

Stanley Grove Primary Academy

Health and Safety Policy

1. Responsibility of the Principal and Head of School

The Governors, Principal and designated Health and Safety staff are responsible for implementing this policy within the Academy. In particular they will:

1.1 Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.

1.2 Prepare and update a critical incident/Disaster recovery plan.

1.3 Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded.

1.4 Make arrangements to draw the attention of all staff employed at the Academy to the Academy and department safety policies and procedures.

1.5 Make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the Academy as necessary.

1.6 Make arrangements for informing staff and pupils of relevant safety procedures. Other users of the Academy will be appropriately informed.

1.7 Ensure that regular safety inspections are undertaken.

1.8 Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.

1.9 Report to the Trust Board any defect in the state of repair of the buildings, or their surrounds, which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

1.10 Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable.

1.11 Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Principal in the management of health and safety at the Academy. Such delegated responsibility must be defined as appropriate.

2. Duties of the Person Delegated to Assist in the Management of Health and Safety

The Principal will designate a Senior Manager to be the Health and Safety (H&S) Manager for the Academy. The H&S Manager will be responsible for the day to day implementation of the Health and Safety Policy and will be the designated contact with the Health & Safety Executive. The delegated person shall:

2.1 Assist the Principal in the implementation, monitoring and development of the safety policy within the Academy.

2.2 Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the Academy.

2.3 Co-ordinate arrangement for the design and implementation of safe working practices within the Academy.

2.4 Investigate any specific health and safety problem identified within the Academy and take any recommend (as appropriate) remedial action.

2.5 Order that a method of working ceases on health and safety grounds on a temporary basis, subject to further consideration by the Governors and Principal.

2.6 Assist in carrying out regular safety inspections of the Academy and its activities and make recommendations on methods of resolving any problems identified.

2.7 Ensure that staff with control of resources (both financial and other) give due regard to safety.

2.8 Co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils/students and visitors on safety matters and to make recommendations on the extent to which staff are trained.

3. Responsibilities of Staff towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, pupils/students and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

3.1 Exercise effective supervision over all those for whom they are responsible, including pupils.

3.2 Be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.

3.3 Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.

3.4 Provide written job instructions, warning notices and signs as appropriate.

3.5 Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.

3.6 Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.

3.7 Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.

3.8 Provide the opportunity for discussion of health and safety arrangements.

3.9 Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.

3.10 Provide for adequate instruction, information and training in safe working methods and recommend suitable "on the job" training.

NB: When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to the Principal.

4. Responsibilities of all Employees

All employees have a responsibility under the Health & Safety Act to:

4.1 Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.

4.2 Co-operate in meeting statutory requirements. Not interfere with, or misuse, anything provided in the interest of health, safety and welfare.

4.3 Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; when in doubt they must seek immediate clarification from the Principal.

4.4 Ensure that tools and equipment are in good condition and report any defects to the Principal.

4.5 Use protective clothing and safety equipment provided and ensure that these are kept in good condition.

4.6 Ensure that offices, general accommodation and vehicles are kept tidy.

4.7 Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Principal.

It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.

Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may, from time to time, find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

5. Responsibilities of Pupils/Students

All pupils/students are expected, within their expertise and ability, to:

5.1 Exercise personal responsibility for the safety of themselves and their fellow pupils/students.

5.2 Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).

5.3 Observe all the safety rules of the Academy and in particular the instructions of the teaching staff in the event of an emergency.

5.4 Use and not wilfully misuse, neglect or interfere with things provided safety purposes.

NB: The Governors, Principal and Designated staff will make pupils/students (and where appropriate the parent/carers/carers) aware of these responsibilities through direct instruction, notices and the Academy handbook.

6. Visitors

6.1 Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the Academy.

6.2 All visitors to the Academy will sign in at reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Academy.

6.3 No contractor may undertake work on the Academy site without permission from the Site Manager, other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.

6.4 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.

6.5 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 relations to Health and Safety when making the booking.

6.6 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.

6.7 If a member of staff meets someone on site who they do not recognise and who 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.

6.8 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

7. Lettings

The Principal and Head of School must ensure that:

7.1 The means of access are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe.

7.2 Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.

7.3 Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed.

7.4 Hirers using any equipment or facility provided by the Academy are familiar with its safe use and, if necessary, briefed accordingly.

7.5 Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

8. Security

8.1 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.

8.2 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.

8.3 Staff will be required to wear their Academy Identity Badges at all times.

9. Critical Incidents

9.1 As part of its commitment for the well being of staff, pupils/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 the Academy site.

10. Healthy Eating

10.1 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.

11. Fire and Emergency Evacuation Procedures

11.1 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.

11.2 The Academy's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and pupils/students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat.

11.3 Evacuation procedures will be tested each term.

11.4 The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

11.5 All firefighting equipment will be checked annually by an approved contractor and records maintained.

11.6 The fire alarm will be tested weekly from different points when the site is not in use and records maintained.

11.7 All emergency lighting will be tested six-monthly and records maintained.

12. Reporting Accidents

12.1 All accidents to staff, pupils/students and visitors must be reported, in writing, using the Academy's Accident Report Form.

12.2 The completed form should be given to the H&S Manager.

12.3 Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The H&S Manager will ensure that the Health and Safety Executive is informed of reportable incidents.

13. Housekeeping

13.1 The Site Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.

13.2 The Site Manager will monitor the efficiency of the waste collection service.

13.3 Separate provision must be made for the collection and disposal of laboratory materials.

14. Safety Education

14.1 The Department for Education has published guidance for Academies on Safety Education. This guidance shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people.

14.2 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 risk assessment learned in relation to preventing accidents are transferable to other issues.

14.3 This Department for Education 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.

Reviewed May 2018

Next update: May 2019

Signed

A handwritten signature in black ink that reads "Steven Zdolny". The signature is written in a cursive style with a large initial 'S'.

Steven Zdolny
Chair of Governors