



# HEALTH AND SAFETY POLICY

## 1. GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

This statement covers the activities of The University Academy Holbeach.

The University Academy Holbeach recognises the importance of safety, health and welfare, in the successful operation of all its activities. It believes in the active participation of every person within the school in order to achieve and maintain the highest practicable standards of accident prevention. Success in this relies on the initiative, teamwork and the co-operation of all staff, pupils, visitors, contractors and sub-contractors.

The Governors and Principal are required by the Health and Safety at Work Act, 1974, to afford facilities for consulting with Trade Union safety representatives, and to establish safety committees where requested.

### General Statement

In the interests of the health, safety and welfare of all its employees and of any other persons who may be affected by its activities, The University Academy Holbeach commits itself to the implementation of the Health & Safety at Work etc. Act 1974 and related legislation. The Governors seek to:

- i. Recognise their corporate responsibility as an employer to provide a safe and healthy environment for teaching and non-teaching staff, the pupils and other people who come onto the premises
- ii. Taking all reasonably practicable steps within their power to fulfil this responsibility including preparation of a Health & Safety Policy
- iii. Operate apply all health and safety instructions and advice issued by the DfE
- iv. Require the Principal or his delegate to draw up the necessary arrangements to secure compliance with all health and safety requirements, to write them down and to circulate this information to all staff and to the Governing Body, and subsequently to monitor implementation of the arrangements.

## **A. RESPONSIBILITIES OF THE PRINCIPAL:**

The Principal is responsible to the Governing Body for ensuring that:

- Hazards are identified and that the significant risks are assessed
- Relevant health and safety legislation is identified
- Arrangements are made and implemented to control the significant risks and comply with the relevant Health & Safety legislation
- These arrangements are recorded in the Health & Safety Policy
- These arrangements are monitored to ensure they are working
- Staff are capable of dealing with the health and safety requirements of their work
- Any problems in achieving the intentions of the school's general statement of health and safety policy are reported to the Governing Body
- Specialist help and assistance are obtained where necessary
- All contractual work and maintenance carried out on school/college premises is properly co-ordinated.
- Strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.
- All health and safety matters regarding "Grounds maintenance Service Contracts" are implemented.
- Site Manager to be responsible for compiling a school "Buildings Register" identifying known hazardous substances and materials e.g. asbestos, lead, flammables, etc.
- The results of health and safety monitoring are reported to the Governing Body along with details of any major injuries to staff or pupils
- The principal and governors should review from time to time:
  - a) the provision of First Aid in school.
  - b) fire and evacuation procedures.

*The Principal may delegate specific duties to members of staff, i.e. Vice Principal/Deputy VP/Assistant Principals. Principals who are responsible for oversight of Health & Safety within the school through liaison with the Site Manager, Union Representatives, and Heads of Department.*

### **C. RESPONSIBILITIES OF HEADS OF DEPARTMENT**

It is the responsibility of the Heads of Department to ensure that they:

- a) liaise with the governors via the Principal;
- b) disseminate Health & Safety matters to the whole department;
- c) act on information received and to communicate any problems regarding their implementation;
- d) bring any problems or hazards to the attention of the Principal.
- e) identify Health & Safety training needs of the department;
- f) monitor Health, Safety & Welfare of the members of their department.

### **D. RESPONSIBILITIES OF TEACHERS**

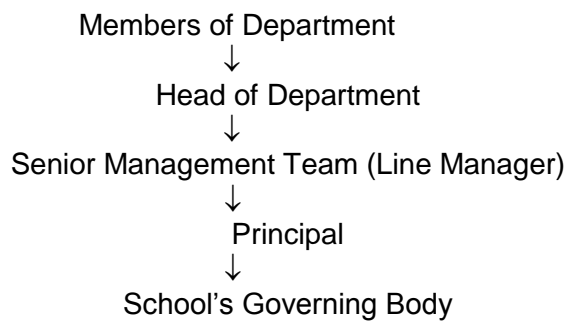
- ❖ Taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
- ❖ co-operating with the management of the school to implement the requirements of health and safety legislation and the school's Health & Safety Policy;
- ❖ using all equipment and substances in accordance with training and instructions received and following the systems of work and procedures laid down in the school's Health & Safety Policy;
- ❖ not misusing anything provided in the interests in health and safety;
- ❖ reporting to the Head of Department any health and safety matter they cannot deal with themselves or any perceived shortcoming in the health and safety arrangements;

## **E . Departmental Health & Safety Reporting in summary**

Principals are responsible for everything over which they have control and where they do not have such control they are expected to take all reasonable measures within their executive authority to avoid or minimise the problem.

A Head of Department is responsible for health and safety within the department, while class teachers are responsible for the immediate area of their work. If class teachers do discover a hazard the law requires them to take all reasonable steps within their executive authority to eliminate it and to refer the matter to their Head of Department.

Therefore the normal route of reporting would be:



The site is subject to Health and Safety Inspections, the governors' Premises Committee undertakes an annual tour of the site and the school has a Health & Safety Representative

## **F. SCHOOL ARRANGEMENTS FOR COMPLYING WITH HEALTH & SAFETY LEGISLATION**

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- F.1 General safe working practices and procedures
- F.2 Display screen equipment
- F.3 Workplace – Health, safety and welfare
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### **F1 GENERAL SAFE WORKING PRACTICES AND PROCEDURES**

Proper access equipment is provided and should be used where necessary to reach items on shelves and racks above eye level. Staff should not use chairs, boxes or similar items to reach items stored in this way, and must not climb up the face of cupboards or storage racks. Heavy objects should be stored at a low level to reduce the risk of injury from falling.

Specific attention should be given to wires trailing from computers and other electrical equipment, particularly in classrooms. Trailing leads should be channelled through purpose designed equipment.

Special care should be taken when asking pupils to manoeuvre heavy objects. The member of staff should assess the risk in asking children to perform manual handling tasks, i.e. moving pianos, manoeuvring trampolines etc.

Certain activities require their own written procedural policy and risk assessments. These activities are listed in departmental policies and procedural advice should be read before carrying out such duties.

## **F2 DISPLAY SCREEN EQUIPMENT**

The Principal will arrange to assess 'users' and 'work stations' under the Display Screen Equipment Regulations 1992. Once the assessments are complete arrangements will be made to reduce any risks which are highlighted from the assessments

The Principal will plan display screen equipment work so there are breaks or changes of activity and provide information, instruction and training for the usage of display screen equipment. See County Health & Safety Manual for detailed regulations on display screen equipment.

## **F3 WORKPLACE (HEALTH, SAFETY AND WELFARE)**

The Governors and Principal will review the school in line with the Workplace (Health, Safety and Welfare) Regulations 1992. The Governors and Principal will produce a rolling programme of improvements which will ensure that the school meets the standard required under these Regulations.

## **F4 MANUAL HANDLING**

The Principal will assess all manual handling operations (lifting loads, lowering loads, pushing, pulling, carrying etc). Wherever possible, manual handling operations will be eliminated. If this is not possible then suitable arrangements will be made to reduce the risk of injury as a result of a manual handling operation. The significant findings from these manual handling assessments are included in departmental safety policies.

The Principal will arrange for the provision of manual handling equipment where necessary and will arrange for appropriate training of personnel involved in manual handling operations.

## **F5 PERSONAL PROTECTIVE EQUIPMENT**

The Principal will provide personal protective equipment where risks cannot be controlled at source. Personal protective equipment will only be used when other methods of controlling risks to health are not reasonably practicable. All personal protective equipment which is provided will be to the relevant safety standard. Instructions on the use, maintenance and cleaning of the equipment will be issued to all staff. Departmental safety policies make note of any such equipment needed.

## **F6 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

The Principal will ensure that all work involving hazardous substances has been assessed. The assessment must be formally recorded where there is a significant risk to health. The Principal will ensure that the relevant safe systems of work, appropriate control measures and monitoring systems are in place and working. The individual departmental arrangements for dealing with COSHH are outlined in each departmental safety policy. These procedures are reviewed annually in the summer term. An annual log is to be kept by the Head of Science.

The Principal must ensure that sufficient information, instructions and training is provided to all persons handling hazardous substances.

## **F7 MACHINERY AND ELECTRICAL EQUIPMENT**

The Principal will ensure that all work equipment purchased meets the relevant safety standard required and is suitable for the intended task. In addition, sufficient instruction, information and training will be provided to all operators of equipment.

Staff must ensure that all safety guarding is present, serviceable and utilised when machinery is used.

Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions must be immediately reported to the Heads of Department and to Line Managers.

Electrical equipment and systems are subject to the Electricity at Work Regulations 1989. The Principal is responsible for arranging the routine testing of the sockets to ensure proper earth continuity and correct phase/neutral connections. This testing will be carried out every five years.

The Principal is responsible for maintaining an up-to-date inventory of all portable electrical equipment.

All items of portable electrical equipment (including those which do not belong to the school) must be visually inspected on a termly basis and inspected and tested by a competent person on an annual basis in accordance with the Electricity at Work Regulations (see Education Health and Safety Manual for procedure).

All portable electrical equipment should be fitted with safety type plug heads BS1363.

## **F8 CONTRACTORS' ARRANGEMENTS**

All contractors must report to Reception on arrival and departure from the school. This is to ensure that the Principal can make any necessary arrangements to ensure the safety of staff and pupils. When contractors are working at the school the Principal will liaise with the contractor and his/her supervising officer to make them aware of the school rules, any particular hazards which may be present and any temporary rules which apply during the contractors' presence.

The Principal will ensure that all temporary rules such as exclusion from the premises or parts thereof, are made known to all staff, pupils and visitors to the premises whilst contractors are working in the school.

## **F9 VISITORS**

All visitors to the site should report to Reception to be entered in the visitors' log book. Signature of the log will be deemed to be acceptance of agreement to the school's Health & Safety Policy. Visitors will be informed by a senior member of staff or office staff of any known current hazard. Visitors will be expected to 'sign out' when they are about to leave the premises.

## **F10 FIRE PRECAUTIONS**

Fire prevention is part of everyone's duties. In particular, attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All electrical equipment that need not be left on such as computers, photocopiers and kettles are to be switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.

The Principal is responsible for ensuring:

- A. That all corridors, staircases and circulation areas remain free from obstructions and are available for easy access and exit. This responsibility extends to ensuring all doors and routes designated as "Fire Exit" are readily available at all times to staff and pupils on the premises; and

- B. That termly fire evacuation practices are carried out and that the fire alarms are tested on a weekly basis.

These tests must be recorded and the Site Manager is responsible for the recording of these inspections. The Vice Principal is responsible for ensuring that termly fire evacuation practices occur.

The Principal is responsible for ensuring that all fire extinguishers and fire blankets are in the correct place. These are checked annually by the Fire Brigade.

**Fire Extinguishers:** In the event of a fire taking hold in a classroom the priority of the classroom teacher is to evacuate all pupils and themselves. Fires should only be tackled if they are small and manageable. **The main priority is to evacuate.**

## **F11 FIRE DRILL**

On hearing the fire alarm all pupils will stand and form a line to leave the working area. The person in charge of the pupils will instruct the pupils to leave by the nearest safe exit, follow behind and close all windows and doors behind them, switching off any electrical equipment where possible. The pupils must make their way to the fire evacuation point in an orderly manner.

Full evacuation procedures are detailed in the Staff Handbook. These arrangements are available to all staff and are displayed in every room in the building.

When a fire drill takes place form tutors will take the registers and report to the Learning Coordinator either that all pupils are present or report any missing pupils.

The Learning Coordinator will collect registers and report/return to Mrs Anderson.

On hearing the fire alarm the school office will immediately telephone the Fire Brigade, unless previously informed that this is a drill.

Pupils who receive support for medical needs must be escorted from the building by the Teaching Assistant designated to support them:

**Evac Chairs:** It may be necessary to use Evac chairs to aid in the evacuation of a pupil who has a physical disability or who may have sustained an injury resulting in them being unable to leave the building independently.

**Adult Education** – Fire & Emergency Evening and Weekend Procedures for Adult Education and Other External Hirers should exit via the nearest fire exit and assemble on the school yard until danger has been established.

**Parents' Evening/Open Evening** – on hearing the fire alarm, staff should escort visitors to nearest fire exit and assemble on school yard until danger has been established.

## **F12 BOMB THREATS**

The Bomb Threat Co-ordinator is the Principal. Upon a threat the Principal will ensure the building is evacuated and that pupils are moved immediately away from the building. The police will be contacted and advice acted upon. The Principal will inform the Governing Body when it is convenient once the safety of staff and pupils has been assured. Pupils will be moved onto the field as an initial measure.



## F13 FIRST AID ARRANGEMENTS

The receptionist is responsible for maintaining the first aid boxes in accordance with the First Aid at Work Approved Code of Practice 1990. The required list of contents is listed in the Education Health & Safety Manual. Only the listed contents should be used in the First Aid Boxes and no other items, ie antiseptic creams are not listed and should not be present in the First Aid Box.

Staff or pupils requiring first aid are taken to the Medical Room where First Aiders are located. In case of difficulty in finding the Medical Room the First Aider may be contacted by calling the School office. Other First Aiders are:

			Date of last training session	Expiry Date
<b>BOYLE</b>	Stephen		24/06/2013	23/06/2016
<b>BRAITHWAITE</b>	Stephanie		25/06/2013	25/06/2016
<b>CHASE</b>	Gavin		24/06/2013	23/06/2016
<b>CLARKE</b>	Emily		02/07/2012	02/07/2015
<b>COLTON</b>	Paul		25/06/2013	25/06/2016
<b>CUNNINGHAM</b>	Tasmin		09.07.2014	09.07.2017
<b>ECCOTT</b>	Dee		02/07/2012	02/07/2015
<b>FRANCIS</b>	Victoria		09.07.2014	09.07.2017
<b>GISBY</b>	Simon		09.07.2014	09.07.2017
<b>GRAPER</b>	Sam		09.07.2014	09.07.2017
<b>HAGGER</b>	Janine		22/01/2014	22/01/2017
<b>HALEY</b>	Judith		25/06/2013	25/06/2016
<b>HALL</b>	Edwina		09.07.2014	09.07.2017
<b>HALLAM</b>	Rachel		20/11/2013	20/11/2016
<b>HEDLEY</b>	Carolyn		09.07.2014	09.07.2017
<b>HENRY</b>	Matilda		24/06/2013	25/06/2016
<b>HILTON</b>	Elaine		24/06/2013	23/06/2016
<b>HOWARD</b>	Paul		25/06/2013	25/06/2016
<b>HUNT</b>	Lisa		09.07.2014	09.07.2017
<b>JESSON</b>	Mark		24/06/2013	23/06/2016
<b>KEYES</b>	Eva		25/06/2013	25/06/2016
<b>LANE</b>	Charlotte		09.07.2014	09.07.2017
<b>LAYTON</b>	Gemma		24/06/2013	23/06/2016
<b>LOUTH</b>	Lol		02/07/2012	02/07/2015
<b>MANTON</b>	Deborah		22/01/2014	22/01/2017
<b>MEARS</b>	Sarah		02/07/2012	02/07/2015
<b>MILLINGTON</b>	Stephen		04/07/2012	04/07/2015
<b>MILLWARD</b>	Jan		24/06/2016	23/06/2016
<b>MOSS</b>	Elsabeth		09.07.2014	09.07.2017
<b>PALMER</b>	Chris		25/06/2013	25/06/2016
<b>POPPLE</b>	Laura		25/06/2013	25/06/2016
<b>RAITT</b>	Colin		04/07/2012	04/07/2015
<b>READ</b>	Ben		24/06/2013	23/06/2016
<b>SANDISON</b>	Rachel		04/07/2012	04/07/2015
<b>SHARPE</b>	James		02/07/2012	02/07/2015
<b>STARK</b>	Jo		02/07/2012	02/07/2015
<b>STEAD</b>	Nicola		02/07/2012	02/07/2015
<b>STEWART</b>	Helen		02/07/2012	02/07/2015
<b>WARD</b>	Alan		09.07.2014	09.07.2017
<b>WARD</b>	Simon		24/06/2013	23/06/2016

<b>WATTS</b>	Katie		24/06/2013		23/06/2016
<b>WHITBY</b>	Natalie		20/11/2013		20/11/2016
<b>WHITE</b>	Dee		24/06/2013		23/06/2016
<b>WILSON</b>	Carl		02/07/2012		02/07/2015
<b>YARE</b>	Sam		09.07.2014		09.07.2017

Alan Robson: has undertaken specialist ski first aid training in January 2011

Garry Raven has undertaken specialist DofE training

**First Aid Boxes – Location:**

- P.E (Boys)                      School Kitchen
- P.E (Girls)                     Science Prep
- D&T 1                            Science 1
- D&T 2                            Science 2
- D&T Food                        Caretaker
- Medical Room                 Art
- Construction Room         Motor Vehicles
- Pipework                        Hair and Beauty
- Fitness Suite

First aid materials must be taken on all school trips.

The Principal is responsible for ensuring that there are adequate numbers of staff trained in First Aid.

**F14 ACCIDENT REPORTING**

Accident Report Forms are obtainable from the School Office. Accident forms should not be completed by the injured person, but by the teacher in charge.

If in any doubt, see the Health & Safety Representative. In cases of serious injury or death, County and Health & Safety Executive must be informed. Completed accident report forms should be returned to Ms Earth or the School Office.

The Accident Report Book is kept in the School Office.

**F15 SAFETY REPRESENTATIVES**

The staff may elect one of their number to act as a Trade Union Safety Representative who must be a member of, and appointed by, a recognised trade union. Any member of staff has the right to take up an issue on health and safety with his/her safety representative. Safety representatives will be given copies of all health and safety material and information received by the Governing Body from outside agencies, ie Health & Safety Executive and County Council, or produced by the School. Safety representatives shall be consulted by the Governing Body on all health and safety matters. Presently the Union Representative is vacant

**F16 INDUCTION TRAINING**

All new members of staff must be given a copy of the Health & Safety Policy. Their duties under the Policy must be discussed and understood. New members of staff should be made aware of any special responsibilities under the Health & Safety Policy. Mr Chappell is responsible for the induction training of new members of staff.

Supply teachers must be fully aware of any local arrangements for emergency action, ie fire evacuation, accident procedures and reporting, and any other safety arrangements which may affect them whilst in the School. It is recommended that brief notes be given to supply teachers on arrival in the form of the Supply Policy. Mrs Haynes is responsible for supplying the relevant information.

## **F17 MONITORING AND REVIEW OF PERFORMANCE**

Regular monitoring of these arrangements is the responsibility of the Governors. Regular monitoring of the safety within the school will be carried out by the Principal through the normal managerial arrangements within the School.

The Principal (or other member of the SMT) will carry out a safety inspection of the premises annually with a representative of the Governors and termly with the safety representative where present.

The local arrangements will be reviewed annually, taking into account the findings of any safety inspections and changes in Health & Safety legislation, and amended where necessary. A yearly review is undertaken by Mouchel.

## **F18 GRIEVANCE AND DISCIPLINARY**

All matters concerning Health & Safety matters will be dealt with under the procedures laid down in the appropriate terms and conditions of employment.

## **F19 VEHICLES ON SITE**

Vehicle movement on site is restricted to car park and roadway entrance and to undertake routine visits before and after school. Some vehicles have access to any area during school hours for delivery etc.

Access to other areas of the School Sports Hall entrance and to the field area is restricted to visitors/staff to ground maintenance staff and building contractors. It is expected that this will be occasional rather than regular traffic during school hours.

## **F20 SCHOOL MINIBUS**

The person responsible for compliance with current DTI and County regulations, overseeing maintenance of minibuses is the Principal. Only drivers who have taken a Competency Assessment and have received approval from the Principal may drive the minibus.

## **F21 STAFF WORKING IN SCHOOL OUTSIDE NORMAL WORKING HOURS**

1. Staff, especially part-time staff, should inform Site Manager/Assistant Site Manager/cleaners or office staff if available when coming onto site and when leaving site.
2. Person on site alone should inform partner/neighbour or other responsible person the time they intend to be on site.
3. The maximum number of outside doors should be kept locked to restrict access to inside of building.
4. Staff, if possible, should have access to an outside telephone if an emergency arises.
5. Staff on site will not undertake tasks of an unsafe nature by themselves.
6. Staff must not do handling tasks beyond their safe capability.