



**A C A D E M I E S**

# Health and Safety Policy

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**Q3 Academies Trust  
Health and Safety Policy**

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## **Introduction**

The Q3 Academies Trust (QAT), Governors and Executive Team recognise and accept their responsibilities both under civil and criminal law and also under the DfE's scheme of delegation for local management of Academies. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is acknowledged.

The Academy is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.

In compliance with the Health and Safety at Work Act, the Q3 Academies Trust will ensure so far as is reasonably practicable that:

- ✓ The premises are maintained in a safe condition;
- ✓ Safe access to and egress from the premises is maintained;
- ✓ All plant and equipment is safe to use;
- ✓ Appropriate safe systems of work exist and are maintained;
- ✓ Sufficient information, instruction, training and supervision are available and provided;
- ✓ Arrangements exist for the safe use, handling and storage of articles and substances at work;
- ✓ A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Q3 Academies Trust also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the activities being carried out within the Academy boundary or otherwise, the Governing Body/Trust will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its students, this commitment is seen as especially important.

Within the financial constraints dictated by the Trust, the Governing Body/Trust will ensure through the Executive Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Governing Body/Trust is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body/Trust's commitment to the continuous improvement in health and safety performance. For the policy to be effectively implemented the Academy must have the full co-operation of employees and others who use the premises.

Employees are reminded of their own duties:

- ✓ To take care of their own safety and that of others;
- ✓ To co-operate with the Q3 Academies Trust, Governors and Executive Team and take responsibility to carry out their duties in a safe and successful manner;
- ✓ All relevant Regulations, Codes of Practice and Standards will be complied with as

necessary;

- ✓ Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement is accessible to every member of staff and can be viewed within the Q3 Academies' policies folder on the staff shared drive. This policy statement and the accompanying organisation and arrangements will be revised annually or in line with new legislation.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the Q3 Academies Trust.

## **Organisation and Responsibilities for Health, Safety and Welfare**

In order to ensure that health and safety issues are dealt with in accordance with the safety policy, the following organisational structure has been approved by the Governing Body/Trust. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

### **Governing Body**

The Governing Body will comply with any directions issued by these guidelines concerning the health and safety of persons on any Academy premises or taking part in Academy activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Trust/DFE carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Health and Safety Executive will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total Trust budget determined by their members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

Health and Safety matters are considered as part of the Finance and General Purposes committee that meets 4 times per annum. The governors may use their discretion to implement any changes in protocol, if it is considered necessary.

### **Head of School**

Overall responsibility for the day to day management of health and safety in each Academy rests with the Head of School. As manager of the establishment and of all the activities carried out within it, the Head of School will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Head of School will include:

- ✓ Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999;
- ✓ Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy;

- ✓ Adequate staffing levels for safe supervision;
- ✓ The delegated responsibility for the maintenance of the premises;
- ✓ The repair, maintenance and testing of Academy equipment;
- ✓ The provision of appropriate protective clothing where necessary;
- ✓ The purchase and maintenance of first aid materials and firefighting equipment;
- ✓ The funding of necessary safety training for staff;
- ✓ The provision of appropriate health and safety information to Governors;
- ✓ To adhere to Housekeeping Instructions as per the staff and Appendix 1;
- ✓ The arrangements for securing health and safety assistance from a competent source;
- ✓ The Site Manager will take on the role of Deputy Site Manager (The Head of School is classed as Site Manager);
- ✓ The Site Manager will also take the role of Health and Safety Co-ordinator and be given the appropriate level of training to carry out such duties.

The Head of School may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head of School from the overall day to day responsibilities for health and safety within the establishment. The Head of School will provide a termly report for the Governing Body with accidents and near misses.

### **Health and Safety Co-ordinator**

The Head of School will delegate to the Health and Safety Co-ordinator, the majority of the duties that are linked with the overall responsibilities of the Head of School. More specifically the post holder will:

- ✓ Ensure that general risk assessments are undertaken throughout the establishment and that control measures are implemented, and those assessments are monitored and reviewed;
- ✓ Assist and advise Curriculum Leaders who are required to carry out the relevant subject risk assessments for their department;
  - Ensure that appropriate training is given at the appropriate level to staff required to carry out such duties.
- ✓ Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- ✓ Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents, incidents of violence and near misses on the premises;
- ✓ Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- ✓ Arrange for termly evacuation drills and weekly fire alarm tests and any other related inspections;

- ✓ Ensure that the state of repair of the building or its surrounding which may be identified as being unsafe is dealt with, taking whatever action is necessary to minimise the risk until repairs can be arranged;
- ✓ Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- ✓ Co-ordinate the periodic health and safety checks, ensuring all areas of the establishment and all activities are covered;
- ✓ Report to the Head of School, any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- ✓ Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- ✓ Ensure that the Executive team, the wider Senior Leadership Group/Team, Curriculum Leaders and Lead Professionals are kept aware of the names and details of those persons appointed to provide competent health and safety assistance.
- ✓ Ensure that appropriate matters of Health and Safety are included within the Induction Programme for all new staff and students.

### **Senior Leadership Group/Team**

The Head of School will delegate to a member of the Senior Leadership Group/Team the duties that are linked with the overall responsibilities of the Head of School. More specifically the Senior Leader delegated will oversee all arrangements for Educational visits and Academy journeys.

### **Curriculum Leaders and Personalising Learning Directors**

All Leaders and Managers are responsible to the Head of School for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Health and Safety are observed and implemented by all members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- ✓ Ensure that risk assessments are undertaken within their sections and that control measures are implemented, and those assessments are monitored and reviewed when change occurs and in any case within a twelve-month timescale;
- ✓ Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- ✓ Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc.;



- ✓ Ensure that all accidents are reported to the Health and Safety Coordinator and investigated with a view to preventing a recurrence;
- ✓ Ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- ✓ Remove from use and inform the Health and Safety Co-ordinator of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- ✓ Ensure that adequate levels of class supervision are available at all times;
- ✓ Carry out (in conjunction with other members of staff) the daily housekeeping health and safety checklist (copy of which in Staff Handbook) within their areas of responsibility and provide a report if necessary to the Health and Safety Co-ordinator;
- ✓ Maintain or have access to an up to date library of relevant published health and safety guidance from sources for example CLEAPS, DFE, BAALPE, etc., and ensure that all staff are aware of and make use of such guidance including that available in electronic format;
- ✓ Identify specific staff health and safety training needs and inform the Health and Safety Co-ordinator accordingly;
- ✓ Consult with all staff on any matters which may affect their health or safety whilst at work;
- ✓ Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- ✓ Ensure that levels of first aid provision remain adequate for the activities being undertaken;
- ✓ Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily resolved within their areas must be referred to the Health and Safety Co-ordinator;
- ✓ Ensure (via staff) that all students are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- ✓ Ensure that good standards of housekeeping are maintained;
- ✓ Consult the Health and Safety Coordinators/Safety Adviser or other appropriate bodies when additional assistance becomes necessary.

### **Learning Consultants (including Supply)**

Learning Consultants are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. Learning Rooms, laboratories, workshops etc., and off site e.g. Academy trips. Learning Consultants shall:

- ✓ Ensure effective supervision by only permitting practical work to be carried out by students after carrying out a risk assessment. The class size, the abilities of the students involved, the activities to be undertaken etc. will all

- need to be considered;
- ✓ Be aware of the Academy health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
  - ✓ Ensure that safety instruction is given to all students prior to commencing practical sessions;
  - ✓ Know the location of the nearest firefighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
  - ✓ Ensure that students follow Academy/Company safety rules and that protective equipment is worn where appropriate;
  - ✓ Ensure that all personal protective equipment is suitable and in good condition prior to issue;
  - ✓ Ensure safety devices e.g. machinery guards are in good condition and are used;
  - ✓ Report any defective equipment to the Curriculum Leaders;
  - ✓ Investigate all accidents, incidents of violence, near misses (in conjunction with relevant staff involved i.e. First Aider, Curriculum Leader, Personal Learning Director, Year Leader. which occur through activities organised/supervised by the Department/Company;
  - ✓ Propose for consideration by their Curriculum Leader any improvements which they consider would improve health or safety standards within the department;
  - ✓ Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking Academy parties off site on educational visits.

### **Site Team**

The Site team are responsible to the Head of School via the Site Manager. Duties include:

- ✓ Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- ✓ Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- ✓ Participating in any health and safety checklist, paying particular attention to the building structure, services, access to/egress from the Academy, main circulation areas etc.;
- ✓ Ensuring that other site supervisory staff are adequately supervised;
- ✓ Identifying any particular health and safety training needs of supervisory staff;
- ✓ Ensuring that staff are not involved in activities outside their limitations;
- ✓ Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use, storage and disposal of the equipment;

- ✓ Ensuring that all staff work in accordance with safe working practices issued by the Academy, the DfE, etc.;
- ✓ To assist the fire officer ensuring all fire risk assessments/checks are up to date and recorded in Fire Risk Assessment File and Fire Log Book;
- ✓ Perform all daily/weekly/ monthly checks and ensure they are recorded accordingly;
- ✓ Ensure that the site is security is maintained throughout the building at all times.

### **All Employees (including Temporary & Volunteers)**

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Governing Body and senior management of the Academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

All employees are required:

- ✓ To participate in the risk assessment process and comply with findings;
- ✓ To report all defects in the condition of the premises or equipment to which they become aware;
- ✓ To complete the document found in Appendix 2 for all accidents, incidents of violence and near misses;
- ✓ Be familiar with the procedure to be followed in the event of a fire or other serious emergency;
- ✓ To make use of all necessary personal protective equipment provided for safety or health reasons;
- ✓ To, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- ✓ Follow all relevant codes of safe working practice and Academy rules;
- ✓ Report any unsafe working practices to their line manager/curriculum director/lead professional and/ or the Health and Safety Coordinator.

### **Students**

All students must follow all safe working practices and observe all Academy safety rules.

All students will:

- ✓ Follow all instructions issued by any member of staff in the case of an emergency;
- ✓ Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.;
- ✓ Inform any member of staff of any situation which may affect their safety.

## **Staff Safety Representatives**

Health and Safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. If there is a period of time between the appointments, the Academy has the option to use the Safety Representative named below, who is willing to act on the unions behalf and is affiliated to the Local Authority. Where the Governing Body is notified in writing of such an appointment, the safety representative shall have the following functions:

- ✓ To investigate potential hazards and to examine the causes of accidents in the workplace;
- ✓ To investigate complaints by any employee represented relating to that employees health and safety or welfare at work;
- ✓ To make representations to the Head of School via the Health and Safety Coordinator on general matters affecting the health, safety and welfare of employees;
- ✓ To carry out workplace health, safety and welfare inspections;
- ✓ To co-operate with the employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## **Names of Trade Union appointed Safety Representatives**

The names of each Academy Trade Union appointed Safety Representatives are known by the Site Manager, Head of School, and Reception staff.

## **Arrangements & Procedures for Health, Safety and Welfare**

The following procedures and arrangements have been established within the Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **Accident Reporting, Recording & Investigation**

Accidents to staff, students or visitors are recorded on an Academy accident form and duly logged. The staff and visitor's/student accident report sheets are kept by the Health and Safety Co-ordinator and the First Aid Log Books are based in the medical room and on Reception. The Academy follows National Guidance (RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) with regard to the notification of serious accidents.

### **Asbestos**

The Site Manager is the competent Asbestos co-ordinator and has the required level of training.

The Site Manager makes contractors aware of their responsibilities, and he also oversees other works within the Academy and is aware of the details contained within the asbestos record. Potential or real interference to asbestos materials is reported to the Health and Safety Coordinator and the HSE guidelines are strictly adhered to.

### **Contractors**

The Academy procures its own contractors for any building works or repairs to the Academy. The Site Manager is responsible to ensure that all contractors will sign in/out at reception, and will complete paperwork related to their work. In the case of any hot works (any activity which generates heat, i.e. welding, grinding, cutting etc.) a permit to work will be completed and checked by the Site Manager (Appendix 4).

Major contracts are managed by the Site Manager or other suitably trained and qualified Trust employee to accept the responsibility. Close liaison is maintained between the contractor and the Site Manager or site staff during any academy works. Where the academy has a BSF scheme the liability falls on the contractor of the BSF to ensure any third parties visiting the academy to carry out works is compliant.

### **Curriculum Safety (including out of Academy learning activity/study support)**

All visits out of Academy require a Risk Assessment to be completed. This is overseen by a member of the Senior Leadership Group/Team. Relevant Local Authority paperwork is also completed and forwarded where appropriate. All staff must adhere to good practice contained within the various local and national guidelines for visits,

copies are available for staff to refer to within the Academy from the Health and Safety Co-ordinator.

### **Drugs & Medication**

If parents request that their child receives medication whilst in the Academy they should contact the Welfare Officer/First Aider via the main Academy reception. Medication is kept in a secure lockable cupboard and is then administered during the Academy day by the staff responsible.

### **Electrical Equipment (Fixed & Portable)**

Portable electrical equipment is tested annually by means of a rolling programme by a competent trained member of the site team. Damage to any equipment is reported to the relevant Line Manager/Curriculum Leader who will report this to the Health and Safety Coordinator, via email. This item will be removed if it is not immediately repairable.

Staff must not bring their own electrical equipment into the Academy, unless it has been tested and agreed by the Health and Safety Co-ordinator.

Fixed installation equipment is maintained and tested every 5 years. This process will be undertaken by a chosen contractor or trained site staff within the set timescales.

### **Fire Precautions & Procedures (and other emergencies incl. bomb threats)**

All staff have access to the Academy Fire Procedures, the Health and Safety Coordinator monitors Level 1 risk assessments, and fire drills are carried out every term. Records of the fire drills are kept. A review of each evacuation takes place as to the success or otherwise of the drill.

All staff and Students are advised of the need to follow Fire Route signs and Curriculum Leaders are asked to supervise the clearance of their immediate teaching areas. Any visitors are escorted by their host to the evacuation point. The evacuation instructions can be found on the visitors pass which is signed when they enter the Academy.

Fire extinguishers are maintained on contract by Fire Equipment Maintenance (FEM), the fire alarm is tested weekly by the Site Team, and emergency lighting is tested monthly by Chubb, a UTC Fire and Security Company. The fire alarm system is tested on a three monthly basis by Chubb.

## **First Aid**

Details of trained first aid staff can found in the First Aid Procedures Manual. A copy of the manual is kept on reception. Posters of first aiders can be found in all the toilets and in reception.

First aid boxes are kept throughout the Academy, particularly in the more vulnerable practical areas. The Academy duty receptionist acts as the main point of contact for all first-aid requirements. The Facilities Manager is responsible for the upkeep of the first-aid boxes and a qualified first aider maintains the appropriate equipment levels. Should an ambulance be deemed necessary the first aider will summon one in conjunction with the duty receptionist. Attempts are always made to inform parents/carers and if they are unable to accompany a child to hospital the Academy makes every effort to allow a member of staff to accompany them.

## **Glass & Glazing**

When windows are broken, replacement glass should be a direct replacement to the same standard as previously installed; an alternative must be a BS 6206 laminate and be clearly marked as such. Monitoring the glazing around the Academy is carried out regularly by the Site Manager/Site Team.

## **Hazardous Substances**

The Academy follows authority and national guidelines with regard to the use of hazardous substances, and their use is kept to a minimum. Hazard data sheets are kept by the relevant department/staff, a copy of which is kept in the Fire Log and a copy with the Fire Marshall, who in the event of a real situation, greets the Fire Service on arrival at the Academy main barrier. Use, storage and disposal of such substances follows manufacturers' advice and COSHH assessments will be carried out by a suitably trained person.

## **Health and Safety Advice**

The Site Manager has been appointed Health and Safety Coordinator and has undergone relevant training.

## **Housekeeping, Cleaning & Waste Disposal**

The Academy contracts out Cleaning Services to carry out cleaning duties. General Academy refuse is kept in a secure skip and is disposed of accordingly. Recycling Bins are available for paper and Cardboard.



## Handling & Lifting

Staff are asked for suggestions to minimise handling and lifting, but the nature of the Academy Facilities deems it necessary for some to be carried out. Deliveries to the Academy should be made as close to the entrance as feasibly possible in order to negate any unnecessary lifting. The Facilities team, all of whom have had relevant manual handling training, ensure that these are delivered directly to departments or to an appropriate location in order to minimise the unnecessary handling of stock.

## Jewellery

Students are allowed to wear a watch and only small sleeper or stud earrings are permissible. A maximum of one sleeper or stud per ear is allowed. No other form of 'Pierced Jewellery' such as eyebrow studs or nose studs to be worn in the Academy (which includes the journey to and from Academy). If a cross and chain is worn it should be underneath the blouse or shirt. No other jewellery (apart from the Q3 Academy pin badge and ID badge) is allowed.

All jewellery is removed or protected/ taped up for Wellbeing Active/PE lessons.

## Lettings/shared use of premises (appropriate only to Q3 Academy Great Barr)

The Academy lettings form gives advice and instructions to those who may use the Academy in the evening or at weekends. All hirers are aware of their responsibilities with regard to health and safety through a procedures sheet which is signed and received before a letting takes place, the Facilities team ensure that only relevant areas of the Academy are opened, where practical, for such events. The relevant Entertainment Licence is held by the Academy for those events that require it.

## Lone Working

Staff are discouraged from working alone, but where it is necessary they are to adhere to the Lone Working Policy.

## Maintenance/Inspection of Equipment

Ladders	-Site Team	-	Prior to use
Fume Cupboards	-SafeLab	-	12 months
Fire alarm (manual)	-Facilities Team	-	Weekly
Fire alarm (automatic)	-Chubb Fire.	-	3 monthly
Fire Extinguishers	-Fire Equipment Maintenance	-	Annually
PE Equipment	-Continental	-	Annually
Emergency Lighting	-Chubb Fire.	-	Monthly
Water Supply	-ACHS	-	Monthly

Chlorine top up	-ACHS	-	Quarterly
Air Conditioning Units	-ACHS	-	Annually
Electrical works	-PHS Compliances	-	5 yearly
Gas Safe	-ACHS	-	Annually

### **Monitoring the Policy**

The Health and Safety Coordinator has the responsibility for monitoring all matters relating to the Health and Safety Policy.

### **Personal Protective Equipment (PPE)**

Staff and/or students that require such equipment are provided with it, as indicated via Risk and COSHH Assessments. Staff must be trained in the use and care of PPE, advice on the use and maintenance of such equipment is sought from the Health and Safety Unit at the Local Authority.

### **Reporting Defects**

To report a hazard or defect, staff are to send an e-mail directly to the Site Manager and site team detailing the location and hazard/defect - all staff are to list their concerns in this manner. Emails are checked on a daily basis by the Site Manager/site team. In an emergency e.g. a flood or power failure, you should report by ringing the facilities team office and/or reception to speak directly explaining the situation.

### **Risk Assessments**

These are carried out where deemed necessary. Initial responsibilities lie with the relevant Line Manager/Curriculum Leader. Non-subject specific risk assessments are written and monitored by the Site Manager.

### **Academy Trips/Off-Site Activities**

Advice on Academy visits is available from the designated Educational Visits Co-ordinator who also centrally will keep copies of all risk assessments that have been undertaken. The Academy follows National and Local Authority Guidance, and all relevant documentation for the Authority is completed.

### **Academy Transport**

If the Academy has a minibus, only appropriately trained drivers on a scheme approved by the Academy are authorised to drive the vehicle. Each time the minibus is used a series of checks are undertaken (Appendix 3) by the driver and a tick sheet

completed to identify any problems that may have arisen. The site team are responsible to ensure that all problems are corrected before the vehicle is used again.

### **Smoking**

The Academy is a dedicated non-smoking site in all areas.

### **Staff Consultation**

The staff focus group meets regularly and any health and safety issues are discussed. All staff are invited to raise health and safety concerns with the Health and Safety Co-ordinator.

Should more urgent problems arise between meetings, they are addressed as quickly as is practicable through informal consultation with the Health and Safety Co-ordinator and Executive team as is deemed necessary.

### **Staff Health & Safety Training and Development**

The Site Manager is also the Health and Safety Co-ordinator and has undergone training in Health and Safety IOSH Managing Safely (or equivalent) as a minimum. Line managers are charged with disseminating health and safety information to their staff, and should specific guidance be required, advice is sought from the Authority via a service level agreement.

### **Staff Well-being/Stress**

The Academy responds sympathetically to difficult personal situations and offers support whenever it is able. You must contact Human Resources in the first instance.

### **Supervision (including out of Academy learning activity/study support)**

Staff are requested not to leave students unattended during curriculum time. At all other times i.e. Academy trips, Local Authority guidelines are followed e.g. 20 students to each member of staff, depending upon the nature of the visit.

### **Use of VDUs/Display Screens**

The HR department is responsible for undertaking Display Screen Equipment (DSE) Risk Assessments. The Academy has a policy in place for the payment of eyesight test and for providing payment towards the costs of corrective appliances if deemed necessary.

## **Vehicles on Site**

Students are discouraged from walking across car parks or vehicle entrances. The nature of the Academy sites makes it difficult to completely segregate vehicles and pedestrians, however there are clear walkways into each Academy and students must be regularly reminded of the out-of-bounds areas.

## **Violence to Staff/Academy Security**

The Academy takes security and the safety of students and staff very seriously. Visitors and contractors are directed to reception where they are asked to sign in/out. Systems are in place, which allow staff to report verbal or physical abuse, should they occur. The Academy has adopted a Zero Violence Policy. See Appendix 3 for reporting form.

## **Working at Height**

The Site Team follow guidelines as regards the use of ladders. Ladders are kept in good order and visual inspections must be carried out before use. All ladders and platforms are chained and locked when not in use. Students are not permitted to use ladders on Academy premises.

Contractors should carry out their own risk assessment on their equipment and the Site Team will ensure that the equipment is suitable and fit for purpose prior to the work starting.

## **Work Experience**

The Academy Careers Team has responsibility for organising suitable and safe work experiences for students. DFE guidelines are strictly followed and relevant insurance information is always sought.

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

## APPENDIX 1 Health & Safety Housekeeping

### Employees Housekeeping Instructions

1. When using electrical equipment always, before use, ensure that you do a visual electrical inspection. This can be done by checking; the plug, the socket and making sure the wire and connections are not damaged in anyway. If you find any problems, DO NOT use the item and store it safely, label it so no-one else can use it. You must then report it to the Health and Safety Co-ordinator/Site Team as soon as possible.
2. Check that the workplace is free from hazards at the beginning of each day.
3. Do, daily if possible, a visual electrical check on all appliances – quickly look at plugs, wiring etc. anything that appears risky, remove it, do not use and report to the Health & Safety Co-ordinator immediately.
4. Always put articles away immediately after use.
5. If trained in spillage management, clear up spillages but if not trained report spillages immediately to your Line Manager or Site Team.
6. Do not allow objects to protrude into walkways.
7. Ensure that waste materials are properly stored and are removed on a regular basis.
8. Ensure that special arrangements are made for the removal of unusual or extra- large objects or substances.
9. Do not store articles or substances anywhere other than in designated areas.
10. Ensure the workplace is tidy, and articles and substances have been put away at the end of the day.

Report all accidents, by requesting an accident form from the Health and Safety Co-ordinator. Accidents involving fractures/breakages of limbs should be reported to the Health and Safety Coordinator as soon as possible and not later than 10 days.

For other RIDDOR reportable incidents/diseases e.g. loss of consciousness or any visitor or non-worker injured and transported from the Academy to hospital by ambulance please follow the following link for instructions: <http://www.hse.gov.uk/riddor/specified-injuries.htm>

For injuries such as tendonitis chronic cramps on hands etc. please follow the following link for instructions: <http://www.hse.gov.uk/riddor/occupational-diseases.htm>.

Make sure that you update and adhere to the Department Risk Assessments that should be available to you via your Line Manager.

**APPENDIX 2 Health and Safety Incident Report Form**

**Health and Safety Incident Report Form**

**PART A**

**TO BE COMPLETED BY, OR ON BEHALF OF, INJURED OR AFFECTED PERSON**

**(Form to be completed by an employee for a member of the public or student)  
(Please tick one box)**

Q3 Academy Employee <input type="checkbox"/>	Member of Public <input type="checkbox"/>	Contractor <input type="checkbox"/>	Student <input type="checkbox"/>	Voluntary Worker <input type="checkbox"/>
If you are a contractor, what is the name of your company?				

**1 WHAT TYPE OF INCIDENT ARE YOU REPORTING? (Please tick one box)**

Accident <input type="checkbox"/>	Violence or Aggression <input type="checkbox"/>	Near Miss <input type="checkbox"/>
--------------------------------------	--	---------------------------------------

**2 DETAILS OF INJURED OR AFFECTED PERSON**

Surname:	Check No: Academy Employees Only
Forename(s):	Job Title:
Home Address:	Usual Workplace:
Post Code:	
	Works Telephone No:
Date of Birth:	Line Manager:

**3 DETAILS OF INCIDENT**

Date:	Time: am/pm	Was there an injury? Yes/No
Describe the injury (State left or right as appropriate)		
Address where the incident happened		
Exact location of incident		
Describe the incident fully (including description of possible causes or defects in premises) Continue on an attached sheet as necessary:		

**4 WITNESSES**

Names and addresses of witnesses (if any)
---



**3 MANAGER'S/HEAD OF SCHOOL'S SIGNATURE**

Signature:	Print Name:
Job Title:	Telephone Number:

**PLEASE PASS THIS COMPLETED FORM TO YOUR HEALTH AND SAFETY OFFICER (SEE GUIDANCE NOTE)**

<b>FOR SAFETY OFFICE USE</b>			
Notifiable	Yes/No	Date HSE informed	Date received
Investigation reqd:		Investigation carried out	
Yes/No		by	
Safety Rep	Notified	Recorded for statistics	
Yes/No			



**Appendix 3 Vehicle Checklist**

<b>VEHICLE CHECKLIST</b>			
<b>Vehicle registration:</b>			
<b>DATE:</b>		<b>MILEAGE:</b>	
<b>WEEKLY CHECKS</b>		<b>SATISFACTORY</b>	
<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
FUEL			
OIL LEVEL			
COOLANT			
BATTERY			
BRAKE & OTHER FLUIDS			
LIGHTS			
INDICATORS			
REFLECTORS			
WASHER			
WIPERS			
WINDSCREEN			
MIRRORS			
NUMBER PLATES			
HORN			
FOOTBRAKE			
HANDBRAKE			
TYRE CONDITION			
TYRE PRESSURES			
WHEEL NUTS			
SAFE LOAD			
SEATBELT CONDITION			

Other comments about vehicle safety or maintenance

**DRIVER'S NAME AND SIGNATURE:** .....

**TIME:** .....

**Remember when moving off to check brakes, steering and clutch**

**Check that accessories such as fire extinguisher, tow-rope, first aid kit, warning triangle, wheel-nut key and vehicle jack are in order and in place.**

# Appendix 4 Permit to Work

## Permit to Work

**THIS PERMIT NEEDS TO BE DISPLAYED AT ALL TIMES**

Location:		Date Issued:		Permit Number:	
Plant Identification:		Start Time:		Finish Time:	
<b>Type of Permit:</b> Tick ✓	General	Electrical	Roof Void & Heights	Hot Work	Other Specify
Name of Contractor/Company:			<b>Precautions:</b> Scaffolding checked and signed off Ladders checked (to be tied/footed) Floor area clean/dry Harness to be worn Area safe (cordoned off) Correct fire protection within 3m Fire guard required Area clear of combustible materials Sewers, drains, sealed within 6m		
Risk Assessment Method Statement & Liability Insurance provided by contractors			<b>Protective Equipment:</b> Goggles Gloves Safety Footwear Hearing Protection Hard Hat Dust Mask Safety Harness High Vis. Jacket/Vest		
<b>Safety Precautions</b> (To be completed by the person responsible for carrying out the work)			<b>Services to be isolated: Eng. Name &amp; Sign</b>		
1 Have you been given a copy of the Site Safety Rules? 2 Has a risk assessment been carried out? 3 Are the workforce qualified to carry out the task? 4 Is appropriate PPE available? (Tick box for Protective Equipment) 5 Isolated electrical supply? Work in accordance with current Electricity at Work regs. 6 Voltage detection instrument required? 7 Isolator locked off / tagged? Work in accordance with I.E.E. Wiring regs. (BS7671). 8 Is work being carried out at height? 9 Are ladders or Scaffolding required - Maintained in safe cond. - ready to use? 10 Is a license required and in place for scaffolding? 11 Are personnel aware of means of escape and method of raising alarm? 12 Risk of falling objects? 13 Details of fragile roof explained? 14 Are at least two fire extinguishers available? 15 Are personnel trained in use of fire extinguishers? 16 Have flammable liquids / materials been removed from area? 17 Have Gas cylinders been properly secured? 18 Is safe access and egress confirmed? 19 Are personnel trained and supplied with Breathing Apparatus? 20 Lifebelt and rope held on outside of confined space?			Yes No N/A Specify Fire Alarm / Zone Electrics Water Gas / "Specify" Hazardous Chemicals Advise relevant departments of any intended isolation & signage posted. <b>COSHH and Lone Working</b> Has COSHH data been supplied with substances? Have COSHH precautions been identified & implemented? Is work being carried out by a Lone Worker? If Yes is monitoring required? <b>Daily Inspections</b> Initials Date Time Checked <b>Fire watch</b> (to be completed by member of staff or Contractor responsible for this work before returning this permit). Recommended Duration:		
Site Contact Name Signature Date			Name: Position: Signature: Date:		
<b>Issuing Authority:</b> I authorise the work to be carried out and have notified the relevant personnel.			I certify that all work is completed and left in a safe condition. This permit is now cancelled.		
Name Signature			Name Signature Date		
<b>Performing Authority:</b> I have read and understand the conditions of this permit.			I certify that all the work is complete, all guards and safety devices reinstated and the area clean.		
Name Signature			Name Signature Date		

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