



Hollinsclough C of E Academy

Health, Safety & Welfare Policy: 2015

Mission Statement

'To encourage the enthusiasm and joy of learning through a creative curriculum and a holistic approach to education that reflects Christian values and supports our community. We guarantee accessibility and availability to all.'

Developing potential

STATEMENT OF INTENT

The Governors and Trustees recognise their duty and responsibility to comply with all relevant health and safety legislation.

Through delegation to the Bursar they ensure the health, safety and welfare at work of all employees and others who may be affected by our actions. The management team are therefore committed to establishing and implementing arrangements which will ensure that staff and visitors will be safeguarded when on school premises or engaged on offsite activities (e.g. visits to other areas), and that the premises for which they are responsible is safe for visitors including young persons.

It is understood that good health and safety management encourages safe practices and improves morale.

The senior manager will ensure all staff are aware of their responsibilities towards health and safety by ensuring that training and good communications throughout the organisational structure are maintained.

Equality Duty

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

ORGANISATION

Within the Multi-Academy group the Trustees have overall responsibility for health and safety, and they have responsibility for ensuring that each Academy within the group is safe for use by staff, pupils and visitors on a day to day basis. For day to day operational matters at Hollinsclough, the Trustees have delegated the responsibility to the Bursar who can act accordingly on their behalf.

The Bursar is also responsible for ensuring that visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

Responsibilities

The Trustees

Have overall responsibility for Health and Safety and through the Bursar will support the role in line with direction provided by the HSE and other official bodies regarding the application of legislation in the workplace / schools.

Guidance and / or support can if required be obtained through Service Level Agreements with specialist companies / individuals as necessary to help ensure our Academy can meet its H&S obligations. In addition external audit of the academy will be commissioned at agreed intervals and offer direction accordingly.

The trustees have a responsibility to ensure that the staff and premises comply with the relevant HSE health and safety policy and practices.

The Governing body and Headteacher will comply with any direction given to them by the trustees concerning the health and safety of persons on the academy premises or when taking part in any external activities.

The Bursar – the appointed person

- The Trustees have appointed a person responsible for managing the health and safety arrangements for the school. This person is identified in appendix A.
- The post holder is required to hold as a minimum requirement the IOSH Managing Safely qualification
- The role of the appointed person is to ensure that H&S statutory duties are acted on and that any necessary records are maintained.
- Production & review of the Health and Safety Policy and review it on an agreed basis.
- Checking that the Health and Safety requirements are implemented, e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken.
- Ensuring that all staff have read and understood the H&S Policy and any supporting documents.
- Undertaking and recording Risk Assessments.

- Carrying out regular health and safety inspections and addressing any safety issues as necessary.
- Receiving and dealing promptly with complaints about safety issues.
- Seeing that emergency evacuation procedures are in place and that records are maintained.
- Ensuring that requirements of any enforcing authorities (Fire Prevention Officer, HSE and Environmental Health Officer) are properly addressed.
- Ensuring that adequate first aid provision is made.
- Responsible for seeing that they themselves are adequately trained and that staff receive any necessary training determined by their 'training needs analyses'.
- Responsible for ensuring records of the training are kept and having a system for ensuring that refresher training where necessary is undertaken within the prescribed time limits.

Teaching Staff

- Teachers are responsible for the safety of pupils under their supervision and where provided, controls indicated by the risk assessments will be used to reduce the risk of harm.
- Teachers are responsible for creating their own basic class specific risk assessments – these then need to be handed to the appointed person for review / action
- In the event of fire their role is to lead their class to the designated assembly point or other agreed place of safety.

First Aid Personnel

- All teaching and teaching support staff are required to hold a basic emergency first aid qualification; in addition 3 staff will hold a Paediatric First Aid qualification – all qualifications being subject to the recommended renewal schedule as dictated by legislation etc.
- The role of the First Aider is to administer immediate first aid to employees, pupils and visitors to the school who may have suffered injury or ill health.
- Where appropriate the First Aider will request professional medical aid i.e. an ambulance.
- The First Aider will ensure an Accident record is completed and where a pupil is concerned the school first aid log is also completed.

Site staff

- Site staff are responsible for ensuring the areas of activity carried out are performed safely and with due regard to others who may be affected by them.
- Recorded assessment of risk shall be undertaken by competent persons and made available to those employees who may be affected by the hazards identified.
- Hazardous substances and the activities for which they are used have been COSHH assessed and suitable Personal Protective Equipment is used.

All Staff

All Staff have a responsibility for the health and safety of themselves, their colleagues and visitors. They also have a duty under the Management of Health and Safety Regulations 1999 to report, to their line manager, any shortcomings in the employer's health and safety arrangements.

Safety Representatives

The Trustees Health and Safety Committee are the nominated Safety representatives and they delegate the day to day operational matters to the appointed person (**Bursar**). They meet on a yearly basis to discuss and review issues affecting the academy / academy group.

Property Services

- The Trustees with the support Bursar are responsible for ensuring that property matters, for which they have a responsibility for, are properly dealt with (if necessary by taking premises or fixed equipment out of use).
- The Bursar will ensure that periodic safety testing takes place on plant such as fixed wiring, plumbing systems and drainage.

ARRANGEMENTS

It is important that the day-by-day activities of all staff, Young persons, contractors and visitors are conducted in a way which is as safe as possible.

General Practices Applying To All Staff

Young Persons

The supervision policy must be followed in order to ensure the safety of young persons within the premises &/or if supervised by a member of staff outside of the premises.

Assessment of risk is necessary for hazards to which young persons may be exposed. Records of these will be maintained by the Bursar.

Visitors

Visitors shall be accompanied by a member of staff unless they have been given an H&S induction and the visitor has been authorised by the Principal to be on site unaccompanied.

Arrangements for the signing in and out of all visitors and contractors are used at this academy.

Contractors

The Bursar will liaise and manage contractors, ensuring contractors are aware of current known hazards on the site such as locations of asbestos. (**See the Asbestos register in main office**).

Only contractors who have been approved by the Trustees or be able to demonstrate competence will be deemed suitable to work within the academy environment.

Contractors must be able to produce a method statement and risk assessment addressing both the hazards they will present to academy employees, pupils and others and detail the controls that will be adopted to protect them.

Contractors are not permitted to lone work.

Fire Safety

All employees gain knowledge of the Fire procedures firstly as part of the health and safety induction process and then through periodic fire drills.

The fire officer (Bursar) manages the fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance. The appointed fire officer is identified in **appendix A**.

Fire marshals / Fire Officer (who have had training in this role, may be appointed to assist the fire officer)

The role of the fire marshal is to ensure that the site buildings are clear of persons who may have been inadvertently left behind. Appointed fire marshals are listed in **Appendix A**.

Periodic checks of the fire safety systems are made and records maintained. The following fire equipment will be tested by the fire officer, or representative. Maintenance of this equipment will be carried out only by a contractor deemed competent to do so. Records of checks and maintenance, including test certificates, will be retained in the 'Servicing and Testing Information' book, subsection 13 – 'Fire Alarm / Fire Extinguishers'.

The fire alarms are tested weekly. Each week a different call point will be used to activate the alarm and identified in the record. Maintenance of the fire alarm system is carried out under contract every six months.

Emergency lighting systems will be tested monthly and maintenance carried out six monthly.

Smoke detectors are tested weekly.

Fire fighting equipment will be visually inspected monthly and maintenance carried out yearly.

Fire risk assessments are carried out as a result of an annual workplace inspection by the members of the governing body. Specific fire hazards are identified and risks determined.

Arson

- Regular external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by site staff.
- All dustbins, benches and other movable items will be where possible made immovable and not positioned against main walls.
- Wheelie bins are where possible locked and chained away from main walls.
- Build-up of rubbish including leaves etc. will be regularly removed to prevent use as fuel.

Bomb Alerts

- The academy will take appropriate evacuation action on receipt of information regarding a bomb on the site.
- The general fire procedure will be followed and as with the fire procedure the location of the hazard or device will be avoided.
- All staff, pupils and visitors to the academy will assemble at the designated secondary assembly point as shown on the fire plan.
- No attempt will be made by the staff to handle potentially hazardous devices or objects.

First Aid / Illness

First Aid boxes are stocked as per HSE guidance and are located in main office area and high risk areas:

- **Library / Staffroom** (Main use Labelled draw – accident book)
- **Main Office** – secondary First Aid and specialist treatments – i.e. asthma (Staff medications in secure cupboard) Bio-Hazard, eye wash, burns treatment – Storage facilities for sundries and replacements
- **Kitchen / Canteen** – contractor provided First Aid kit

Contents are checked and maintained by an appointed person (see Appendix A).

First aid instructions and named First Aiders (see Appendix A) are posted next to the First Aid box.

First Aiders

Responsibilities of the trained First Aider are to ensure persons injured or ill at the school are adequately treated and where necessary make other appropriate special arrangements.

Ensure any accidents are reported to an appointed person (see Appendix A)

Recording of all first aid treatments shall be maintained and held in the main admin office.

Parents will be informed of any injury or illness to their child by their teacher or appointed person.

Accident Reporting and Recording

Accidents, injuries, near misses, reportable disease or work related illness must be recorded and where required reported to the LA H&S department by the schools appointed person (see appendix A).

All employee accidents will be recorded in the Accident Book.

Non-employee accidents will be reported in the Accident book located in the library / staffroom.

Any accidents arising out of or in connection with work must be reported by the appointed person to the H&S Assistance Section within 48 hours and current guidance sort

Where injury may be particularly serious i.e. person is taken to hospital, then the H&S Assistance section shall be contacted by telephone as soon as possible and a written report submitted and current guidance sort

Additionally Accident Investigation documentation may be required by the HSE

Accident and incident records will be retained in the main office.

Housekeeping

The buildings will be cleaned by the appointed member of the site staff. Though the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff.

The disposal of small amounts of waste can be treated as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by site staff to the designated storage area prior to removal by a Refuse Service Contractor.

Stacking and Storage

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff or visitors.

Exits etc. will be kept clear of obstructions (including electrical cables and other trip hazards).

Main reception area

All staff are requested to be vigilant in regards to identifying any potential hazards in this area as visitors are not so familiar with the surroundings.

Lifting and Handling

Injuries can be caused by incorrect lifting and handling of objects, (which need not be large or heavy). Therefore any operation where lifting or handling is involved should be avoided where possible.

Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.

The moving of people is of particular concern and specialist advice should be obtained in each case

Only competent appointed persons may carry out these risk assessments. (See appointed persons list appendix A).

Control of Substances Hazardous to Health (COSHH)

Any hazardous substances on the academy site must be managed safely and to do this all of them will be identified.

Substances which are hazardous will be assessed for risk to employees and those who may be affected by them. The IWC assessment form is used for this. The assessment record will be located a) at point of use, b) at point of storage and c) in a master record file located in the main office in case of fire.

Assessed hazardous substances will be stored safely in appropriate storage areas and be locatable from a plan in the main office master record book.

Persons trained to carry out these assessments are listed in Appendix A.

Asbestos

A survey has been carried out for the presence of asbestos containing materials (ACMs) by the LA, and where necessary identification labels placed.

Any areas where ACMs have been identified have been addressed to determine the risk to ANYONE who may be exposed and where necessary removed. Where removal is not necessary periodic monitoring for condition will be instigated and a record maintained.

The survey report is available for reference to all persons who may potentially disturb ACM's during their work i.e. electrical contractors.

The asbestos survey report is available to view in reception area and attached to it is a signature record for contractors and others to sign as proof of reading. These records are retained in a file alongside the survey report.

It is the intention of the school and governors to remove all traces of ACM's whenever practicable and under the guidance of the LA Asbestos team when renovation and improvement works take place.

Legionella

A survey has been carried out on the water systems within the school to identify potential areas of the system that may promote uncontrolled Legionella bacterium growth. Improvements to system pipe work have been undertaken and regular treatment of the water system is carried out.

Higher risk of bacterium growth is likely through long warm holiday periods and therefore maintenance is required to flush the water systems prior to school recommencing. A record is maintained of this maintenance.

Premises and Equipment

Risk Assessments will have been carried out for premises and these may be reviewed during the visual inspection. Where immediate action is required to prevent injury the Headteacher will ensure arrangements are made to address the hazard.

Electrical Plant and Equipment

The Bursar will arrange for all portable electrical equipment to be checked on a regular basis and a record kept. A schedule/checklist of inspection timescales will be maintained in the statutory '*Servicing and Testing Information*' book located in the main office.

The competent person or organisation responsible for the testing of portable appliances is included in Appendix A.

Trustees are responsible for ensuring the electrical installation has been tested and certificated as safe.

All staff are required to report any damaged electrical equipment or wiring - including portable equipment and permanent wiring.

They must, under no circumstances, attempt any repairs unless the Bursar is satisfied that they are competent to do so.

Personal mains-powered electrical equipment must not be brought onto the school, unless it has been subjected / available for the same tests as school equipment.

Risk Assessments

Risk assessment shall be undertaken for all activities which present a potential to cause harm.

The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury / ill health.

Only persons deemed competent to carry out risk assessments have authorised to do so by the Trustees, these persons are listed in Appendix A.

Area's where risk assessment shall be carried out include:

- Premises (slips & trips)
- Areas on the site with specific hazards present.
- Fire & Arson
- Technology equipment
- Control of Substances Hazardous to Health (COSHH)
- Caretaking activities Inc working at height.
- PE activities (from BAALPE guidance)
- Educational visits

- Stress
- Manual Handling
- Display Screen Equipment (DSE)
- New and expectant mothers
- Young person's working (16-18yrs) i.e. on work experience.

Working at Height (WAH)

All staff have been asked not to carry out work at height (WAH – **up to two metres max – limited to use of step stool**) unless it is agreed by their line manager that it is necessary.

WAH does pose a higher than normal risk of injury to those carrying out the work and those below them. It is therefore necessary to carefully consider whether there is a real benefit or necessity to carry out this work before starting.

The WAH Regulations requires all work where access equipment, such as ladder or step stool, is required above or below floor level to be assessed for potential risk and controls implemented to mitigate injury.

Risk assessment will be carried out by a competent person (see Appendix A) for all WAH activities. In some cases these will need to relate to specific activities though in most cases such as display work it may be acceptable to produce a generic assessment.

Employees who carry out any WAH will have training, appropriate to the tasks likely to be encountered and will be required to work in pairs. This will be recorded in the academy safety training records. Training will include the use of any risk assessments that may be available for the task.

Employees unhappy with carrying out any form of WAH are not expected to do so unless it explicitly forms a part of their terms of employment.

The person appointed to oversee and advise on all WAH activities is shown in Appendix A.

Slips and Trips

The academy site internally and externally shall be assessed at least annually for potential hazards that may cause slip or trip accidents. This assessment may be carried out by a competent person trained in risk assessment (identified in Appendix A).

The risk assessment shall include areas such as:

- Internal and external steps and stairways
- Carpets and floor coverings
- Dining area cleanliness and spillages
- Caretaking and cleaning activities
- Outside paving, walkways and other hard surfaces
- Grounds including pitches
- External lighting effectiveness
- Risk assessment results shall be used to identify priority for mitigation of potential injuries and shall be shared with all employees.

Stress

Stress is acknowledged by the Trustees as a potential cause of staff ill health and all efforts are made to reduce it. This is in part done by management openness in counselling and supporting staff with work related problems. Additionally a Well Being program supported by the Teacher Support Network, which is based on the HSE management standards to address stress in the workplace, is utilised to identify the sources of stress and address any 'stressors'.

The Principal is responsible for supporting the Well Being Program. A employee (see Appendix A) who is trained as facilitator will lead arrangements and support staff in engaging with the program to ensure its effectiveness and ensure records of progress are maintained as evidence.

Additional guidance on stress can be sought from an appointed service provider for the stress survey.

Alcohol, Drugs and Smoking

The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be reported to the Principal who will take the appropriate disciplinary action.

Smoking within the school site is prohibited and signs are posted at entrances.

Violence and Aggression

Violence and harassment in both physical and verbal forms will not be tolerated within the academy or academy group, either between employees or between employees and non-employees.

Employees shall report all incidents of this type to their line manager. Appropriate action will in the first instance be taken at a local level.

Disciplinary action will be taken against employees being the source of such behaviour.

Action against non-employees who are the source of violent, harassing or threatening behaviour may be by prohibiting them entry to the academy.

The person responsible for ensuring the process of recording and follow up action is listed in appendix A.

Display Screen Equipment (DSE)

All DSE equipment and workstations will be assessed for suitability for individual employee use by a competent person (See Appendix A).

Where appropriate, equipment shall be provided or replaced to ensure the user is not put at risk of illness or injury.

Records of all assessments where made will be maintained and held in the main office.

Eyesight testing is offered to persons identified as habitual users.

Safe Systems of Work (SSW)

To ensure some types of work, such as working at height, is done safely, it is necessary for us to prepare a SSW, a procedure which details how the work shall be carried out.

This will be used along with the risk assessment to ensure all potential hazards are known about and how to conduct the work as safely as possible.

Training

The Trustees will ensure that employees with responsibilities for health and safety are competent. This will be reinforced by appropriate training.

The responsibility for safety training and / or refresher training rests with the Bursar on behalf of the Trustees.

Training records will be maintained for all employees and periodic examination of these takes place and if training needs are identified, then appropriate training shall be provided.

Information on Health & Safety courses can be obtained from a number of external providers and the school has invested in software and information booklets to support and maintain staff awareness.

Lone Working

It is recognised that staff may at some point be required or chose to work outside of normal working hours. If this is necessary then staff must either ensure there is another person in the building with them or they must use the 'Lone Working' procedure.

Educational Visits

The Trustees recognise that educational visits, away from the safety of the academy site, expose employees, pupils and non-employee volunteers to potentially unknown risks. All off site visits have full risk assessment to provide informed judgement.

Offsite Guide.

For all educational visits a competent Group Leader is appointed by the Principal. The Group Leader will ensure all arrangements are made and that all appropriate requirements of any risk assessment(s) are met.

A person appointed as the Group Leader / Visit Coordinator, will oversee the arrangements and advise of documentation required for the particular type of visit. Basically these fall into four categories.

- Residential (R)
- Adventurous (A)
- Local (L) – these are lower risk

Visits which fall into categories R & A require approval by the Trustees prior to commencement.

Category L visits require parental consent and risk assessments to be carried out.

Injuries occurring during an offsite visit must be handled as those at school. Information about injuries must be relayed back to the academy as soon as possible so that any additional reporting requirements for accident reporting are met within specified timescales.

New and Expectant Mothers (NEM)

The Trustees recognise the fact that new and expectant mothers (NEMs) are at an increased risk of a) injury to themselves and their unborn child b) injury to others who may be affected by their actions.

To ensure the safety of the NEM the management of potential risks required. This is done by a risk assessment carried out by a competent person and the implementation of controls to eliminate or reduce risk.

The NEM will be allowed to take as appropriate rest breaks and a safe place to rest.

Transport

All employees who drive their own vehicles for work purposes, and this includes employees who attend the occasional day away from their workplace on a course for instance, shall have the following documents checked and evidence recorded of this check on an annual basis:

- Driving Licence
- Insurance - the academy carries a separate policy to insure up to 10 vehicles of staff and volunteers.
- MoT (if applicable)

When staff transport children the following controls are necessary;

- A risk assessment must be carried out.
- If a child has any special needs then an additional adult must accompany.
- Male employees will not transport female pupils alone.

CONTACTS and INFORMATION

Health and Safety Support

Bursar – Mr. Stephen Malbon

Tel: 01298 83303

E-mail: office@hollinsclough.staffs.sch.uk

Other sources

Senior Officer Health & Safety Officer – Staffordshire County Council

Tel: 01785 355777

Web: [http:// www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)

HSE (Health and Safety Executive)

Tel: 0845 345 0055

Web: <http://www.hse.gov.uk>

Implementation of this procedure

Our academy will manage implementation of this procedure with the support and guidance of relevant outside agencies.

General

This procedure and its guidance will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.

Signed...

Designation: Chair of Governors

Date... September 2016

Signed ...

Designation: Headteacher

Date... September 2016

This policy is to be reviewed by Trustees during summer term 2017 or sooner if required.

Date: original policy September 2009, revised January 2012, revised 2013, revised 2014, revised 2015 Academy startup

APPENDIX A – Persons with specific H&S responsibility

Name	Job Title	Responsibility
Mrs Janette Mountford-Lees	Principal	Oversight of Policy, implementation & monitoring of H&S.
Mr Stephen Malbon	Appointed person	Monitors that the requirements of the H&S policy and operation. Liaises with external agencies on H&S issues.
	Contact officer	Contractors on site
	Fire officer / Marshall	Ensure fire arrangements are operational.
Mrs Janette Mountford-Lees* Miss Heather Brookes* Mrs Lisa Edgecox* Mr Stephen Malbon Mrs Lynda O'Sullivan Mrs Carol Malbon	First Aider(s)	Emergency First Aid in the Workplace qualified *Paediatric First Aid qualified
Mrs Janette Mountford-Lees Mr Stephen Malbon Mrs Lynda O'Sullivan Miss Heather Brookes Mrs Carol Malbon	Food Handling L2	

APPENDIX B - Fire Safety

Fire Instructions

- These are placed where staff can easily read them.
- Emergency Exits, Assembly Point and Assembly Point Instructions shall be clearly identified
- Fire Alarm
- In case of fire dial 999
- The fire alarms are tested weekly every Friday afternoon after normal school.
- A Fire Test Record Book is maintained and held in the main office

Fire Drills

- Are carried out at least once per term.
- Assembly point is *on the main school yard top right corner – signage in place*
- Records are maintained of drills and are held in the main office.
- Fire Fighting – tackle small fires only / to facilitate and maintain an escape route if no others are available.
- Teachers supervising children must not attempt to fight fires as they are expected only to evacuate the area safely.
- Untrained staff are not expected to "have a go", only to tackle small fires only if no undue risk to life and limb, and there is always a clear escape path available.

Fire Hazards and Fire Risk Assessments

- Storage cleaning substances only in a locked cupboard.
- Maintenance of Fire safety equipment is carried out by competent contractor; **Chubb**
- Emergency lighting; **Trinity**
- Fire extinguishers maintained; **Chubb**
- Fire alarms Maintained; **Trinity**
- Fire Safety Signs and identification of escape routes