



Academy for Character and Excellence

Health and Safety Policy

Draft V1

Reference: TP/StB/01

Policy date	August 2018	Statutory Policy
Strategic Board Approval	September 2018	
Reviewed and Updated	August 2018	
Next Review Date	DRAFT	Review cycle every year
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DATED: 31st August 2018

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1 ABOUT THIS POLICY

The aim of the policy is to ensure that students, staff and everyone who uses the services of the Trust, and all schools within the Trust, are kept safe at all times. This policy has been written to comply with the requirements of the Health and Safety Act 1974 (and associated legislation and guidance)

2 GENERAL PRINCIPLES

- 2.1 It is Trust policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.
- 2.2 This is approached by:
- 2.2.1 assessing and controlling risk as part of the day-to-day management of school activity
 - 2.2.2 providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
 - 2.2.3 ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
 - 2.2.4 periodic review of the safety policy as school activities and the associated risks change
- 2.3 All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.
- 2.3.1 All employees within the Trust have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:
 - 2.3.2 complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
 - 2.3.3 reporting to the Director of Finance and Operations (DFO) and / or the MAT Health & Safety Co-ordinator (HSC) any incident that has led, or could have led, to damage or injury
 - 2.3.4 assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.
- 2.4 In line with the safety organisation set out in this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for

the control of risk and reflect the procedures that are to be followed within the Trust.

3 ROLES AND RESPONSIBILITIES

3.1 As the employer and board responsible for the Trust, the Strategic Board Directors ultimately retain responsibility for all matters. Local governing bodies, Interim Advisory / Executive Boards, Heads of School and other appropriate staff have specific responsibilities as set out in the scheme of delegation.

3.2 **Director of Finance and Operations (DFO).** The DFO has operational responsibility for Health and Safety within the Trust.

3.3 **Head of School.** The head of school is responsible for the effective implementation of the safety policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements.

3.4 **MAT Health & Safety Co-ordinator (HSC).** The HSC will act as an adviser to the Heads of School on health, safety and welfare within the School. He or she will also be involved with advising all personnel in meeting their individual responsibilities with regard to health and safety at work.

3.5 **Senior Leadership Team (SLT).** All Senior Leadership Team members are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility, they are to liaise with the HSC so that the associated risks are assessed and any precautions deemed necessary are implemented.

3.6 **Teachers and supervisors.** The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and supervisors. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed in their own individual responsibility with regard to the Health and Safety at Work Act (1974) and that they frequently make inspections of their area of responsibility, taking prompt remedial action where necessary.

3.7 **Employees and pupils.** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the HSC, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.

3.8 **Health and Safety committee.** The health and safety committee as a whole, or through individual members, is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.

3.9 **Contractors.** It is the responsibility of contractors and their employees to read

and comply with the school health and safety policy.

Risk assessments

- 3.10 Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment and training shall be performed in consultation with the HSC.

Health and Safety committee

- 3.11 The safety committee is to comprise:

3.11.1 DFO

3.11.2 HSC

3.11.3 School representatives

3.11.4 nominated governor(s)

3.11.5 nominated director

- 3.12 The committee will meet as deemed necessary, but not fewer than three times annually.

Terms of reference of the safety committee

- 3.13 Under section 2(7) of the Health and Safety at Work Act (1974), the safety committee has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

- 3.14 Specific functions will include:

the study of accident and notifiable disease statistics and trends so that reports can be made to the governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action

3.14.1 examination of safety audit reports on a similar basis

3.14.2 consideration of reports and factual information provided by inspectors of the enforcing authority

3.14.3 consideration of reports that safety representatives may submit

3.14.4 assistance in risk assessment and the development of Trust safety procedures and safe systems of work

3.14.5 monitoring the effectiveness of safety procedures and safe systems of work

3.14.6 monitoring the effectiveness of the safety content of employee training

- 3.14.7 monitoring the adequacy of safety and health communication and publicity in the school

4 OBJECTIVES

4.1 The objectives of this policy are to:

- 4.1.1 promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act (1974), other statutory instruments and approved codes of practice
- 4.1.2 ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances
- 4.1.3 protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards
- 4.1.4 ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- 4.1.5 ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- 4.1.6 ensure that awareness with regard to all aspects of safety is fostered by all personnel
- 4.1.7 ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
- 4.1.8 ensure that full and effective consultation on all matters is encouraged

5 HEALTH AND SAFETY ARRANGEMENTS

5.1 The safety arrangements set out below are for the information, guidance and compliance of all personnel in the Trust.

5.2 Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act (1974) and common law, employers and employees must look after children in their care.

5.3 In carrying out their normal functions, it is the duty of all heads of faculty or area to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk.

5.4 These can be summarised as:

- 5.4.1 providing and maintaining safe equipment and safe systems of work
 - 5.4.2 making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
 - 5.4.3 providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
 - 5.4.4 providing safe places of work with safe access to and exit from them
 - 5.4.5 providing a safe and healthy working environment
 - 5.4.6 providing a system for rapidly identifying and remedying hazards
 - 5.4.7 where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment
- 5.5 More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.
- 5.6 All personnel have a statutory duty to co-operate in fulfilling the objectives of the Directors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.
- 5.7 Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to the DFO and / or the DFO.
- 5.8 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
- 5.9 Specific arrangements for health and safety

Accident reporting

- 5.10 Any accident or injury is to be reported using the agreed School procedure by the person or persons involved in the accident, and entered in the accident report book (either the student accident book or the staff accident book). Accident books are held in agreed locations within each school. The Head of School is to ensure that the governors are informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation. The DFO will be responsible for informing the Board of Directors.

Accident investigation

- 5.11 All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the Head of School. They in turn are to report the incident to the HSC.
- 5.12 The HSC is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a

reoccurrence.

- 5.13 Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- 5.14 The chair of the health & safety committee is responsible for the co-ordination of such investigations.
- 5.15 All contractors must ensure that accidents involving their personnel are reported to the HSC of the school, as well as their own reporting chain.

Reporting procedures

- 5.16 Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to Heads of School and the HSC. Such reports are to be recorded.

Out-of-school visits and activities

- 5.17 All personnel that arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in the separate document held in each school entitled 'Procedure for school visits and out-of-school activities'.

Safe working procedures

- 5.18 The responsible designated person within each school must ensure that safe working procedures are developed through:
 - 5.18.1 assessing the tasks
 - 5.18.2 identifying the hazards
 - 5.18.3 defining a safe method
 - 5.18.4 implementing the system
 - 5.18.5 monitoring the system
- 5.19 Once developed, safe working procedures must be promulgated to protect all personnel working within their area of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

Equipment

- 5.20 All defects found in equipment must be reported immediately to the Head of School who in turn will appraise the HSC of the details.
- 5.21 The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been effected.

Means of access

- 5.22 When using access equipment, such as ladders, crawling boards, etc. the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by another person.
- 5.23 Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

Machinery (Kilns)

- 5.24 Legislation lays down requirements for employers regarding the safety and safe use of all work equipment including machinery. Work equipment should not give rise to risks to health and safety, irrespective of its age or place of origin.
- 5.25 The following safety checklist should be adhered to:
 - 5.25.1 Only trained and authorised users must be allowed to operate machines.
 - 5.25.2 Training checklists should be used to ensure all the relevant points are covered.
 - 5.25.3 Machines must never be used without all proper guards in place and working correctly. Posters and signs should be used to remind workers of the need to use guards.
 - 5.25.4 Operators should check that all necessary guards are in place before starting any machine.
 - 5.25.5 Areas around machines should be clean, tidy and free of obstructions.
 - 5.25.6 Sufficient clear space should be provided to allow easy movement and reduce the risk of accidental interference from other works.
 - 5.25.7 Appropriate safety clothing should be worn when operating machines.
 - 5.25.8 A sufficient standard of lighting must be provided around machines. In particular, 'flicker' must be prevented as this can cause problems when working with moving parts.
 - 5.25.9 A clear system of signing must be implemented for defective machines in order to prevent unauthorised use.
 - 5.25.10 Defects must be remedied promptly.

See www.cleapss.org.uk/ for further guidance

Good housekeeping

- 5.26 Tidiness, cleanliness and efficiency are essential factors in the promotion of

health and safety. Accidents can be prevented by following the guidelines listed below.

- 5.27 Keep corridors and passageways unobstructed.
- 5.28 Ensure shelves in storerooms are stacked neatly and not overloaded.
- 5.29 Keep floors clean.
- 5.30 Do not obstruct emergency exits.

Electrical equipment

- 5.31 Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- 5.32 Where 13-amp sockets are in use, only one plug per socket is permitted.
- 5.33 The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- 5.34 Electrical equipment that is known to be, or suspected of being faulty must not be used.
- 5.35 If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

Use of harmful substances

- 5.36 When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- 5.37 No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 1994 has been carried out and clearance given for use by the HSC. The user department is to be in possession of a safety data sheet.

- 5.38 See also the CLEAPSS guidance at:

http://openlibrary.org/books/OL17230488M/CLEAPSS_laboratory_handbook

- 5.39 Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the HSC.

Skin infections and hand care

- 5.40 To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.

- 5.41 Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.
- 5.42 Do not put oily or chemically soiled rags in pockets.
- 5.43 Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

Smoking and Vaping

- 5.44 Smoking and vaping is not permitted within the grounds of any of the schools in the Trust.

Consumption of food

- 5.45 Food is only to be consumed in recognised rest rooms, agreed areas and dining areas.

Emergency services

- 5.46 Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required.
- 5.47 There are trained first aiders on call within each school during working hours.

Noise

- 5.48 Where noise cannot be controlled at source, all personnel must be protected from high noise levels as required by the Noise at Work Regulations.

Fire prevention

- 5.49 Fire orders are available for all personnel to read in their school. They cover all aspects of fire prevention.
- 5.50 A notice, 'Action to be taken in the event of a fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- 5.51 Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- 5.52 The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- 5.53 Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

Visitors

- 5.54 It is the duty of all personnel within the school to ensure the health and safety

of all visitors to the school.

Contractors

- 5.55 Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the Head of School and/or HSC.

Use of vehicles

- 5.56 Only those persons authorised and in possession of the appropriate licence are to drive vehicles on school business.

Legionellosis

- 5.57 The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

- 5.58 Control measures are as follows.

5.58.1 All showers are to be turned on and left running for five minutes weekly.

5.58.2 All showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.

5.58.3 The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly.

5.58.4 Records are to be maintained of all cleaning and temperature checks carried out.

5.58.5 Water storage tanks are to be covered.

5.58.6 Records are to be maintained of any maintenance, water treatments or disinfection.

Manual handling of loads

- 5.59 Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

- 5.60 Health and safety information and advice are available on all aspects of health, safety and welfare from the HSC.

- 5.61 Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.

Work at Height

- 5.62 Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb or stand on chairs or other items.
- 5.63 Formal training on work at height will be undertaken where the need is identified in the risk assessment process described above. It will be ensured that:
- 5.63.1 all work at height is risk assessed and properly planned and organised
 - 5.63.2 all those involved in work at height are trained and competent to do so
 - 5.63.3 the use of access equipment is restricted to authorised users
 - 5.63.4 access equipment is regularly inspected and maintained in a safe condition
 - 5.63.5 access to fragile surfaces is properly controlled

Asbestos

- 5.64 The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (**AMP**).
- 5.65 The Asbestos Register will be made available to all staff and contractors prior to any work commencing on the fabric of the building or fixed equipment containing asbestos. No work can commence until permission to work has been given by the authorising manager named in the AMP.
- 5.66 Please see appendix for information on the location of the Asbestos Management Plan & Register in each school.
- 5.67 The authorising manager shall ensure:

The AMP is reviewed annually.

That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that all work on the fabric of the building or fixed equipment is approved via the completion of the ASB1 form

A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the appropriate form according to the frequencies identified in the AMP. Any subsequent changes to asbestos containing materials on site will be recorded in the Register. Where any activity carries particular risk or any other particular concerns apply guidance should be sought from a senior leader.

6 **MONITORING OF THIS POLICY**

- 6.1 This policy shall be monitored and kept under review and shall be developed in consultation with appropriate representatives.
- 6.2 If there is any concern in respect of the content or application of this policy it should be raised urgently with the DFO.