

HOLLINGWORTH ACADEMY

HEALTH AND SAFETY POLICY 2016

STATEMENT OF INTENT: JULY 2016

The governing body of Hollingworth Academy look upon the promotion of health and safety measures as a mutual objective for themselves and their employees.

Therefore, it is the policy of the Governing Body of Hollingworth Academy to do all that is reasonably practicable to prevent personal injury and damage to protect everyone from foreseeable hazard and danger, including the public, in so far as they come into contact with the school or any of its activities.

In particular, they recognise that it is their responsibility:

- To provide and maintain safe and healthy working conditions.
- To provide training and instruction to enable employees to perform their work safely.
- To maintain a continuing and progressive interest in health and safety.
- To take into account all statutory requirements for health and safety.
- To consult and involve employees in health and safety matters wherever possible.

The governing body of Hollingworth Academy also recognises that its employees have a duty to co-operate with them in their efforts to implement the policy by:-

- Working safely.
- Meeting their statutory duties.
- Reporting incidents that have led or may lead to injury or damage.
- Following health and safety procedures and safe systems of work.
- Complying with any means set up by the governing body in the interest of health and safety.

Signed:

Chair of Governors

Signed:

Headteacher

This policy has been prepared in accordance with the Health and Safety at Work etc. Act 1974. The aim of the policy is to ensure that all practicable steps are taken to secure the health, safety and welfare of all persons using the school.

1. POLICY STATEMENT

- 1.1 To establish and maintain in so far as is reasonably practicable;
 - An environment which is safe and without risk to health.
 - Safe working procedures among staff and pupils.
 - Health and safety arrangements for the handling, storage and transport of articles and substances.
 - Safe means of access to and egress from the school.
- 1.2 To ensure, so far as is reasonably practicable, the provision of information, instruction training, and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety:
- 1.3 To teach safety where appropriate as part of the curriculum.
- 1.4 To formulate effective procedures for use in the case of an accident.
- 1.5 To lay down procedures to be followed in the case of accident.
- 1.6 To provide and maintain, so far as is reasonably practicable, adequate welfare facilities for staff and students.
- 1.7 To provide an effective system of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety.

2. ORGANISATION AND ARRANGEMENTS FOR HEALTH AND SAFETY

2.1 The governing body

The ultimate responsibility for ensuring a safe and healthy environment within the school rests with the governing body.

The governing body should report to the Department for Education and Skills (DfES) any major threat to the health and safety of employees and users of the school.

2.2 The Headteacher

The headteacher has overall responsibility for the application of this policy.

The headteacher shall:

1. Take appropriate action immediately when any hazard is reported to him and stop the use of any plant, tools, equipment, machinery or any process, etc. which he considers unsafe until he is satisfied as to its safety.
2. Make recommendations to the governing body for additions to or improvements to plant, tools, equipment, machinery, etc. which are dangerous or potentially so.
3. Report on safety and welfare matters to the governing body.

2.3 Obligations of all employees

The Health and Safety at Work etc. Act 1974 states:

"It shall be the duty of every employee whilst at work:

1. To take reasonable care for health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work, and
2. As regards any duty or requirement imposed on his/her employer or any other person by or under any relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with."

Also that:

"No person shall intentionally recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions".

In order that the law is observed and responsibilities to pupils and other visitors to the school are carried out, all employees are expected:

1. To know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied.

2. To observe standards of dress consistent with safety and hygiene.
3. To exercise good standards of housekeeping and cleanliness.
4. To know and apply the emergency procedures in respect of fire and first aid.
5. To use and not wilfully misuse, neglect or interfere with things provided for their own safety and the safety of others.
6. To co-operate with other employees in promoting improved safety measures in their school.
7. To co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

2.4 **Heads of Year, Heads of Department, FM Staff, Senior Leadership Team, Support Staff Leadership Team and Catering Supervisor**

Staff holding these positions:

1. Are expected to have responsibility for the application of the school safety policy to their own department or areas of work and should observe instructions given by the governing body and headteacher.
2. Should establish and maintain safe work procedures (e.g. use of chemicals, guillotines, boiling water etc.).
3. Should resolve any health and safety problems any member of staff or pupil may raise and refer to the Health and Safety/Welfare Officer any problem for which there is not satisfactory solution within the resources available.
4. Should carry out regular safety inspections of the department and activities for which they are responsible and submit reports to the Health and Safety/Welfare Officer each school year or more frequently if necessary.
5. Should ensure, as far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.
6. Should propose to the Health and Safety/Welfare Officer changes and additions to plant, equipment or machinery which are necessary for maintenance of safety.
7. Ensure that all donated equipment is safe and certificated and, where appropriate seek specialist advice that this is so.

2.5 Particular responsibilities of class teachers

The safety of pupils in classrooms, laboratories and workshops is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted it must be discussed with the Head of Department before any activities take place.

A class teacher is expected to:

1. Know the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied.
2. Exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area.
3. Give clear instructions and warnings as often as necessary (notices, posters and handouts are not enough).
4. Ensure that pupils' coats, bags, cases etc. are safely stowed away.
5. Integrate all relevant aspects of safety into teaching process.
6. Follow safe working procedures personally.
7. Call for protective clothing, guards, special working procedures etc. where necessary.
8. Make recommendations on safety measures to the Head of Department.

N.B. These rules apply to student teachers who must be made aware of their responsibilities by both the subject leaders and their professional tutor.

2.6 The Pupil

Pupils are expected to:

- Exercise personal responsibility for safety of themselves and others.
- Observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives and other items considered dangerous).
- Observe the safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with items provided for safety.

2.7 The Health and Safety Representative

Health and Safety representatives are:

1. Not liable in law and have no additional duties other than those of all employees, as laid down in section 7 and 8 of the Health and Safety at Work etc. Act 1974.
2. Do not carry additional legal liability for either their activities or omissions as a safety representative.
3. The functions of safety representatives are as follows:
 - To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he/she represents) and to examine the cause of accidents at the workplace.
 - To investigate complaints by any employee he/she represents relating to that employees' health, safety or welfare of the employees at the workplace.
 - To carry out inspection.
 - To represent the employees he/she is appointed to represent in consultation at the workplace with Inspectors of the HSE and any other enforcing authority.

2.8 Concluding Statement

Suggestions by a member of staff to improve standards of health and safety are welcomed by the headteacher. The greatest hindrance to good practice is apathy; the best antidote is the right attitude of mind.

THE SCHOOL'S ARRANGEMENTS

(a) **Accidents and Near Misses**

All accidents and near misses are to be reported to Jamie Hawkrigg.

Jamie Hawkrigg is responsible for completing the Accident Book and the PMS102 forms.

In the event of accidents or near misses falling within RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995) the HSE must be notified by form F2508.

Jamie Hawkrigg is the person responsible for undertaking accident and near miss investigations.

Procedures to be followed are as detailed in the schools accident/incident reporting procedures in the Health and Safety Manual.

(b) **First Aid**

Linda Stockton, Lynne Hastings, Zabia Begum, Lydia Milne, Suze Collinge, Linda Parkinson, Gaynor Charles, Mark Hollis, Chris Wawrzyn are the people responsible for First Aid. For Emergency First Aid at Work staff please see the Hollingworth Academy First Aiders list.

First aid boxes are located in Reception, Dining Area, Catering Department and all Work Rooms.

Head of Department/team are the people responsible for maintaining the stocks in the first aid boxes.

In the event of an injury occurring which requires the injured person to receive hospital treatment, the person responsible for summoning an ambulance or arranging transport to hospital will be instructed by the First Aider at the time.

Procedures to be followed are as detailed in the Schools First Aid at Work Procedures in the Health and Safety Manual.

(c) **Fire Precautions and Emergency Evacuation Procedures**

Fire drills will be organised in conjunction with the Health Safety and Welfare Department and the Headteacher.

Fire drills will be held at 6 monthly intervals throughout the school year.

Procedures to be followed are as detailed in the Schools Fire Precautions Procedures in the Health and Safety Manual.

(d) **Risk Assessment**

Risk Assessments for individual Departments are held with the Head of Department, there is a copy of each risk assessment held in a file in the main office.

(e) **Environment**

Any defects or occurrences in or on the premises, which might constitute a health and safety hazard, are to be reported to Carillion FM via the VLE – Facilities Management Helpdesk.

(f) **Safety Representatives and Safety Committee**
The safety representative for the school is Jamie Hawkrigg.

(g) **Inspections**
Carillion FM will carry out inspections at **6 MONTHLY** intervals. A full report of the inspection will be made to the Headteacher and the Board of Governors. In addition, the Education Department will undertake the annual health and safety inspection.

Fire Alarm

The fire alarm system will be inspected annually by Carillion FM.

CDT Equipment

CDT equipment will be inspected on an annual basis by Carillion FM.

PE Equipment

PE equipment will be inspected on an annual basis by Carillion FM except the gym equipment which will be Hollingworth Academy responsibility.

Electrical Appliance Inspection

An electrical appliance inventory is maintained by Carillion FM and is kept in the FM office.

VISUAL INSPECTIONS WILL BE UNDERTAKEN AND RECORDED EVERY SIX MONTHS BY INDIVIDUAL DEPARTMENTS.

Procedures to be followed are as detailed in the Electrical Procedures of the Health and Safety Manual.

Electrical Services Inspections

Electrical services will be inspected every **FIVE YEARS BY CARILLION FM.**

(h) **Information**
Staff can obtain advice and information about the health and safety implications of their activities, and about substances and articles used at school by reference to the schools Health and Safety Manual located in the Visitors' Reception.

(i) **Substances**
Assessments for all hazardous substances used in school will be sourced from the supplier. In accordance with the Control of Substances Hazardous to Health Regulations 1994.

(j) **New Staff**
New staff will on appointment receive copies of this policy and the school handbook.

(k) **Infectious Diseases**
Any infectious diseases are to be reported to one of the trained First Aiders.

(l) **Training**
The person responsible for the co-ordination of all health and safety training is Jamie Hawkrigg. Who will identify training needs and make arrangements for such training to be provided.

- (m) **Housekeeping**
Individuals shall be responsible for ensuring good housekeeping practices in their own work areas. Carillion FM will in addition be responsible for the housekeeping of areas of common usage as well as FM areas. These exclude the staff work rooms, library and any other shared teaching/resource areas which are to be maintained by each user in a safe and tidy condition.
- (n) **School Trips**
School Trips are to be planned and organised strictly in accordance with the Headteacher. A risk assessment must be in place and understood by trip leaders before any school trip is taken.
- (o) **Purchasing**
All items purchased must be suitable and sufficient for the purpose for which they are intended and used only for that purpose. They must be maintained in an efficient state and in good working order and repair. Staff must be appropriately instructed and trained in the safe use of any new equipment purchased.
- (p) **Contractors and Visitors**
Contractors on the school site are owed, and owe duties of care to all users of the premises.

All necessary measures must be taken to ensure that visitors to school are reasonably safe when using the premises for the agreed purpose of the visit. Visitors must therefore be requested to sign in on arrival at school, indicating the purpose of their visit and the area which they will be visiting. Instructions regarding emergency evacuation procedures should be issued whenever possible and the visitor made aware of any hazards peculiar to the site.
- (q) **Monitoring and Review**
The monitoring of this policy will be undertaken by the implementation of Jamie Hawkrigg.
- (r) **Premises Inspections**
To be undertaken by Carillion FM, Hollingworth Academy Governors and Staff and reported to the Hollingworth Academy Governing Body.
- (s) **Analysis of Statistics on Accidents/Near Misses**
To be undertaken by Carillion FM and Hollingworth Academy and reported to the Hollingworth Academy Governing Body to consider whether trends or patterns emerge.
- (t) **Inspection Reports from the Education Department**
The Hollingworth Academy committee of the Governing Body will consider reports of inspections undertaken by the Education Department and produce a plan of action to address the recommendations put forward.

This policy will be reviewed and revised in the event of any changes in structure, senior personnel, working arrangements, processes or premises. The policy will be updated upon receipt of any new or revised policy/regulation issued by the HSE or other enforcement agency.

Produced by/on	JHawkrigg	January 2013	Approved/Agreed on	20 May 2013
Revised on	July 2016		Approved/Agreed by	Estates/PFI Committee
Saved in	Hollingworth Information Centre		To be reviewed by Governors	Annually