



Health and Safety Policy

1.0 Statement of Intent

1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

1.2 The Governing Body accepts that it has responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the Academy premises or participating in Academy sponsored activities.

1.3 It believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the Academy and is part of the good education of its pupils.

1.4 The Governing Body will take all reasonable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the academy premises or while taking part in academy-sponsored activities.

2.0 The Duties of the Governing Body

2.1 In the discharge of its duty the Governing Body, in consultation with the Headteacher, will:

- i. Make itself familiar with current Health, Safety and Welfare advice and guidance;
- ii. Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the academy;
- iii. Annually assess the effectiveness of this policy and ensure that any necessary revisions are made;
- iv. Identify and evaluate all risks relating to;
 - a. the premises
 - b. academy activities
 - c. academy -sponsored events
- v. Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- vi. Create and monitor the management structure to enable the implementation of health & safety.

2.2 In particular the Governing Body undertakes to provide:

- i. a safe place for staff and pupils to work including safe means of entry and exits;
- ii. plant equipment and systems of work which are safe;
- iii. safe arrangements for the handling, storage and transport of articles and substances;
- iv. safe and healthy working conditions which take into account all appropriate: statutory requirements, codes of practice, guidance
- v. supervision, training and instruction so that all governors, staff and pupils can perform their academy-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure that such training is provided. Pupils will receive such training as considered appropriate to the academy-related activities which they are carrying out. All training will be regularly updated;
- vi. the required safety and protective equipment and clothing together with information on its use;
- vii. adequate welfare facilities;

2.3 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- i. this policy;
- ii. all other relevant health and safety matters;
- iii. any instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 The Duties of the Headteacher

3.1 As well as the general duties which all members of staff have (See section 5), the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the academy and will take all reasonably practicable steps to achieve this end through the senior members of staff, teachers and others as appropriate.

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times.

3.3 In particular, the Headteacher will, on a day-to-day basis, be responsible to:

- i. ensure safe working conditions of the Academy premises and facilities;
- ii. ensure, at all times, the health, safety and welfare of staff, pupils and others using the Academy premises or facilities or services or attending or taking part in Academy -sponsored activities
- iii. ensure safe working practices and procedures throughout the Academy so that all risks are controlled;
- iv. arrange for risk assessments to be undertaken to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body are made aware of the findings;
- v. identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- vi. ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate to the risk;
- vii. collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations;
- viii. monitor the standards of health and safety throughout the academy, including all school-based activities;
- ix. consult with members of staff, including Trade Union safety representatives if necessary, on health and safety issues;
- x. encourage staff and others to promote health and safety;

4.0 The Duties of Responsible Staff

4.1 In addition to the general duties which all members of staff have (see section 5), responsible staff (Business Manager, Premises Officer and Year Leaders) will be directly responsible to the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the academy's health and safety policy within their relevant areas of responsibility.

4.2 As part of their day-to-day responsibilities they will ensure that:

- i. safe methods of working exist and are implemented throughout their area of responsibility;
- ii. health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- iii. staff, pupils and others under their jurisdiction are instructed in safe working practices;
- iv. new employees working within the academy are given instructions in safe working practices;
- v. risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary; Where hazards are identified and there is a significant risk that an injury could occur then risk assessments will be completed. The staff associated with the activity will complete the risk

assessment, identified hazards and their associated safety control measures will be communicated to all relevant parties. Such risk assessments will be completed for activities such as school events, school trips etc. Any completed risk assessments will be reviewed as necessary. Training will be given to staff who need to complete risk assessments by a competent person.

- vi. regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- vii. positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- viii. all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- ix. appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- x. hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- xi. they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- xii. all health and safety information is communicated to the relevant persons
- xiii. they report any health and safety concerns to the Headteacher.

5.0 The Duties of All Members of Staff

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

5.2 All staff have a responsibility to:

- i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- ii) follow agreed working practices and safety procedures; (e.g daily class inspection before use)
- iii) report any incident, near miss, incidents of violence, including verbal abuse, or any hazard;
- iv) ensure health and safety equipment is not misused or interfered with.
- v) if onsite outside of normal academy hours that they abide by the academy's policy on Lone Working (see **Lone Working Policy**)

6.0 Hirers, Contractors and Others

6.1 The Headteacher will provide health and safety systems to be followed by hirers, contractors and others who use the academy premises; systems with the aim to assist such hirers, contractors and others to comply with statutory health and safety requirements.

6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3 of this document.

6.3 When the Academy premises or facilities are being used out of normal school hours for Academy sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

6.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition of all hirers, contractors and others using the academy premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

- i. introduce equipment for use on the academy premises;
- ii. alter fixed installations;
- iii. remove fire and safety notices or equipment;
- iv. take any action that may create hazards for persons using the premises or the staff or pupils of the academy.

6.5 All contractors who work on the Academy premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

6.7 The Governing Body will draw attention of all users of the academy premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 Staff Consultative Arrangement

7.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8.0 Emergency Plans

8.1 The Governing Body will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or user of the

academy at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a. save life
- b. prevent injury
- c. minimise loss

This sequence will determine the priorities of the emergency plan.

8.2 The plan will be reviewed by the Governing Body and be rehearsed staff and pupils. The nature of rehearsals should be discussed/outlined by the Governing Body. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

9.0 First Aid

9.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

9.2 Supplies of first aid materials will be held at various locations throughout the Academy. These locations will be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary.

9.3 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

9.4 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the Academy premises or as part of a school-related activity.

10.0 Review

10.1 The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff or pupils.

11.0 Specific Advice and Guidance

11.1 The advice and guidance which makes up the academy's policy is taken from;

- guidance **originally** found in the West Sussex County Council School Health and Safety Manual;
- the **DfE: Health and safety: advice on legal duties and powers, for local authorities, school leaders, school staff and governing bodies. February 2014;**
- the Health and Safety Act 1974

Policy reviewed May 2018

Policy to be reviewed May 2019