welfare of students, staff and visitors.

In order to achieve this commitment, in all our activities we will follow the following principles:-

a. To establish and maintain in so far as is reasonably practicable:

- I. An environment which is safe and without risk to health;
- II. Safe working procedures among staff and students;
- III. Health and safety arrangements for the handling, storage and transport of articles and substances;
- IV. Safe means of access to and egress from the school.

b. We will obey all laws and in addition comply with the Health and Safety Policy of Bolton Metropolitan Council.

c. We will identify hazards and establish appropriate controls for all activities undertaken both on and off the academy site.

d. To provide an effective system of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety.

e. To ensure, so far as is reasonably practicable, the provision of information, instruction training, and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety.

f. We will define Health and Safety requirements in simple clear terms, communicate them to all employees and secure their involvement.

g. We will require all employees to accept personal responsibility for their own health and safety and that of their colleagues.

2 Organisation for Health and Safety

2.1 The Governing Body/Principal

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer.

The governing body, to the extent that it controls the school premises, must take all reasonable measures to ensure that the premises and equipment on the premises are safe and do not put the health of pupils at risk while they are on the premises. Governors are also expected to comply with the Health and Safety Guidance of the Authority and the academy's own health and safety policy.

The Principal is responsible for the day-to-day Health and Safety management in school and all staff directly employed by the school. Detailed Health and Safety responsibilities will be included in each individual's job description. Indicated below are the generic responsibilities of governors, managers and staff. Individual managers or staff may have responsibilities under more than one generic heading.

Head teachers/ Governors Roles

- Monitor the effectiveness of the safety policy;
- Make arrangements to ensure that all staff employed by the school, and all other persons working on the premises, are aware of all policies, risk assessments and all other relevant health and safety information;
- Ensure that staff are aware of and seek advice in the event of an unusual situation which is likely to be a health and safety hazard;
- Make arrangements and implement the Local Authority's accident reporting procedure and ensure that staff are aware of the system;
- Ensure accidents are reported and investigated where necessary, and ensure control measures are implemented;
- Develop and maintain safe working practices;
- Ensure that all staff are aware of the first aid arrangements and first aiders;
- Ensure the implementation of procedures in the event of fire and ensure that all staff are aware of their roles and responsibilities;
- Provide suitable induction training for all new staff;
- Identify health and safety training needs;
- Ensure all structural defects are reported to the Authority;
- Ensure staff have an awareness of relevant health and safety legislation and their responsibilities as employees;
- Where personal protective equipment is identified as necessary, ensure it is provided and maintained;
- Ensure there are suitable provisions for contractors working on site;
- Recognise that the policy, risk assessments and practices are not static, and ensure that the schools health and safety policies and procedures are updated and amended where necessary.
- Ensure that appropriate funds are allocated in the budget to ensure effective health and safety procedures, repairs and maintenance in the school.

2.2 The **Site Manager** will maintain the structure and fabric of the academy building to provide a safe environment for academy activities. In doing this the Premises Staff will be required to respond with due diligence to items of concern with respect to health and safety raised by the academy management. This will include responsibility for site visitors/contractors etc working under their instruction.

The Site Manager has a responsibility:

- i. To undertake regular checks in order to ensure as far as is reasonably practicable the safety of the school building and resources.
- ii. To record safety checks and rectify issues or report them directly to the Principal.
- iii. To ensure appropriate tests with regard to the prevention of Legionella are undertaken and recorded and any issues rectified or reported to the Principal.
- iv. To check that safety data sheets are available for all potentially dangerous substances brought onto the premises and that a COSHH assessment is completed
- v. To ensure the correct storage and disposal of any hazardous substances and take stock checks of these substances on a monthly basis.

2.3 Specialist Staff / Technicians / Project Managers / Coordinators will ensure that they understand the need for and have received specialist training for their roles with any necessary certification achieved and maintained. For specific, non-routine activities they will ensure that adequate risk assessments for the specific facilities and activities within their area of control are carried out and recorded, and that any resulting controls are implemented and effective.

2.4 Obligations of all employees

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee whilst at work:

- i. To take reasonable care for health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work, and
- ii. As regards any duty or requirement imposed on his/her employer or any other person by or under any relevant statutory provisions, to co-operate with him/her so far as necessary to enable that duty or requirement to be performed or complied with.”

Also that:

“No person shall intentionally recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any relevant statutory provision”.

In order that the law be observed and responsibilities to pupils and other visitors to the school are carried out, all employees are expected:

- i. To know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied;

- ii. To observe standards of dress consistent with safety and hygiene;
- iii. To exercise good standards of housekeeping and cleanliness;
- iv. To know and apply the emergency procedures in respect of fire and first-aid;
- v. To use and not wilfully misuse, neglect or interfere with things provided for their own safety and the safety of others;
- vi. To co-operate with other employees in promoting improved safety measures in their school;
- vii. To co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.
- viii. To ensure that tools and equipment provided are kept in good condition and used appropriately.
- ix. Ensure that ANY health and safety hazards are reported to their line manager and cooperate in any investigation.
- x. Not to behave in any way that would cause risk to either themselves or others.
- xi. Ensure that any persons under their supervision do not behave in any way that would cause risk to either themselves or others.

2.5 Staff (teaching and non-teaching) holding positions of special responsibility (e.g. Deputy Vice Principal, Assistant Vice Principal, Site Manager, Catering Manager, etc)

Staff holding these positions:

- i. Are expected to have responsibility for the application of the school safety policy to their own department or areas of work and should observe instructions given by the governing body and head teacher;
- ii. Should establish and maintain safe work procedures (e.g. use of chemicals, guillotines, boiling water etc);
- iii. Should resolve any health and safety problems any member of staff or pupil may raise and refer to the Principal any problem for which there is not satisfactory solution within the resources available;
- iv. Should ensure, as far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work;
- v. Should propose to the Principal or caretaker any changes and additions to plant, equipment or machinery which are necessary for maintenance or safety;
- vi. Ensure that induction processes adequately cover health and safety procedures.

- vii. **Line Managers** will ensure staff are competent and fully trained for their roles both from the functional viewpoint and the health and safety aspects of their roles. They will conduct investigations following any reported Health and Safety incident involving a member of their staff and students in their charge.
- viii. **Heads of Department** in addition to their line manager responsibilities will ensure that adequate risk assessments for all facilities and activities within their area of control are carried out and recorded, and that any resulting controls are implemented and effective.

2.6 Particular responsibilities of class teachers

The safety of pupils in classrooms is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted it must be discussed with the Head Teacher before any activities take place.

A class teacher is expected to:

- i. 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;
- ii. Exercise effective supervision of pupils that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- iii. Give clear instructions and warnings as often as necessary (notices, posters and hand-outs are not enough);
- iv. Ensure that pupils' coats, bags, cases etc are safely stowed away;
- v. Integrate all relevant aspects of safety into teaching process and if necessary give special lessons on safety;
- vi. Follow safe working procedures personally;
- vii. Call for protective clothing, guards, special working procedures etc where necessary;
- viii. Make recommendations on safety measures to the Head Teacher;
- ix. When taking playground duty or games lessons teachers need to check that there are no obvious hazards, e.g. broken glass.

NB These rules apply to student teachers who must be made aware of their responsibilities by both their mentor and their professional tutor.

2.7 The Pupil

Pupils are expected to:

- i. Exercise personal responsibility for safety of themselves and others;
- ii. Observe standards of dress consistent with safety and hygiene
- iii. Observe the safety rules of the school in particular the instructions of staff given in an emergency;
- iv. Use and not wilfully misuse, neglect or interfere with things provided for safety.
- v. Follow directly the instructions of staff, especially in an emergency situation.

2.8 Finance Manager

The Finance Manager in addition to line management and departmental duties will advise the Principal and Governors on prioritisation of spending on health and safety related expenditure. She will also ensure that purchases of equipment and/or services do not compromise health and safety standards at the academy.

2.9 The Health and Safety Officer

The nominated health and safety officer is P Greenhalgh

Health and Safety Officer are:

- i. 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 1974;
- ii. Do not carry additional legal liability for either their activities or omissions as a safety representative;
- iii. The functions of safety representatives are as follows:
 - to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he/she represents) and to examine the cause of accidents at the workplace;
 - to investigate complaints by any employees he/she represents relating to that employees' health, safety or welfare at work;
 - to make representations to the employer on general matters out of (a) and (b) above;

- to make representations to the employer on general matters affecting the health, safety or welfare of the employees at the workplace;
- to carry out inspection;
- to represent the employees he/she is appointed to represent in consultation at the workplace with inspectors of the HSE and any other enforcing authority;
- to receive information from inspectors in accordance with Section 28(8) of the 1974 Act; and
- attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions.

2.9 Visitors

Visitors are expected to take due care of themselves, their belongings and any persons under their supervision.

On entry to the building, visitors should be issued with a Visitors Badge for the duration of their visit.

3 Arrangements for Health and Safety

3.1 Fire Safety

Please refer to the Fire Risk Assessment and Emergency Action Plan.

3.2 Risk Assessment

Risk assessments should be carried out for all activities that carry an increased risk other than the 'usual' day to day activities of the school. Risk Assessments will be held by the school for 5 years.

For example:

- i. School Visits
- ii. Use of heat producing equipment in classrooms as part of the curriculum: candles, kettles
- iii. Significant repairs and maintenance
- iv. Contractors on site
- v. The use of any substances under COSHH
- vi. Significant events on the school premises
- vii. Use of new equipment (where appropriate)
- viii. Working at heights
- ix. Lone Working
- x. Working with chemicals, e.g. bleach

All risk assessments will be reviewed and amended if necessary after a particular visit or event, or when there are changes which affect the risk assessment, and following the passage of time e.g. annually.

3.3 Critical Incidents

The school has a Critical Incident Pack in order to ensure that there are shared procedures to ensure effective response in the event of a serious incident.

3.4 Accidents/Incidents

The school follow the LA guidance on Accident and Incident Reporting. See separate guidance document

3.5 First aid

The school follow the LA guidance on First Aid provision. See separate guidance document

3.6 Asbestos

The school building has no asbestos and does not require an asbestos report. No asbestos may be brought onto the school premises for any reason.

3.7 COSHH

COSHH Regulations prevent exposure to potentially dangerous substances. Safety Data records and COSHH assessments are located in the Plant Room with any potentially dangerous substances. COSHH registers are maintained and held by the Site Manager, Catering Manager and staff dealing with COSHH substances. The Plant room should be kept locked at ALL times other than for access.

No new substances may be brought into use in the school without a full COSHH assessment. This is a legal requirement.

All materials will be purchased through Supplies or other recognised suppliers who provide safety data sheets and/or appropriate labels with each substance purchased.

3.8 Display Screen Users

Requirements under the Health and Safety (Display Screen Equipment) Regulations 1992 apply to the use of all types of Display Screen Equipment, together with associated workstations. Members of staff who are defined as a user of display screen equipment are entitled to an eyesight test, the cost of which will be borne by the Council, and a contribution to the costs of lenses/spectacles required for the use of display screen equipment, where appropriate. The corporate policy and guidance gives details of the legal rights under the Regulations.

A 'user' is defined as an employee who habitually uses display screen equipment for a significant part of their normal work.

3.9 Sun Protection

When the sun is particularly bright, children are encouraged to bring sun hats to school. Children can bring their own sun cream into school if they wish, with written permission from the parent/carer. Parents are also asked to apply sun cream at home before school starts if they do not send sun cream in. Staff are requested to be aware of the dangers of overexposure to the sun, and limit times spent outside when there is a risk of burning.

3.10 Administration of medicines and creams

Where children need medication such as inhalers, parents are required to hand these in at the office and sign the Medication Policy, giving permission to the school for administration. Medicines such as antibiotics will only be administered when prescribed four times daily and only by those members of staff who are able to do so.

3.11 Concluding Statement

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Principal. The greatest hindrance to good practice is apathy; the best antidote is the right attitude of mind.

Equal Opportunities

The school aims to offer an education and working environment appropriate to each individual pupil's needs regardless of their race, colour, ethnic or national origins, gender, disability or religious beliefs.

No Smoking Policy

The school operates a 'No Smoking Policy'. No persons are allowed to smoke anywhere on the school premises.

This policy is communicated to staff as part of their induction process.

4. Review and Monitoring

P Greenhalgh has been nominated as the **Academy Safety Officer**. This manager will oversee the collection, collation and evaluation of all Health and Safety performance statistics and advise governors, the management team and the academy safety committee of any trends or areas of concern.

The **Governors Buildings, Plant & Community Sub-Committee** will review safety performance and trends at least once each term.

The **Academy SLT** will review the overall implementation of the policy as part of its annual self assessment process with emphasis on the delivery against the key principles and particularly the status of health and safety training and risk assessments.

