



## HEALTH & SAFETY POLICY

Review Date:	July 2008	Last review date:	N/A
Policy Adopted:	August 2007	Next review date:	July 2008

**This Policy incorporates the Academy's vision and core values.**

### **Introduction:**

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

### **Purpose and objectives:**

The Governing Body of the Academy will take all appropriate steps to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.

The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the Academy community and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.

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.

Department for Children, Schools & Families information on statutory responsibilities of schools can be found by clicking the hyperlink below:

[www.dcsf.gov.uk -Dept for Children, Schools & Families- Statutory Responsibilities](http://www.dcsf.gov.uk -Dept for Children, Schools & Families- Statutory Responsibilities)

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

#### *Responsibilities of the Head of School*

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

- line managing of the Business Manager
- allocating sufficient resources to meet health and safety priorities
- ensuring good communications by including health and safety issues in the weekly staff and student Bulletins
- liaising with the LEA over health and safety issues
- organising and implementing an annual inspection in consultation with governors and the Trades Union Health and Safety Representative
- overseeing the completion of arrangements and risk assessments for all trips and visits
- formulating and implementing a policy for the management of critical incidents.

#### *Responsibilities of the Business Manager*

The Head of School will designate the Business Manager to be the Academy's Health and Safety (H&S) Manager. The H&S Manager will be responsible for the day-to-day implementation of the Health and Safety Policy and will be the designated contact with the Health & Safety Executive. Other key tasks include:

- the safe working of the Premises, Catering and ICT teams – ensuring that appropriate training is undertaken
- ensuring the Academy adopts and follows safety procedures for building, engineering and grounds improvements projects
- liaising with contractors over health & safety, ensuring that all documentation, including the Accident Log book, reports to the Health and Safety Executive, Asbestos Register, Hazardous Materials Register, Fire Risk Assessment, Emergency Evacuation log, PAT log, Learning Area Risk Assessments (this is not an exhaustive list) is completed and kept up to date
- arranging for all necessary insurance forms and premiums to be in place
- the maintenance of an accurate inventory of all equipment and resources
- updating first aid procedures around the Academy site
- ensuring that appropriate health and safety guidance and documentation is completed for community use of the site
- arranging for community users and visitors to be registered and aware of emergency procedures.



*The Premises Director will have day-to-day responsibility for Health and Safety procedures, including:*

- a daily check of the site, its perimeters and a weekly check of the minibus
- prioritising and processing Maintenance Forms
- carrying out weekly fire tests, checking fire extinguishers weekly and maintaining the Fire Book
- ensuring Premises Team are fully briefed on health and safety issues. Complete risk assessments as appropriate
- monitoring health and safety issues associated with contractors on site
- alerting Business Manager to issues connected with lone workers
- booking and maintenance record/insurance/hire of minibus
- carrying out monthly water temperature tests.

*The Catering Manager will ensure:*

- produce health and safety guidance and documentation as appropriate and train staff as appropriate
- promote student awareness of health and safety
- maintain an accurate inventory of all kitchen equipment and resources
- oversee completion of risk assessments and ensure that they are carried out when necessary
- ensure that all hazardous equipment is appropriately tested, marked and maintained.

*ICT technicians will:*

- organise the regular maintenance of computers, photocopiers, printers and equipment in the reprographics area
- arrange for annual electrical testing to take place across the Academy on an annual basis.

*Responsibilities of Directors of Learning and Lead Teachers:*

All supervisory staff will 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. This will include writing and maintaining Risk Assessments for the staff, students and activities in their Learning Area.

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.



### *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
- take an active interest in promoting Health and Safety and suggest ways of reducing risks.

### *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. This body will include a Director of Learning (to be rotated), the Business Manager, a governor and the Site Manager. There may be observers asked to attend and support these meetings also.

### **Safety Education**

- The DCSF has published guidance for schools on Safety Education. This guidance shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people.
- One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.
- This DCSF guidance also sets out the general teaching requirement for health and safety in relation to science, design and technology, information and communication technology, art and design, and physical education.



## Health & Safety Arrangements

### Fire Safety

- Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Emergency Evacuation Procedures (Fire Drills) and the use of Fire Extinguishers. All monitoring will be recorded in appropriate Log Books.
- 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 fire fighting 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.

### 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 Health and Safety Executive is informed of reportable incidents.

### Coping with the sudden death of a student

- A copy of the DCSF guidance notes on coping with the sudden death of a student is given in Annex 2 to this policy.

### 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.
- A DCSF good practice guide, Guidance on First Aid for Schools has been written to provide advice for schools on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which schools may find helpful when undertaking a risk assessment. The Governing Body seeks to adopt this guidance on good practice and includes it in the First Aid Policy.
- The Business Manager will 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.



## 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, eg lathes, kilns
  - fixed gymnasium equipment
- When new equipment is purchased, it is the responsibility of the Director of Learning or Team Leader, with the assistance of the Business 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.

## Housekeeping

- The Site Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.
- The Site 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.

## Visits

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

## 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
- 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.

### **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 Site Manager other than in an emergency, eg. 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 badge. Temporary teaching staff on cover duties 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.

### **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.



### **Critical Incidents**

As part of its commitment for the well being of staff, students and visitors, the Academy has set out a procedure which is to be adopted in the event of a critical incident occurring either on the Academy premises or on an activity away from the Academy site.

### **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.

### **Monitoring, Evaluation and Review**

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



## **Annex 1**

### **DCFS Guidance**

#### **Responsibility for Health and Safety in Schools**

##### **Health and Safety at Work Law**

Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

##### **Employer**

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school.

- For Academies (as independent schools) the employer is usually the governing body or proprietor.

Education employers have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of teachers and other education staff
- the health and safety of pupils in-school and on off-site visits
- the health and safety of visitors to schools, and volunteers involved in any school activity.

##### **Employees**

Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well.

Employees must:

- take reasonable care of their own and others health and safety.
- co-operate with their employers.
- carry out activities in accordance with training and instructions.
- inform the employer of any serious risks.

##### **Enforcement**

The HSE enforces health and safety law relating to the activities of LEAs and schools.

Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employers policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.



## **Responsibility of All Schools**

The employer must have a health and safety policy and arrangements to implement it. The Health and Safety at Work etc. Act 1974 applies. Key elements of a health and safety policy are listed below; this is not a comprehensive list.

Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.

In practice, employers may delegate specific health and safety tasks to individuals (LEAs may delegate specific tasks to schools). But the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.

### **Annex 2**

#### **DfES Guidance**

##### **Coping with the sudden death of a pupil**

Unfortunately, some head teachers will be faced, in the course of their professional lives, with a set of circumstances arising from the death of a pupil at school or elsewhere.

In such circumstances, head teachers may feel on their own and may need advice at that moment.

Accordingly, the Department has been asked to make advice available to help head teachers cope with the immediacy of a pupil's sudden death at school.

The text below is based on work prepared by Chris Bridge, Head Teacher of Huntington School. We are very grateful to Mr Bridge for this.

##### **Working with the Police**

Very soon after the death is announced the Police should visit as they have to carry out an investigation into the circumstances.

You will need to clear rooms or spaces for them to work in.

They may want to collect evidence.

The Police will normally tell the child's next of kin and will want to speak at once to the usually very upset teacher who will need someone with them and will probably need to stay at school.

The Police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

##### **Telling Pupils**

Where a pupil collapses during the school day when other pupils are present, is rushed to hospital and subsequently dies, those pupils will need to know what has happened before they leave at the end of the school day.

It is important to agree with the police the timing and content of the information that you give to pupils so as to meet the needs of the pupils whilst not impeding any police investigation.

Are there any siblings, close relatives, or boy/girl friend who needs to know first? Advise them first, but only when parents are ready to collect them.



Gather the whole year group together with 20 minutes to go before the final bell. Timing is everything. The pupils will listen intently until you tell them that the pupil has died. Then they stop hearing. If the pupil has died as the result of an accident you may want to ask them not to speculate about the causes of the accident and not to spread rumours. Getting them to hear this is very difficult. Allow them ten minutes to just be together as a year group. They will need to cry. Expect that some pupils will contact the local press.

If you want teachers to tell other pupils, you should have a statement ready for them to read out before you advise them.

### **Telling Teachers**

This may have to be after you have told the key pupils. You will need to tell the teachers who were nearest to what happened first. Depending on who that teacher is, they will probably need someone with them.

If you want teachers to tell other pupils for you, have a statement ready for them to read out before you advise them.

### **Telling Parents**

The police will tell the parents of the child.

Getting a letter to other parents, which both expresses sympathy and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other pupils, parents and teachers.

### **Dealing with the Media**

Head teachers at community and voluntary controlled schools should contact their LEA as soon as possible, especially if at all unclear about procedures for dealing with the media. It is recommended that the school should have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures. Note: the LEA may advise the school not to speak to the media and direct all enquiries to an appointed LEA officer.

If your school does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need intense help. A press officer may be required for the whole day.

The press and local TV channels may contact the parents and they together with the press may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.

You may find you have no time to prepare interviews and certainly no time to filter statements through the Director of Education even if the LEA wants you to do this.

Keep expressing your sympathy for the parents so that editors will find it hard to cut this part of your statement.

If there is a post mortem, this may happen very quickly, possibly within 24 hours of the death.

Ensure you are advised of the results of any post mortem as soon as possible.

Your LEA may want to hold onto this information, but you will need it. The best way to stop media speculation is to give them facts.

### **Helping the School Recover**



This is a long-term issue. You can help a school recover through a memorial service or assembly and through the use of counsellors.

Recognise that those who go to counsellors may well not be those whose need is greatest.

A brother or sister may well have intense needs that appear later. It is very difficult for the school to know when to stop making allowances.

### **Educational Visits**

The Department has already issued guidance on coping with emergencies off-site in its 1998 good practice guide Health & Safety of Pupils on Educational Visits and three-part supplement published in July 2002. See:

<http://www.teachernet.gov.uk/wholeschool/healthandsafety/visits/>