

## **HEALTH & SAFETY POLICY**

**GOVERNOR LEAD: Ms Janine Fox**

**Next Review Date: June 2022**

This policy should be read in conjunction with Ellis Whittam Health and Safety Manual 2019.

This policy has been prepared using statutory guidance.

### **1. Rationale**

We have a statutory duty to have a written policy in place for the health, safety and welfare of employees at work, and as far as is reasonably practicable, against risks to health or safety arising out of or in conjunction with the school's activities. The Governing Body believes that ensuring the safety of all students, staff and visitors to the academy is essential to the success of the academy.

### **2. Objectives**

The academy is committed to:

- a) Providing a safe and health working environment.
- b) Preventing accidents and work-related ill health.
- c) Assessing and controlling risks from curriculum and non-curriculum work.
- d) Complying with statutory requirements as a minimum.
- e) Ensuring safe working methods and providing safe equipment.
- f) Providing effective information, instruction and training.
- g) Monitoring and reviewing systems to ensure they are effective.
- h) Developing and maintaining a positive health and safety culture.
- i) Setting targets and objectives to develop a culture of continuous improvement.
- j) Ensuring that adequate welfare facilities exist at the academy.
- k) Ensuring that adequate resources are made available for health and safety issues, as far as is reasonably practicable.

### **3. Roles and Responsibilities**

The Governing Body has responsibility for ensuring:

- a) That a clear written policy is created which promotes the correct attitude in students and staff towards safety.
- b) That responsibilities for health, safety and welfare are allocated to specific people and that those persons are informed of their responsibilities.
- c) That those persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The academy's health and safety policy and performance is reviewed annually.

### **4. The Headteacher**

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) To ensure that a clear written local Policy for Health and Safety is created.
- c) To ensure that the Policy is communicated adequately to all relevant persons.
- d) To ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) To ensure appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- f) To ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) To make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) To ensure safe systems of work are in place as identified from risk assessments.
- i) To ensure that emergency procedures are in place.
- j) To ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) To ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) To ensure arrangements are in place to monitor premises and performance.
- m) To ensure that all accidents are investigated, and any remedial actions required are taken or requested.
- n) To report to the Governing Body on the health and safety performance of the academy.

## 5. Academy Health and Safety Coordinators

The academy Health and Safety Coordinators have the following responsibilities:

- a) To coordinate and manage the annual risk assessment process for the academy.
- b) To coordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the academy.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with contractors.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the academy generally.
- g) To carry out any other functions devolved to them by the Headteacher or Governing Body.

**ALL STAFF WITH PARTICULAR RESPONSIBILITIES (INCLUDING TECHNICIANS AS APPROPRIATE)** have the following responsibilities:

- a) Apply the academy's Health and Safety Policy or Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control are familiar with the health and safety policy, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.

## **6. Class Teachers**

Class teachers are expected to:

- a) Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- b) Give clear oral and written instructions and warnings to students when necessary.
- c) Follow safe working procedures.
- d) Require the use of protective clothing and guards where necessary.
- e) Make recommendations to their Headteacher or Director of Faculty on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Avoid introducing personal items of equipment (electrical or mechanical) into the academy without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Director of Faculty.

## **7. Health and Safety Representatives**

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out academy inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

## **8. All Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the academy's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Cooperate with academy management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their workplaces.

- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their line manager of what they consider to be shortcomings in the academy's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Cooperate with appointed Trade Union Health and Safety Representative(s).

## **9. Students**

Students, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **9. Procedures and Arrangement**

### **Introduction**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

## **10. Risk Assessment**

### **General Risk Assessment**

General Risk Assessment will be coordinated by the Site Manager.

### **Maternity Risk Assessment**

Maternity Risk Assessments will be carried out by the Assistant Head Teacher (Staff)

### **Curriculum Activities**

Risk Assessments for Curriculum activities will be carried out by relevant Directors of Faculties and subject teachers using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, Swimming and Drama.

### **Fire**

Fire risk assessments will be carried out by the Site Manager, in conjunction with

## **Manual Handling**

Manual handling risk assessments will be carried out by the Site Manager, for non-classroom staff. Classroom staff should consult the Site Manger if required.

## **Computers and Workstations**

The school uses the BECTA Health and Safety policy ([www.becta.org.uk/technology/infosheets](http://www.becta.org.uk/technology/infosheets)), where they are relevant to academies, for matters related to the use of computers and workstations.

## **Hazardous Substances**

The Senior Science Technician, Senior D & T Technician and Senior Cleaning Supervisor will identify hazardous substances. Other Directors of Faculties will be responsible for identifying and assessing hazardous substances in their own faculties if necessary.

## **Violence**

Assessment of the risks of violence to staff will be carried out by the Headteacher, who will issue instructions as appropriate to staff.

## **11. Emergency Procedures**

### **Fire and Evacuation**

Fire and evacuation procedures are listed as an appendix

### **First Aid**

First aid boxes are provided at the following locations:

First Aid Room  
Science Prep room  
Staff room kitchen  
Site Staff restroom  
Food Technology prep room  
PE  
D&T  
Restaurant kitchen

The following staff are available to provide first aid:

PE staff

### **Certificated (First Aid at Work qualified) First Aiders:**

Keren McCormick (Learning Support Assistant)  
Su Paton (English Teacher/D of E)

Claire Harris	(Science/D&T Technician)
Rebecca Ryan	(Science Technician)
Fiona Price	(Geography Teacher)
Lee Kelley	(Science Teacher/D of E)
Steve Worgan	(D&T Technician)
Sonya Batcock	(Catering Supervisor)
Julia Pitt	(Teaching Assistant)
Rachel Lane	(Cleaner)
Judy Dance	(Pastoral)
Claire Lavender	(Epic)
Gemma Turley	(Epic)
Kelly Buckley	(Teaching Assistant)
Yazmine Alimi	(Teaching Assistant)
Diane Clark	(Teaching Assistant)
Linda Meek	(Cleaner)

In event of someone needing first aid assistance, either: -

Phone the main office; the Receptionist will locate the nearest first aider or check the daily rota of first aiders on cover list email.

### **Transport to hospital:**

If an ambulance is required, call "999" (this will usually be the First Aider, or a member of the Senior Leadership Team). It may be appropriate in less severe cases to transport a student to a casualty department without using an ambulance, but this should only be as a last resort and when parents/carers are unable to collect the student. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company that they have a clean licence and the student sits in the back of the car. Good practice dictates that a second member of staff travel also whenever this is practicable.

No casualty should be allowed to travel to hospital unaccompanied. The Headteacher will designate appropriate accompanying adults in emergencies where parents/carers cannot be contacted.

### **Incident Reporting**

#### **Bomb Hoaxes and Bomb Alerts**

The Headteacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

The control point from where such an incident will be handled is the Headteacher's office or the main office. The signal for evacuation of the building, should this be necessary, will be the continuous bell, as for a fire alarm.

The normal evacuation procedure should be followed, with students, staff and visitors assembling in the normal area.

#### **Gas Leaks**

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building or first contact the Site Manager.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened, and no electrical appliances should be switched on or off.

### **Chemical Spills**

All Science teachers and technicians should follow guidance contained in the departmental policies.

### **Minibuses**

The Business Manager, coordinates minibus driver training which is arranged by the LA Transport Unit. All minibus drivers/support staff will be first aid certificated.

The Finance Manager and Site Manager, in conjunction with the CPD Co-ordinator, will identify training needs.

## **INSPECTION AND TESTING OF PLANT AND EQUIPMENT**

### **Statutory Inspections**

All plant and equipment requiring statutory inspection and testing is carried out in a timely fashion by qualified staff.

### **Portable Electrical Appliances**

Inspection and testing of portable electrical appliances will be carried out by qualified staff.

### **Equipment Maintenance - Curriculum**

Directors of Faculties will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following guidance contained in relevant health and safety Codes of Practice.

### **Ladders and Access Equipment**

The site staff will be responsible for inspection and maintenance of ladders and other access equipment.

## **HEALTH AND SAFETY MONITORING**

### **Inspection of Premises**

General Workplace Inspections will be co-ordinated by the Site Manager.

Monitoring inspections of individual departments will be carried out by Directors of Faculties or nominated staff.

## **CONSULTATION AND COMMUNICATION OF INFORMATION**

### **Consultation**

The premises Health and Safety Committee (or equivalent) meets termly to discuss health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by school management.

### **Communication of Information**

The school will ensure that systems are established so that staff and students are familiar with the arrangements set out in this document.

Health and Safety posters are displayed in a variety of locations around the school.

Health and safety advice is available from the Finance Manager, the Site Manager and the Assistant Head Teacher (Staff) as appropriate.

## **PREMISES MANAGEMENT**

### **Supervision of Students**

Arrangements for supervision of students are:

### **Security and Visitors**

All visitors must report to main reception, where they will be asked to sign the visitors' book and wear an identification badge. No visitors are allowed unsupervised access to the school site unless they have recent, full CRB disclosure, and are at school on recognised school business (such as peripatetic teachers). All other visitors must at all times be accompanied by a member of the school staff.

### **Vehicles on Site/Parking**

Cars must be parked in designated areas.

Delivery/contractor vehicles must park at the site compound.

### **Arrangements for Disabled Persons**

These are covered by the school's Accessibility Plan; all visitors to the school will be asked if they have any particular needs in the event of an emergency evacuation.

### **Building Maintenance**

General building maintenance is carried out by the site staff. The Site Manager will be responsible for ensuring that all identified general building maintenance is carried out by recognised contractors.

### **Asbestos**

The asbestos register is held at the Site Manager's office.

The Site Manager is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register

### **Control of Contractors**

All contractors must report to reception, where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions and must have a DBS certificate which will be checked and registered.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work.

### **Lettings**

Lettings are managed by the Finance Manager.

## **OTHER PROCEDURES**

### **Managing Medicines**

Prescribed medication will be administered to students if requested by parents/carers.

The First Aider has been nominated as the responsible person for the control of administration of medicines to students.

### **Educational Visits**

Educational visits are organised closely following LA guidance. The Educational Visits Co-ordinator is the Finance Assistant.

### **Minibuses**

Minibus drivers will follow statutory guidance regarding hours driving/supervision/resting.

### **REVIEW**

These arrangements will be reviewed regularly and revised as new topics arise which may affect the process of managing health and safety for staff, students, contractors and other visitors.

## **ACTION TO BE TAKEN IN CASE OF FIRE ALARM SOUNDING**

In the event of a fire alarm sounding, all students, staff and visitors must leave the building immediately and must not wait to collect any belongings

All students, staff and visitors must go immediately to the nearest exit and from there to the hard-standing area for Year 7, Year 9 & Year 10 and onto the Astro Turf Pitch for Year 8 & Year 11.

Students must line up in silence, in tutor group registration order

Tutors must register their groups and report any missing students to the Director of Faculty immediately

The office staff will bring out registers

The receptionist will bring out the visitors' sign in/out book

The Attendance Officer will bring out student absence lists, and the student sign in/out book

The Cover Coordinator will bring out a copy of the day's staff cover list

All staff who are not tutors, along with visitors are asked to wait in silence outside the learning support block and facing the students.

All supply staff must report to the cover coordinator

All visitors to the school must report to the receptionist

All line managers must report any absent colleagues to the Assistant Head Teacher (Staff) immediately

All students, staff and visitors must continue to wait until the Site Manger has given the all clear, and the Headteacher has signalled that the drill is over

### **PROCEDURE FOR DEALING WITH EMERGENCY ALARM CALLS DURING EXAM TIMES**

Should alarm be activated whilst exam is in progress, we will have in place a procedure that would keep students under exam conditions until it can be confirmed false or genuine.

- 1 Exam officer to carry two-way portable radios, channel set to site staff band only.
- 2 If alarm is sounded students to remain at their desk with invigilators present.
- 3 Exam officer to turn on radio leave hall and make brief inspection of area to ensure no emergency in locality.
- 4 Site staff/Finance Manager/Responsible Person to investigate alarm call keeping in contact with exam officer at all times.
- 5 Once position is clarified responsible person to inform exam officer by radio as to status of alarm and what action if any is required.
- 6 If the alarm is confirmed as an emergency, existing procedures to be activated (see separate sheet for exam officers/invigilators instructions)
- 7 Site staff/Finance Manager/Responsible Person to silence alarm if condition is confirmed as false.
- 8 Exam officer to take roll call for exam candidates to designated person at main assembly area.
- 9 Evacuation drill was carried out using year 10 students sat at exam desks. Time taken to clear hall using a row by row filling out procedure was 2 minutes 13 seconds. Total number of students 185. Estimated time to evacuate maximum amount of students total being