

HEALTH AND SAFETY POLICY

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1. Introduction

The Academy recognises that every one of its employees, students and visitors to the Academy are entitled to a safe and healthy environment.

The Governing Body of the Academy expects that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment. The "References" section at the end of this policy sets out these sources.

Maintaining the overall high quality of the environment will result from an effective programme of housekeeping and the promotion of an awareness concerning the fabric and appearance of the building across all staff and students.

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. The Academy's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

2. Responsibilities

Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974, and associated regulations, and primarily lie with the employer. In the case of the Academy this means the Governing Body. Employees also have responsibilities. Some of these responsibilities are delegated by the Governing Body. Others derive from various Health and safety legislation.

All employers must have a health and safety policy and must carry out assessments of risk and introduce measures to manage those risks.

Health and safety legislation is enforced by the Health and Safety Executive (HSE).

a) Responsibilities of the Governing Body

In discharging its responsibilities, the Governing Body will:

- make itself familiar with the requirements of the appropriate legislation and codes of practice;
- create and monitor a management structure for Health and Safety; ie., ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy, and, that it is implemented;
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and
- identify and evaluate risks relating to possible accidents and incidents connected with Academy-sponsored activities, including work experience

In particular, the Governing Body undertakes to provide as far as is reasonably practicable:

- a safe place for all users of the site to work, including safe means of entry and exit;
- plant, equipment and systems of work that are safe;
- safe arrangements for the handling, storage and transportation of articles and substances;
- safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
- supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner; and

- provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

b) Responsibilities of the Principal

The Principal has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Principal will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

c) Responsibilities of the Director of Finance and Operations and Health & Safety Manager

The Principal will designate a senior manager, the Director of Finance and Operations, to take responsibility for the implementation of the Academy's Health and Safety Policy. The Facilities Manager will be designated as the Health and Safety (H&S) Manager, who will be responsible for the day to day implementation of the Health and Safety Policy and will be the usual contact with the Health & Safety Executive.

d) Responsibilities of Supervisory Staff

All supervisory staff are expected to 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.

In addition to the general duties that all members of staff have, they will be directly responsible to the H&S Manager for the implementation and operation of the Academy's Health and Safety Policy within their relevant departments and areas of responsibility.

Responsibility for aspects of Health and Safety are written into the Job Descriptions of the Academy's managers.

Supervisory staff will take a direct interest in the Academy's Health and Safety Policy and in ensuring that staff, students and others comply with its requirements.

e) Responsibilities of all Members Of Staff

All staff 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.

In particular, members of staff will:

- be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body;
- ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively;
- see 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;
- use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- report any defects in the premises, plant, equipment and facilities that they observe to the H&S Manager; and
- take an active interest in promoting Health and Safety and suggest ways of reducing risks.

f) Health And Safety Committee

The Academy will have a Health and Safety Committee which will monitor Health and Safety issues within the Academy. The Committee will report to the Governing Body.

3. Health & Safety Arrangements

a) Fire Safety

Procedures for ensuring that safety precautions are properly managed are set out in Appendix 1.

The Academy's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

All firefighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.

b) Reporting Accidents

All accidents to staff, students and visitors must be reported, in writing, using the Academy's accident report form. The completed form should be given to the H&S Manager. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The H&S Manager will ensure that the Principal is aware of reportable incidents.

Further details concerning the accident reporting procedure are set out in Appendix 2.

c) First Aid

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

The H&S Manager should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the Academy. These supplies should be checked on a regular basis by a qualified first-aider.

In the event of an emergency any member of staff would be expected to carry certain remedial action before the arrival of a trained first aider. These basic remedial actions are set out in Appendix 3.

d) Equipment

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.

The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:

- fume cupboards
- all electrical appliances
- workshop equipment, e.g. lathes, kilns
- fixed gymnasium equipment

When new equipment is purchased, it is the responsibility of the Faculty Leader, with the assistance of the H&S Manager as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

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. Managers 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.

e) Housekeeping

The Facilities Manager will monitor the cleaning standards of the cleaners. Special consideration will be given to hygiene areas.

The Facilities Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

f) Visits

Educational trips and visits must be organised in accordance with the Academy's "Off Site Procedures".

g) Minibuses

Users of minibuses must be aware of and observe the following requirements:

- the driver must have a current licence and not been involved in any accident for the past five years, be aged 25 years or over and hold a full licence in Group 'A' or PSV;
- drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence;
- where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation;
- when a charge is being made to passengers, the minibus permit must be displayed in the vehicle;
- 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);
- only one person per seat is to be carried;
- seat belts are to be worn by all passengers and the driver at all times;
- the driver at the time when an offence was committed is responsible for the payment of fines incurred; and
- a log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the Academy reception.

h) Visitors To The Academy Site

All visitors to the Academy will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Academy.

No contractor may undertake work on the Academy site without permission from the Facilities Manager or Site Manager other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.

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.

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.

Whilst on site, all visitors and contractors must wear an Academy visitor's lanyard. Cleaning contractor's employees if used must wear an identifiable uniform or an identity lanyard at all times. Temporary staff will be required to indicate their presence in the Academy by reporting to reception.

If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the Academy reception or off the site, as appropriate.

If an intruder is uncooperative in going to the 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. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

4. Security

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 secure at all other times.

Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

The Academy will take every reasonable precaution to minimise any risk of harm to students, staff and visitors. There will be zero tolerance shown towards anyone who acts, or who threatens to act, in a violent way, both in terms of verbal or physical violence.

5. Critical Incidents

As part of its commitment for the well being of staff, students and visitors, the Academy will set out a separate policy which is designed to outline the response to a critical incident occurring, either on the Academy premises or on an activity away from the Academy site.

6. Healthy Eating

It is the policy of the Academy to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the Academy works with the catering contractor in providing menu options that support these aims.

7. Staff Absence

Staff absence will be monitored, at least termly, and reported to the Principal, and other members of the leadership team. Line managers will be supported by the Senior Leadership Team and HR Manager in addressing higher than normal levels of absence.

The Academy will engage an external Occupational Health provider. Any member of staff can be referred for assessment where the Academy has reasonable concerns about their capacity to carry out their work in the way that the Academy and/or they themselves would expect.

8. Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness.

9. References

The Health And Safety Executive

HSE Website <http://www.hse.gov.uk>

Ways to contact the HSE – <http://www.hse.gov.uk/contact/contact.htm>

Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>

Frequently asked questions about risk assessments - <http://www.hse.gov.uk/risks/faq.htm>

Health & Safety checklist for classrooms - <http://www.hse.gov.uk/risk/classroom-checklist.htm>

School trips - <http://www.hse.gov.uk/services/education/school-trips.htm>

Other resources

Fire safety in the work place – <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Managing safety in schools – <http://www.rospa.com/schoolsandcollegessafety/info/managing-safety-schools-colleges.pdf>

Health And Safety Legislation:

The Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Fire Precautions (Workplace) regulations 1997

First Aid Regulations 1981

Electricity at Work Regulations 1989

Education Legislation:

School Premises (England) Regulations 2012

School Standards and Framework Act 1998

School Inspections Act 1996.

Education Act 1996

Fire Safety procedures

No workplace is immune to the risks of fire but you can certainly reduce the chances of it happening or, if the worst does occur, keep losses to a minimum. All workplaces are required by the Fire Precautions (Workplace) Regulations 1997 to have an emergency plan. It should include the actions to be taken by staff in the event of a fire, evacuation procedures and arrangements for calling the fire brigade.

1. Preparation for a fire

- A grab bag containing staff lists, high visibility jackets, note book and pen, emergency contact numbers, critical incident plan, and parents contact list will be maintained by Student Services.
- The Chelsea Academy will have a fire drill at least once a term.
- All staff should be sure where their nearest fire alarm is situated, and how to operate it, and where the nearest fire exits are situated.
- Every occupied room will have a fire action notice.
- Any tampering with fire extinguishers, hoses or fire alarm boxes must be reported. If you have any queries concerning these appliances, please report it to the Principal, the Director of Finance and Operations or the facilities Manager immediately.
- All fire doors must be kept unlocked and clear of obstructions.
- High visibility jackets will be made available around the buildings for key staff and those directing the passage of students to the evacuation area.

2. Procedures in the event of an alarm being raised**At the Academy buildings:**

- the Principal, Director of Finance and Operations, IT and Site Staff will be responsible for clearing the Academy buildings and liaison with the Fire Services if required
- the Vice Principals, Assistant Principals and other staff will be responsible for the safe passage, assembling and recording of all students in the evacuation area – Westfield Park
- upon the sounding of the alarm, evacuation procedures should begin immediately. Under no circumstances should the evacuation be delayed whilst the alarm is confirmed as genuine
- the first priority of staff is the safety of the students, you can guide your class from the front or back, there is no correct way. Wear a high visibility jacket if one is available as you exit the building
- consider alternative evacuation routes in case the fire is obstructing your usual exit
- it is essential that both the students and staff walk out of classrooms, offices and the building. They must not run nor be allowed to knock over chairs and desks on the way out and must leave their bags and coats behind
- all classrooms and the building must be left unlocked
- The Principal, Director of Finance and Operations, IT and Site Staff are responsible for checking and clearing buildings during the evacuation.

At Westfield Park

- the Vice Principals/Assistant Principals will be responsible for the safe passage, assembling and recording of all students in the evacuation area – Westfield Park
- all students and staff should assemble in silence
- the Student Services Manager will bring the evacuation grab bag, registers of students and a complete contact list of parents to Westfield Park
- Reception staff will bring registers of visitors and lists of staff and Sixth Formers who are off site
- Learning coaches will register all students and then advise the Vice Principal/Assistant Principal, who will be stood at the front of the body of students, which students are missing. A check will then be carried out against signing out and medical forms to ascertain and inform the Vice Principal of any missing students
- Heads of House (or their Deputies) will register all learning coaches. The Vice Principal, or designated deputy, will be responsible for registering other staff, external agency staff and visitors to the Academy
- the Office Manager will telephone any off-site staff to alert them of the situation (if necessary)
- the Vice Principal/Assistant principals will notify the Principal/Director of Finance and Operations, by phone or messenger, of any unaccounted students, staff or visitors
- the Vice -Principal will co-ordinate the assembled staff and students. Only when the all clear is given by the Principal, Director of Finance and Operations or Site Staff, either by phone or in person, will the students and staff be dismissed by the Vice -Principal and allowed to return to the buildings
- in the event of an actual fire, that prevents the immediate return to the Academy, the critical incident policy will take effect
- All students must return to the Academy quietly and under the supervision of staff
- in the event of a fire, arrangements will be made to contact parents to let them know where their children have been evacuated to and that they are safe and arrangements for collection

3. Procedures after a drill/or alarm

The Principal and/or Director of Finance and Operations will be responsible for recalling the students from Westfield Park.

The Director of Finance and Operations and Senior Vice Principal will lead an evaluation of the drill/alarm and review the current drill procedures and risk assessment. Any issues arising from the drill/alarm will be reported to the next Health and Safety Committee meeting.

Accident Reporting procedure

It is the duty of all staff under the Health & Safety at Work Act to report all accidents and dangerous occurrences, however minor, which occur on Academy premises. This extends to incidents involving students, contractors, visitors and other members of the public as well as to employees.

1. Incident Types

- Accident** An incident where an Academy employee or non-employee is injured as a result of Academy work and/or there is damage to equipment, property or premises.
- Near Miss** An unplanned event that did not result in injury, illness or damage – but had the potential to do so. Near misses are warnings of potential accidents and **must** be reported.
- Dangerous Occurrence** An incident with the potential to cause injury to a person and/or damage to equipment, property and premises, which must be reported to the HSE.
- Violent Incident** Where an employee is exposed to verbal or physical abuse, or harassment, which may or may not result in injury, illness or damage.

2. Notifying Parents

Where an Academy student is injured at the Academy, parents/carers will be notified immediately after initial attention has been given. Where a student needs to attend hospital they will be accompanied by an adult until such time as the parent/carer arrives.

3. Reporting Procedure

There are three levels of accident & incident reporting:-

- Within the Academy
- To the Governors
- To the Health & Safety Executive (HSE)

4. Reporting within the Academy

- All accidents and injuries (including those requiring only nominal first aid treatment or none at all) should be recorded in the red 'Medical Book' folder, which is maintained in the main Academy Office.
- All other incidents and near misses should be recorded in the green 'Incident Book', which is maintained in the main Academy Office.
- All serious accidents, injuries and violent incidents must also be reported to the LA on an 'Reporting of Injuries, Diseases and Dangerous Occurrences Report form' (RIDDOR). These forms are kept in the orange 'Accident Forms' folder which is kept in the Academy Office.
- The circumstances of an incident should be investigated at the earliest opportunity. Where remedial or protective action is required, then this should be carried out without delay.

5. Reporting to the Governors

- The Principal must report accidents and dangerous occurrences to the Chair of Governors on the same day that the incident occurs.
- The 'Reporting of Injuries, Diseases and Dangerous Occurrences Report form' (RIDDOR) should be used for all accidents, near misses and dangerous occurrences. The 'Violent Incident Report' form (VIR) should be used to report all violent incidents involving employees.

Guidance on completing RIDDOR and VIR forms can be found in the orange 'Accident forms' folder.

Copies of the RIDDOR and VIR forms should be sent to the Chair of Governors and a copy kept in the 'Accident form' folder maintained by the Office Manager.

6. Reporting to the HSE

The responsibility for reporting directly to the HSE rests with the Principal.

Employee incidents

There is a duty to report fatal or major injuries to the HSE immediately by telephone and to confirm details in writing within 10 days. If the accident does not result in a fatal or major injury, the report must be made within 10 days.

Non-Employee Incidents

For reporting purposes, visitors and students count as non-employees. An accident only needs reporting if:

- the person is killed or taken to hospital from the site, AND
- the accident arises out of or in connection with work activities.

An accident must be reported if it relates to:

- the way an activity has been organised (e.g. the supervision on an outing)
- lifts, machinery or substances
- the condition of the premises

All incidents reported to the HSE must also be reported to the Governors.

Basic Remedial Actions in the event of an Emergency

All staff have a duty to carry out remedial measures immediately while waiting for First Aid or professional medical treatment. The following advice covers common accidents and is intended as a supplement to any local guidance on dealing with specific events.

Burns

Cool under gently running water until First Aid arrives.

Hair on fire

Smother with a Fire Blanket or cloth.

Clothing on fire

Smother by pushing the casualty to the ground, flames on top. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.

Electric shock

Taking care for your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves. If casualty is unconscious, check that airways are clear and begin artificial ventilation if necessary.

Severe cuts

Lower the casualty to the floor and raise the wound as high as possible. Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Protect yourself from contamination by blood. Leave any embedded large bodies and press round them.