

## **HEALTH AND SAFETY POLICY**

### **STATEMENT OF INTENT**

#### **1. GENERAL**

The Employing Body recognises its overall responsibility for the health, safety and welfare of all employees, students and others who may be affected by using the Academy premises or participating in academy sponsored activities.

We regard the promotion of health and safety to be critical to our success and in supporting our aim “to provide a safe and healthy working and learning environment for students, staff and visitors”. Therefore we shall comply with the requirements of the Health and Safety at Work Act 1974 and all statutory provisions associated with it and support staff in meeting their obligations under the Act.

High standards can only be achieved with the full involvement of the Academy community. The Principal should be supported with a high degree of commitment from managers, teachers and supervisors at every level.

The Employing Body believes that by integrating sensible health, safety and welfare practices into all our work/educational related activities will form part of the good education of our students; this will effectively control and manage risks.

The Employing Body will review the health and safety policy on a regular annual basis and bring any revisions to the attention of all students and staff.

#### **ORGANISATION**

#### **2. RESPONSIBILITIES**

##### **THE DUTIES OF THE EMPLOYING BODY**

In the discharge of its legal duty, the Employing Body, in consultation with the Principal, will:

- make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974, associated legislation and Codes of Practices which are relevant to the work of the Academy.
- it will appoint a “Competent Person” as defined by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This responsibility is carried out by the Devon Health and Safety Service, who will advise, consult, support and liaise with the Principal and other relevant employees.

Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy to provide:

- a safe place for students and staff to learn and work including safe means of entry and exit

- plant, equipment and systems of work which are safe
- safe arrangements for the handling, storage and transport of articles and substances
- safe and healthy working and welfare conditions
- supervision, training and instruction so that all students and staff can perform their Academy-related activities in a healthy and safe manner
- necessary safety and protective equipment and clothing where appropriate.

The Employing Body will also:

- periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- monitor the effectiveness of health and safety management through appropriate level meetings and periodic practical reviews
- provide adequate resources, in so far as is reasonably practicable to meet the Academy's legal responsibilities, and take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

#### **THE DUTIES OF THE PRINCIPAL**

The Principal has day to day responsibility for health and safety performance and to take all reasonable practicable steps to secure the health and safety of students, staff and others using the Academy premises or participating in Academy sponsored activities.

The Principal will take all reasonably practicable steps to achieve this through the Health and Safety Co-ordinator, heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

In particular, the Principal will:

- lead by example to ensure, at all times, the health, safety and welfare of students, staff and others using the Academy premises or facilities or services or attending or taking part in Academy-sponsored activities.
- establish a robust management structure for managing health and safety and together with the Governors, monitor its effectiveness.
- ensure safe working conditions for the health, safety and welfare of students, staff and others using the Academy premises and facilities
- ensure safe working practices and procedures throughout the Academy including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- consult with members of staff, including the safety representatives, on health and safety issues.
- identify the training needs of students and staff and ensure, within the financial resources available, that all students and members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.

- monitor the standard of health and safety throughout the Academy, including all Academy-based activities, encourage students, staff and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others
- receive reports from enforcement officers and advisory bodies and where appropriate, take relevant actions to address issues raised.
- encourage students, staff and others to promote health and safety and to suggest ways and means of reducing risks

The Principal, may delegate tasks to others and authorise others to undertake duties on their behalf, but will retain overall responsibility for the implementation and management of proper health and safety controls within the Academy on behalf of the Employing Body.

#### **THE DUTIES OF THE HEALTH AND SAFETY CO-ORDINATOR**

In addition to the appointment of the Devon Health and Safety Service to act as the Competent Person and in addition to the general duties which all members of staff have, the health and safety co-ordinator has responsibility for the day-to-day maintenance and development of safe working practices and conditions for students, staff, and any other person using the premises or engaged in activities sponsored by the Academy.

The Health and Safety Co-ordinator (Estate Manager) is to ensure that arrangements are in place to cover the foreseeable, significant risks to health and safety arising at the Academy. To do this the Health and Safety Co-ordinator will:

- co-ordinate and manage the risk assessment process for the Academy to allow the prompt identification of potential hazards.
- co-ordinate general workplace monitoring inspections and performance monitoring processes
- keep records of all health and safety related activities
- ensure staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the Academy generally
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of students, staff and others are made safe without delay
- check draft accident and incident information and, when necessary, carry out accident and incident investigations (under the direction of the Principal)
- arrange with DCC, on a three year cycle, health and safety audits of all practical teaching departments and core organisational areas
- advise the Principal of situations or activities that are potentially hazardous to the health and safety of staff, students and visitors
- carry out any other devolved functions assigned by the Principal or Employing Body

## **THE DUTIES OF HEADS OF DEPARTMENTS/SUPERVISORY STAFF**

Every Department Head and Supervisor is responsible at all times and in varying degrees, for the health and safety of all persons (including employees, students, visitors, volunteers, temporary staff, contractors and the general public) within their area of responsibility or control.

Each must be aware of and comply with relevant Academy health, safety and wellbeing policies as well as the specific guidance applying to their specific work activities.

They must ensure that they:

- apply the Academy's Health and Safety Policy to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements
- carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Academy's Health and Safety Co-ordinator within the specified time frame
- ensure that all staff under their management are familiar with the health and safety procedures for their area of work and act accordingly
- resolve health, safety and welfare problems that members of staff refer to them, and to liaise further with the Academy Health and Safety Co-ordinator on any problems to which they cannot achieve a satisfactory solution within the resources available to them
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- 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 ensure all accidents and incidents are recorded and investigated appropriately

Department Heads and Supervisors manage the day-to-day health, safety and well-being of people by ensuring all the activities undertaken under their control comply with the Academy's health and safety arrangements. Sensible health and safety management is not necessarily about eliminating all risks but controlling them to a level as low as reasonably practicable and maintaining that control.

## **DUTIES OF THE ESTATE MANAGER**

It is the responsibility of the Estate Manager to ensure that arrangements are in place to manage all aspects of the Academy's sites, buildings and premises in compliance with the Health and Safety Policy and associated guidance.

## **THE DUTIES OF ALL MEMBERS OF STAFF**

All persons employed by the Academy, including official volunteers, have a duty to themselves, their colleagues, the Academy, and the community they serve, to work in a safe and responsible manner.

To that end, they must assist the Academy in achieving its health and safety objectives by:

- taking action to prevent work related accidents and ill health
- reporting unsafe processes, practices and equipment to supervisors or managers
- raising health and safety concerns with supervisors or managers
- reporting all health and safety incidents however minor to supervisors or managers
- following the appropriate safety rules and procedures relating to each work activity
- using the safe systems of work, control measures, protective clothing, equipment and devices where required
- not intentionally or recklessly interfering with, or misusing anything provided in the interest of health, safety and wellbeing
- co-operating with their manager in implementing the necessary health and safety arrangements and procedures as required
- By setting a good example to others, always behaving in a responsible manner and never instigating or participating in any form of reckless behaviour will ensure that a safe and enjoyable working/learning environment is maintained for the good of all users of the Academy.

## **STUDENTS**

Students, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others to observe standards of behaviour and dress consistent with safety and/or hygiene and to observe all the health and safety rules of the Academy and in particular, the instructions of staff given in an emergency.

They should use and not wilfully misuse, neglect or interfere with facilities or equipment provided for theirs and others health and safety.

## **HIRERS, CONTRACTORS AND OTHERS**

When premises are used for purposes not under the direction of the Principal then the person in charge of the activities for which the premises are in use will have responsibility for the safe practices undertaken.

The Academy's Health and Safety Co-ordinator and Lettings Administrator will seek to ensure that hirers, contractors and others who use the Academy premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the Academy premises or facilities are being used out of normal Academy hours for an Academy-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this.

When the premises are hired to persons outside the employment of the Employing Body, it will be a condition for all hirers, contractors and others using the Academy's premises or facilities to familiarise themselves with this policy, to comply with all safety directives and that they will not without the prior consent of the Employing Body. The Health and Safety Policy is available on the Academy website.

- introduce equipment for use on the Academy premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or students of the Academy

All contractors who work on the Academy premises are required to ensure safe working practices are followed by their own employees according to the appropriate legal requirements and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal will take such actions as is necessary to prevent persons in their care being put at risk from injury.

## ARRANGEMENTS

### 3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY

#### RISK ASSESSMENT

The underlying process, which informs this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded in writing. It will be the responsibility of the Principal, Heads of Departments and Line Managers to ensure that relevant risk assessments are maintained and kept up to date.

The Academy will follow the guidance contained within the Devon Health and Safety Guidance Notes for Academies. In addition, the following Academy specific arrangements are in place:

- **Academy Partnerships:** Academy linked partners and hirers, will exchange health and safety policies and procedures with the Academy and ensure that the health and safety of all Academy staff and users will be protected to a level, which is reasonably practicable and equivalent in standard to that provided by the Academy. In particular, partners will be required to provide Academy staff and others, who might be directly affected, with sufficient guidance and advice on any risks or procedures that will be new or unusual in comparison with the Academy's routine activities.

- **Accident/Incident Reporting:** All Accident's/Incidents should be recorded either using the Academy's internal recording system or on a DCC PO3 form which relates to (Accident, Incident or acts of Violence and Aggression). DCC PO3 forms should be completed and **Reported** where the following criteria applies:

For all Staff accidents and Injuries.

For all Students that have been advised to or are being sent to hospital.

Where there is a fault with Academy procedures or a defect with the condition of the premises.

For all Staff/Student Incidents that involve violence and Aggression.

All other incidents/accidents are recorded internally.

- **Asbestos:** the Academy will take all necessary steps to avoid the possibility of uncontrolled release and exposure by carefully controlling building and refurbishment projects to its estate. The arrangements in place will be in accordance with statutory guidance and advice.

- **Buildings/Premises:** we will ensure that our Academy is kept in a condition which is safe for staff, students and others who may be present, in accordance with statutory requirements, including statutory inspection and maintenance of workplace plant and equipment.
- **Consultation:** Members of staff with concerns should normally raise them with their department head. If however the issue cannot be resolved, it should be raised with the Principal or Estate Manager. Staff should feel free to contact the appropriate trade union appointed safety representative. The Employing Body welcomes the support of trade unions in health and safety matters and will continue to work and consult with safety representatives appointed by trade unions in the implementation of sensible health and safety practices. Requests for external help should be raised initially with the Principal or Estate Manager, who will seek advice from the Devon Health and Safety Service, on any concerns of employees, which cannot be resolved locally.
- **Contractors:** contractors carrying out work for the Academy will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the Academy's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Principal to ensure that the Academy's Employing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- **COSHH:** the Academy recognises its fundamental duty to provide safe systems of work, and a safe and healthy working environment. This is particularly important when staff are using substances and chemicals, some of which may be hazardous. We aim to reduce the risk of using hazardous substances by carrying out COSHH risk assessments and then establishing appropriate control measures.
- **Curriculum Safety:** all programmes of study require that children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety. Staff will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for children to use.
- **Fire Safety:** the person responsible for carrying out the Academy's Fire Risk Assessment is the Estate Manager. The arrangements for fire prevention and dealing with an emergency are contained within the Academy's Emergency Plan document. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss.
- **First Aid:** the Academy is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries. It will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the Academy are met.
- **Inspection and Monitoring:** the Estate Manager will put in place the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that workplace precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. The central component of this process is the undertaking and reviewing of periodic risk assessments. This will be achieved by requesting Heads of Department/SLT/ others Managers in the summer term each year, to review and update their risk assessments in time for the forthcoming academic year. They will be required to sign a proforma to indicate that they have completed this task. The completed signed and dated proforma should be returned to the Estate Manager. Feedback from this

process is to be referred to the Employing Body. Devon County Council as the “Competent Person” for the Academy will undertake reviews of the management systems, and high risk curriculum areas over a three year rolling programme.

- **Legionella:** we will take all necessary steps to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.
- **Lettings/shared use of premises:** the Lettings Administrator, under the direction of the Senior Leadership Team, will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Academy health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.
- **Medication Arrangements:** there is no legal duty requiring the Academy to administer medicines. However, the Academy recognises that children with medical needs have the same rights of admission to the Academy and therefore the Academy has produced detailed arrangements for managing this.
- **Moving and Handling:** any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff.
- **Offsite Visits:** suitable and sufficient arrangements are in place in respect to any visits off the Academy premises. The Assistant Headteacher (Student Progress) is the Educational Visits Co-ordinator for the Academy. He is supported by a Trips Co-ordinator who completes the administration for all relevant school trips.
- **Personal Safety:** certain personal safety issues may arise, such as lone working, work affecting new and expectant mothers, young people and volunteers. We will seek to ensure that such issues are appropriately risk assessed, controlled, supervised and managed.
- **Training and Information:** training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained by the Estate Manager and placed in employee’s personnel files. The Devon Health and Safety information will be made readily available to employees with relevant guidance notes held on the intranet for the employees concerned to refer to.
- From time to time, the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics. The Principal will normally incorporate such codes into this Health and Safety policy and procedures.

If the Principal considers the inclusion of all or any such documents into this policy to be inappropriate, he will be required to demonstrate to the satisfaction of the Employing Body that he has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

It is only by the adoption of safe methods of work and good practice by every individual that everyone’s personal health and safety can be ensured. The Employing Body will take all reasonable steps to identify and reduce hazards to a minimum but all students and staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the Academy premises or while taking part in Academy-sponsored activities.