



# Grace Academy

## Health and Safety Policy

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## 1 Introduction

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

It is the intention of the Academy that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment. The "References" section at the end of this policy sets out these sources.

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 a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate with the Academy Management 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.

## 2 Responsibilities

The Governing Board is ultimately responsible for Health and Safety however it delegates the strategic and operational responsibilities as detailed below.

### 2.1 Responsibilities of the Finance Committee

The Academy Finance Committee receives delegated powers from the Governing Board and is responsible for the Health and Safety regime within each academy. The Finance Committee delegates the operation of Health and Safety to the Academy Principal, Facilities Manager and the Health and Safety Committee.

The Finance Committee will

- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy, and, that it is implemented;
- Ensure that an appropriate management structure is in place to manage Health and Safety.
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made

### 2.2 Responsibilities of the Principal

The Principal is responsible for the safety of all staff, students and visitors that come onto the academy site. He is also responsible for the implementation of agreed policies and procedures working with The Group Finance and Operations Director and the Academy Health and Safety Committee.

### 2.3 Responsibilities of the Facilities Manager

The Facilities Manager will ensure that a system of reporting exists that meets the needs of the Academy and the Health and Safety Executive and will ensure that the Academy is kept up to date with changes in legislation and "best practise". Currently we subscribe to Elite Educational "School

Health and Safety Management, Records and Procedures” to enable us to discharge this responsibility.

## 2.4 Responsibilities of the Health and Safety Committee

Each Academy will have a Health and Safety Committee which will monitor Health and Safety issues within the Academy and will advise The Principal of matters arising from their discussions. The Committee will be chaired by a member of the Academy Leadership Team and will consist of all those people who can contribute to the effective monitoring of H&S. The Committee will report via the Facilities Manager to the Finance Committee at each Finance and Operations Meeting.

The Health and Safety Committee will:

- make itself familiar with the requirements of the appropriate legislation and codes of practice;
- Identify and evaluate risks relating to possible accidents and incidents connected with Academy including sponsored activities and work experience.
- Ensure the academy is a safe place for all users of the site, including safe means of entry and exit;
- Ensure plant, equipment and systems of work that are safe;
- Enable safe arrangements for the handling, storage and transportation of articles and substances;
- Ensure safe and healthy working conditions that take into account appropriate statutory requirements, code of practice and guidance;
- Identify supervision, training and instruction so that all staff and students can perform their Academy related activities in a healthy and safe manner
- Provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

## 2.5 Responsibilities of Competent Persons

As an employer, Grace Academy must appoint persons competent to meet our health and safety obligations and duties, where such a competent person is someone with the necessary skills, knowledge and experience to manage health and safety.

A competent person may be further defined as: “One who is capable of identifying existing and predictable conditions in the surroundings and work areas which are unsanitary, hazardous or dangerous and who has authorization to take prompt corrective action.”

The formally appointed *Competent Person* will be responsible for the day to day implementation of the Health and Safety Policy and will be the designated contact for the Health & Safety Executive. For Health and Safety purposes the Site Facilities’ Manager will perform the duties of the Competent Person.

However, this is not intended to imply that everyone else is therefore not competent, or even incompetent. Indeed, everyone has some level of responsibility with Health and Safety.

To that end, it is prudent to acknowledge a distinction between the more formally appointed *Competent Person* at each site and more informal *competent persons* with regard to Health and

Safety across Grace Academy.

## 2.6 Responsibilities of Supervisory Staff

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 also be directly responsible to the Competent Person for the implementation and operation of the Academy's Health and Safety Policy within their relevant departments and areas of responsibility.

Responsibility for aspects of Health and Safety are written into the Job Descriptions of the Academy's senior staff.

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.

## 2.7 Union Health and Safety Representative

An employee who is a member of a recognised Trade Union shall be elected as the Unions' Health and Safety Representative. They may be invited to the Health and Safety Committee, where appropriate, to contribute on a specific item.

## 2.8 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 regulations.
- 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 site's Competent Person
- Take an active interest in promoting Health and Safety and suggest ways of reducing risks.

### **3 Safety Education**

The DfE has published guidance for schools on Safety Education. This guidance shows how the curriculum for Personal, Social 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 DfE 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.

### **4 Health & Safety Arrangements**

#### **4.1 Fire Safety**

Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.

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.

#### **4.2 Reporting Accidents**

All accidents to staff, students and visitors must be reported, in writing, using the Academy's accident report form (available on the Academy Intranet). The completed form should be given to the Competent Person. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Competent Person will ensure that the Health and Safety Executive is informed of reportable incidents.

#### **4.3 Coping with the sudden death of a student**

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

#### 4.4 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 DfE good practice guide, Guidance on First Aid for Schools has been written to provide advice for schools and academies 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 Competent Person should 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.

#### 4.5 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 periodically by approved inspectors or an appropriately trained member of staff:

- fume cupboards
- all electrical appliances
- workshop equipment, e.g. lathes, kilns
- fixed gymnasium equipment

When new equipment is purchased, it is the responsibility of the departmental manager, with the assistance of the Competent Person as necessary, to ensure that the equipment 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 the Control of Substances Hazardous to Health (COSHH) and the Ionising Radiations' Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department.

### 5 Housekeeping

The Facilities' Manager will monitor the cleaning standards performed by the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.

The Facilities' 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 items for recycling and normal refuse.

## **6 Visits**

Educational trips and visits must be organised in accordance with the Academy's Trips and Visits policy which is available on the Academy website, policy Ref. No. GA-SP032.

## **7 Minibuses**

Please refer to the GA Minibus Procedure, policy Ref. No. GA-P105.

## **8 Visitors to the Academy Site**

All visitors to the Academy will sign in at the reception. They will be issued with an appropriately coloured lanyard reflecting the level of Safeguarding checks that have been completed for the visitor. 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 Facilities Manager other than in an emergency, e.g. 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. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. 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 visitor's 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 unwilling to go to Reception, refuses to leave the site, a member of staff feels threatened, is threatened with violence or a violent attack takes place, immediately seek help. A runner to the Reception for a '999' call may be quicker than using the internal telephone system.



## **9 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.

## **10 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 an Academy site. See Critical Incident Policy and Procedure, policy Ref. GA-P101.

## **11 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.

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

This policy will be kept up to date with changes in legislation and the Governing Board will review this policy at least every two years and assess its implementation and effectiveness.

## 13 References

### 13.1 Useful Information

- Croner's School Health and Safety Management Records and Procedures – see [www.croner.co.uk/](http://www.croner.co.uk/).
- HSE Website [www.hse.gov.uk](http://www.hse.gov.uk)
- HSE Five Steps to Risk Assessment INDG163 - <http://www.hse.gov.uk/pubns/indg163.pdf>
- HSE Incident-reporting in schools (accidents, diseases and dangerous occurrences) <http://www.hse.gov.uk/pubns/edis1.htm>
- HSE Managing health and safety - Five steps to success INDG275 - <http://www.hse.gov.uk/pubns/indg275.pdf>
- DfE (published as DCSF) Health and Safety: The Essentials <http://www.education.gov.uk/schools/guidanceandadvice?q=health+and+safety>
- DfE (published as DfES) Guidance on First Aid for Schools: A Good Practice Guide <http://media.education.gov.uk/assets/files/pdf/g/gfas.pdf>
- DfE (published as DfES) Code of Practice on LEA-School Relations - <http://www.education.gov.uk/consultations/index.cfm?action=conResults&external=no&consultationId=1069&menu=1>
- HSE publications (priced and non-priced) are available from HSE Books Tel: 01787 881165, HSE's infoline is 0845 345 0055
- DfE guides are free from DfE publications Tel 0845 600 9506.

**13.2 Health and Safety legislation:**

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

**13.3 Education legislation:**

- Education (School Premises) Regulations 1999 (SI 1999 No.2)
- School Standards and Framework Act 1998
- School Inspections Act 1996.
- Education Act 1996