

Health and Safety Policy

Aim of the Trust

To provide an outstanding education for every child in the trust through high aspirations and through the principles of quality learning using curiosity, exploration and discovery.

This policy should be read in conjunction with:
Health and Safety of Students on Educational Visits Policy

First Aid Policy
Fire Safety Management Policy

Statement of Intent

The Trustees of The Langley Academy Trust recognises their responsibilities under the Health and Safety at Work Act 1974 (HSWA) to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of students, staff and others using or visiting the premises or participating in academy sponsored activities.

The Trustees will actively work with the Executive Principal and staff to identify hazards and where these cannot be removed, ensure that they are adequately controlled.

- To establish and maintain a safe and healthy environment throughout the Trust
- To establish and maintain safe working procedures among staff and students
- To provide a clear policy and guidelines to enable health and safety issues to be tackled effectively

Training

All new starters will go through an induction programme that impresses upon them their responsibilities in relation to their duty of care and the procedures therein.

As part of the induction, staff will be instructed in fire safety, site safety practices and procedures and first aid procedures. This induction will when possible, be carried out during the first week of a new starter's employment.

A central health and safety training document is held and updated by the Health and safety Coordinator. Specific training will be highlighted when identified through a risk assessment, during the performance management process, when a new employee starts within a role, or when they have changed their role. This will be organised through the relevant department, key stage or faculty or with the assistance of the Health and Safety Coordinator.

Provision, Inspection and Maintenance of Work Areas and Equipment

Work places and equipment will be suitable for the purpose and as far as is reasonably practical, free from risks of injury.

Where the safety of work places and equipment is dependent on proactive inspection and maintenance, a programme will be established for a competent person to carry out the necessary works (e.g. portable appliance testing – PAT). Appropriate records and relevant test certificates will be maintained.

Roles and Responsibilities

The Trust Board

The Trustees have overall responsibility for health and safety and the strategic direction of the Trust with reference to health and safety. The Trustees will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular the Trust Board will:

1. Make arrangements to ensure that the Trust complies with all relevant legislation particularly the HSWA and the Management of Health and Safety at Work Regulations 1999.
2. Review and revise this policy annually.
3. Will decide upon safety strategy and policy.
4. Will take an active leadership role in safety management.
5. Will ensure the appropriate resource of health and safety.
6. Will establish and monitor health and safety targets.
7. Ensure that procedures are in place to identify hazards and evaluate risk control measures.
8. Ensure that there is an appropriate management structure and periodically monitor its effectiveness.
9. Ensure that a Trustee attends the termly Health and Safety Committee Meeting.
10. Have health and safety on the agenda at Trust Board and its sub-committee meetings.
11. Ensure that the Executive Principal, as the Responsible Officer for health and safety, carries out the appropriate responsibilities.

The Trust Board will provide:

1. A safe environment for students, staff, visitors and other users of the premises.
2. Plant, equipment and systems that are safe.

3. Safe arrangements for transportation, storage and use of articles and substances.
4. Safe and healthy conditions that take account of statutory requirements, approved Code of Practice and DCFS guidance.
5. Adequate information, instruction, training and supervision.
6. Provision of all necessary safety and protective equipment.

Executive Principal

The Executive Principal, as the Responsible Officer, is responsible for the day-to-day running of the Trust and putting the Health and Safety Policy into effect.

The Executive Principal is to assist in the development and maintenance of safe conditions for staff, students, visitors and anyone else using the premises. The Executive Principal in particular will:

1. Decide upon safety strategy and policy.
2. Will take an active leadership role in safety management.
3. Will ensure the appropriate resource of health and safety.
4. Will establish and monitor health and safety targets.
5. Satisfy himself that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
6. Ensure that regular health and safety inspections are carried out.
7. Arrange for risk assessments to be carried out by a competent person.
8. Put into effect any remedial measures or refer as necessary to the Trustees.
9. Consult with members of staff on health and safety matters.
10. Maintain a liaison with local police and be aware of local security matters affecting the Trust.
11. Attend relevant health and safety briefings and training.
12. Report to the Trust Board at least once per term on health and safety matters.
13. Ensure that contractors on site follow safe working practices.

The Executive Principal may not delegate these legal responsibilities but will normally act through the Finance Director or Headteacher on a day to day basis to ensure compliance. The Finance Director will attend the Health and Safety Committee, acting as Vice Chair.

Facilities Manager

The Facilities Manager is the dedicated competent person for health and safety and attends the Health and Safety Committee meetings. The Facilities Manager is to:

1. Advise the Health and Safety Committee on safety strategy and policy.
2. Ensure all relevant health and safety legislation and good practice are continually observed.

Health and Safety Coordinator

The Health and Safety Coordinator, with the support of the Site Manager is responsible for the day-to-day management of Health and Safety for the Academy. Health and Safety Coordinator is to:

1. Ensure that all health and safety and maintenance checks and reviews are undertaken and appropriately documented.
2. Effectively monitor the condition of the premises, following up defects and ensuring remedial work is undertaken.
3. Review and ensure that all appropriate risk assessments are undertaken.
4. Ensure appropriate communication and training, relating to health and safety is in place throughout the Academy.

The role of Health and Safety Coordinator at each site will be fulfilled by:

The Langley Academy – Facilities Manager
Parlaunt Park Primary Academy – Receptionist

Directorate and Leadership Teams

Members of the Directorate and Leadership Teams and others holding posts of responsibility are to familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility. As part of their day to day responsibility they are to ensure that they:

1. Contribute towards the development of the Academy action plan and ensure targets are met.
2. Ensure health and safety is considered during changes or projects.
3. Ensure that suitable resources are available to enable the requirements for their area to be carried out.
4. Implement this policy and any codes of practice that are relevant.
5. Ensure that suitable monitoring of health and safety is undertaken.
6. Must refer any health and safety issues that they are not authorised to deal with to the Executive Principal/Headteacher.

7. Support and monitor safety performance of staff through one to one meetings, faculty, house or key stage meetings.
8. Effectively communicate with all staff in regard to health and safety.
9. Ensure all new staff are aware and understand the relevant codes of practice and safe operating procedures.
10. Safe working methods are in place.
11. Supervision is undertaken and adequate training needs are arranged.
12. Agree training plans for individual staff.
13. Regular safety inspections are carried out in their area of responsibility.
14. Safety requirements for plant machinery and equipment are in place and are adequate.
15. Appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly.
16. Any hazardous substances are correctly used and safely stored.
17. Standards of health and safety are monitored and appropriate remedial action is taken where required.
18. Faculty/Departmental/Key Stage risk assessments are prepared and reviewed annually or sooner should the needs arise.

All Staff

Members of staff also have health and safety responsibilities. In particular staff are required to:

1. Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
2. Co-operate with all health and safety arrangements.
3. Report any defect or other health and safety matter that they are aware of to the Health and Safety Coordinator. Resolution of the matter will normally occur within 4 weeks: where this is not the case the line manager will report directly to the Finance Director/Headteacher.
4. Use correct equipment, tools and protective clothing issued.
5. Ensure that they are familiar with all of the Trust's policies in respect to health and safety and any risk assessments that are appropriate to the role they are undertaking.
6. Be part of their faculty/key stage risk assessment review procedure documenting signing that they have read the assessments relative to their work.

7. Attend any training provided, read relevant documents and practise codes of practise and instructions.
8. Refer any issues to their line manager.

ARRANGEMENTS

Entry

A perimeter fence is to be maintained with entry normally restricted to one pedestrian entry for students and staff, and a separate entry for vehicular access. The pedestrian entry is to be kept closed other than at the start and end of the academy day. The vehicular access is to be closed at all times during the academy day. Access via both entries can be viewed by the receptionist using closed circuit television as necessary and entrance via the main gate is specifically to be controlled by the Security Officer where available.

Inside the perimeter fence surveillance arrangements are made to ensure the protection of students.

Visitors

All visitors are to be signed in and issued with a visitor's badge and accompanied by a member of the academy staff throughout their visit unless they are CRB checked and undertaking work within the Academy. Where visits require one-on-one interviews, arrangements are to be made to ensure their mutual safety.

Premises Hire

Any hirers of academy premises are responsible for ensuring that they use them correctly. The Governing Body recognises its duties as controller of premises and will ensure that:

1. Premises hired are in a safe condition for the purpose of hire.
2. Arrangements for emergency evacuation are adequate.
3. Fire-fighting equipment is in place and in operational condition.
4. Proper physical security arrangements are made.
5. Insurance requirements are met.
6. All hirers are provided with a copy of this policy.

Contractors

All Contractors are signed in at reception and issued with a Contractors Pass to control work to be undertaken. They will be advised of any site specific safety rules and informed of any hazards that they may be exposed to. They will also be advised of the site contact and what process they need to make if any amendments are needed to the initial works.

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the

premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The Executive Principal, acting through the Finance Director/Headteacher, is therefore to ensure that where contractors are appointed directly by the Academy:

Control of Contractors

1. A clear understanding of what work the contractors will undertake will be agreed.
2. Hazards and risks of injury and loss will be identified.
3. Ways have been identified of eliminating, reducing and controlling those risks and not merely passing them onto others.
4. Standards have been set that specify the conditions that the contractor must work to, including competency standards.
5. A management system is in place to ensure that the agreed safety performance is achieved, with action to remedy matters if those standards are not being met.
6. Risk assessments and method statements will be reviewed prior to works being undertaken.

Monitoring on Contractors

The amount of contact made with the contractor will be related to the hazards and risks associated with the job. Higher risk jobs will be monitored more often than jobs that are considered lower risk. Any deviations from the agreed plan will be rectified and agreed by both parties. The level of contact will be decided at the beginning of each job.

Communication

All staff are to be made aware of communication channels within the Academy for health and safety. The Health and Safety Coordinator will ensure that all health and safety guidance and advice is kept together in the Health and Safety file. All such advice is to be communicated to staff where relevant and incorporated in to the Academy's procedures.

Following a new starter's induction regarding health and safety, staff are encouraged to report any instances with immediate effect to the Health and Safety Coordinator by radio, telephone or e-mail. Health and safety is also discussed annually at inset meetings and can be raised at Directorate, Leadership, Head of House, faculty or key stage meetings, where after the minutes are forwarded to the Health and Safety Coordinator for action if necessary.

Staff Consultation

The Governing Body and Principal recognise the valuable contribution to health and safety that can be made from all staff, particularly staff representatives. All the regular staff meetings of various groups will contain an agenda item on Health and Safety.

Health & Safety Committee

The Health and Safety Committee provides the main forum for the academy leaders and

those responsible for health and safety to discuss health and safety issues. The Committee will meet at least once per term. It is chaired by the Trustee responsible for Health and Safety and includes the Executive Principal, Headteachers, Finance Director and Health and Safety Coordinators.

Safety Practices

Guidance issued by the Health and Safety Executive and the Department for Education is to be incorporated into the Trust's procedures. These arrangements will be discussed at the appropriate health and safety committee and any significant issues are to be relayed to relevant staff.

Risk Assessments

The Health and Safety Coordinator is to ensure that risk assessments are carried out for the Academy activities and operations and for premises related issues. These will be audited independently on a sample basis every year as part of the Health and Safety audit and reviewed with the Executive Principal/Headteacher. The assessments will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

Fire Precautions

Statement

All fire preventative and precautionary systems are maintained and records made accordingly with a fire risk assessment having been undertaken.

Procedures

Procedures to be followed in the event of fire are to be circulated to all staff.

Notices giving instructions concerning what to do in the event of fire are to be displayed by all Fire Alarm Call Points and in each classroom.

Fire Drill

A fire drill is to be held once every term towards the beginning of term and relevant details recorded in the Fire section of the H&S file.

ACCIDENTS, INCIDENTS, NEAR MISSES AND DANGEROUS OCCURRENCES

As a minimum all accidents, incidents, near misses and dangerous occurrences that fall within RIDDOR reporting requirements are to be recorded and reported electronically on the HSE website, unless in the case of a death.

All student accidents must be recorded in SIMS and any staff, visitor or contractor accidents must be recorded in the accident book held in the facilities office.

The Health and Safety Coordinator or Finance Director/Headteacher in their absence will take responsibility for investigating these events.

When a serious accident occurs, it is important that the accident site is left untouched until

advice is obtained from the Department's Health & Safety Advisers.

The Department's Health & Safety Advisers can be contacted for advice regarding any incident/accident that may occur, but in the event of an incident which the Executive Principal believes may require closure of an academy, the Trust's Health & Safety Advisers or, in their absence, the Health and Safety Committee must be contacted immediately to qualify the safety concern before such a decision can be taken.

Other

Maximum and minimum working temperatures

Although the Academy is not covered by legislation for maximum working temperatures, it is agreed that staff and students should not be expected to work in temperatures of greater than 30 degrees C. Where temperatures in a room exceed this, staff and students will be re-roomed within the Academy. Where the problem is academy-wide (e.g. in the very rare event of a heat-wave) the Executive Principal/Headteacher will make a decision about whether to close part or the whole of the Academy for a period of time.

The same principle applies to minimum temperatures. It is agreed that staff and students should not be expected to work inside a building in temperatures of less than 16 degrees C. Where temperatures in a room are lower than this, staff and students will be re-roomed within the Academy. Where the problem is academy-wide (e.g. where there is a problem with the heating system) the Executive Principal/Headteacher will make a decision about whether to close part or the whole of the Academy for a period of time.

Provision of drinking water supplies

Water fountains are provided for student use.

The use of VDUs

The Health and Safety (Display Screen Equipment) Regulations 1992 implement an EC Directive and came into effect from January 1993 (some small changes were made in 2002). The Regulations require employers to minimise the risks in VDU work by ensuring that workplaces and jobs are well designed.

The Regulations apply where staff habitually use VDUs as a significant part of their normal work. Other people, who use VDUs only occasionally, are not covered by the requirements in the Regulations (apart from the workstation requirements). However, the Trust Board still has general duties to protect them under other health and safety at work legislation. In summary these are to:

1. Analyse workstations, and assess and reduce risks.
2. Ensure workstations meet minimum requirements.
3. Plan work so there are breaks or changes of activity.
4. On request arrange eye tests, and provide spectacles if special ones are needed.
5. Provide health and safety training and information.

Inspection

The Academy will be inspected on an annual basis by a qualified Health and Safety consultant and a report produced for the Senior Leadership, the Health and Safety

Committee, and the Trustees.

In addition there will be a termly health and safety tour by members of the Health and Safety Committee. Findings will be actioned accordingly.

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