



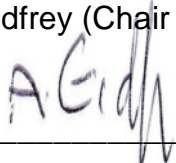
Health & Safety Policy

Policy Version Control

Version history see Annex A errata for details

| Version No. | Policy Author | Date Updated | Review Date |
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| 1 | K Jarvis | 01.09.2016 | Sept 2017 |
| 2 | K Jarvis | 02.10.2017 | Sept 2018 |
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Approval: A Godfrey (Chair of Board)

 (signed) **Date authorised:** 12.10.2017

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Responsibility of Head Teacher and Governors

The Business and Audit Committee meets on a termly basis. The Governing Body has delegated the following duties to the Business and Audit committee with regards Health and Safety:

- to manage the board of director's responsibilities for Health and Safety at Work.
- to review and monitor the Health and Safety policy statement in order to safeguard the health and wellbeing of students, employees and visitors to the Academy, and to make recommendations to the governing body;

The Governors and Head Teacher are responsible for implementing this policy within the school. In particular they will:

- monitor the effectiveness of the safety policy and the safe working practices described within so as to revise and amend it, as necessary, on a regular basis;
- (Evidenced by: Monitoring sign off sheet from governors)
- 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;
- (Evidenced by: Evacuation/Emergency plan, fire logbooks and Fire drill reports)
- make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Authority;
- (Evidenced by: Make policy and risk assessment available, training completed and signage displayed)
- make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
- (Evidenced by: Accident reporting procedures made known, Accident log book held by Headteacher)
- make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
- (Evidenced by: First Aid and Fire Action procedures and signage displayed)
- Ensure that regular safety inspections are undertaken. There is a system in school where staff are advised to monitor their working areas for any defects. These are reported through a Health and Safety Report Form and arrangements for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe are dealt with appropriately. The Premises Manager (Mr. Sean Taggart) undertakes monthly documented inspections as per schedule and reports the findings to the Business Manager (Mr. Kevin Jarvis) and/or Head teacher to be actioned. These are discussed and reviewed at Governor Premises Committee meetings. Any identified hazards are immediately dealt with following correct procedures. The Premises Committee of the Governing Body meets termly to evaluate information and monitor the building through inspection of the premises. Large outside play equipment is inspected annually by SportsafeUK. This equipment is checked regularly by the Premises Manager (as part of Inspection schedule) at short intervals.
- (Evidenced by: Health and Safety Log book and/or OneNote submissions)
- Report to Sunderland City Council, Land and Property, Children's Services Department, 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.
- (Evidenced by: defects log)
- Monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of Sunderland City Council, Property and Building Services Departments), hirers and other organisations present on site, as far as is reasonably practicable;

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 Head teacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

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

The delegated persons, Mr. Sean Taggart (Premises Manager) and Mr. Kevin Jarvis (School Business Manager)

- assist the Headteacher in the implementation, monitoring and development of the safety policy within the school;
- monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
- co-ordinate arrangements for the design and implementation of safe working practices within the school;
- investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
- order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher;
- assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
- ensure that staff with control of resources (both financial and other) give due regard to safety;
- co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- N.B. The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

Responsibilities of Staff towards Pupils and Others in their Care

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

- exercise effective supervision over all those for whom they are responsible, including pupils;
- 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 risk;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.
- N.B. 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 Headteacher.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

- 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;
- co-operate with Children's Services Directorate and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare;

- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
- ensure that tools and equipment are in good condition and report any defects to the Headteacher;
- use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- ensure that offices, general accommodation and vehicles are kept tidy;
- ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

Please note the following:-

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.

Induction packs (held in the main office) are given to all new members of staff along with verbal instruction. Staff sign a declaration that they have had participated in the induction process. Newly appointed staff are also advised that if they have any queries they should speak to their line manager at any time.

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.

Responsibilities of Pupils/Parents

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

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous and the wearing of ear piercings and /or jewellery unless for the purposes of their religion);
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- use and not willfully misuse, neglect or interfere with things provided for safety purposes.
- N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school agreements.

Arrangements

Fire and Emergency Evacuation Procedures

The school's procedures for fire and emergency evacuation are appended.

These procedures will be updated as appropriate.

The log book for the recording and evaluation of practice and evacuation drills is kept in the Premises Managers Office.

Risk Assessment

Risk Assessments are to be carried out on an annual basis and recorded by Mr. Kevin Jarvis (School Business Manager). Risks will also be updated and/or reviewed regularly depending upon results of inspection regime.

Equipment and Premises

Mr. Sean Taggart (Premises Manager) to carry out inspection of equipment and premises as defined within the Premises Inspection schedule. Outdoor and indoor sports and play equipment is to be checked or inspected by Sportsafe UK.

Electrical Safety

Premises manager to follow procedures and measures to be taken as laid down in the electricity at work risk assessment. The risk assessment adheres to the City of Sunderland's code of practice 3.24 Electricity at Work.

Work at Height?

Premises manager to follow procedures and measures to be taken as laid down in the work at height risk assessment. The risk assessment adheres to the City of Sunderland's code of practice 3.41 Safe Access and work at Height.

Lone Working

Premises manager to follow procedures and measures to be taken as laid down in the lone working risk assessment. The risk assessment adheres to the City of Sunderland's code of practice 3.25 Lone Working

Water Hygiene

Weekly testing of water temperatures are performed by Premises Manager and quarterly sampling and testing is contracted to Northumbrian Water Scientific Services. All temperature results are logged by Premises Manager, reports and inspection and or certification is kept in log book.

Management of Contractors

All contractors are signed in as visitors. They are supervised whilst on site either by the Premises Manager, The School Business Manager or the ICT Technician.

Premises Manager

The Premises Manager ensures that the site and grounds are maintained at all times in a safe, clean and healthy state for pupils, staff and visitors and other users of the site. This is achieved by the Premises Manager inspection of premises as per schedule as well as acting upon notification of possible issues from staff.

Asbestos – New building has no asbestos used in its construction.

External Visits Coordinator (Miss Gill Lynch)

The Local Authority has produced a policy and guidance for school visits and monitor schools to make sure the policies are being followed. All schools must now have a policy for taking children off site and a nominated Educational Visits Co-ordinator (EVC). The EVC has responsibility for the co-ordination of all educational visits. Without an EVC schools are not permitted to undertake educational visits.

DSE Administrator (Mr. Gavin Kershaw)

Display Screen Equipment Regulations require employers to minimise potential risks associated with the use of Display Screen Equipment by ensuring that workplaces and furniture are well designed and work tasks effectively managed. The DSE Administrator is responsible for ensuring that staff regularly using display screen equipment complete an assessment of their workstation and undertake remedial action where improvements are required. All support and management staff to undergo DSE E-learning assessment – to include Mr. Gary Mellefont, Mr. Kevin Jarvis, Mrs. Louise Shields and Mr. Gavin Kershaw.

Fire Safety

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers and the fire alarm system.

Fire drills take place every term and weekly testing of call points and sprinkler purge is undertaken by the Premises Manager and the Head teacher. The results of these tests and/or drills are recorded in the Fire log book as well as the school's Fire Testing schedule.

Visual checks on the fire extinguishers are done regularly by the Premises manager as part of Premises Inspection Regime. Safe and Sure are contracted to carry out an annual service on all fire extinguishers. Emergency Lighting is tested and checked on a monthly basis by the Premises Manager. This involves taking the CBU off mains to make sure that the lights are still running from battery power for at least 15 minutes. Cooper Lighting and Safety are contracted to service the CBU on a six monthly basis. This involves testing the battery for 1 hour.

All Heating plant is serviced and maintained at regular intervals by competent persons as according to preventative maintenance schedule.

Fire wardens are Mr. Sean Taggart (Premises Manager), and to be trained via e-learning, Mr. Gary Mellefont (Headteacher), Mr. Peter Clark (LSA), Mrs. Helen Waldron (LSA), Mrs. Louise Shields (School Administrator), Mr. Kevin Jarvis (School Business Manager) and Mr. Colin Bell (Deputy Headteacher). The "Front" Assembly point is positioned at the left of the main school ground's exit. The "Back" Assembly point is positioned at the back and centre of the playground next to the CCTV camera pole.

COSHH Hazardous Materials

An inventory of items used within school, how they are used and what protective measures including Safety data sheets is kept by the Premises Manager. HSE guidance and advice has been put into practice.

NOTE

All staff should note that **NO** chemicals or cleaning agents etc. should be used within the Academy's premises that have **not been sourced or prepared by the Premises Manager (Mr. Sean Taggart)**. **In the event of his absence requests for such items should be made to Alison Liddle.**

Ignoring or not adhering to this specific note **will trigger disciplinary procedures**

First Aid and Accident Reporting Procedures

First aid is available in the AH classroom and additional first aid boxes are held in LW classroom, Minibus, Staffroom and Food Technology Room

The name of the first aider/appointed person is Miss Gill Lynch. There are three other members of staff who are currently first aid trained and certified. They are Mrs. Louise Shields, Mr. Peter Clark and Mr. Andrew Sherry. There are currently 2 people trained in Managing Medication – Miss Gill Lynch and Mr. Andrew Sherry. There are a further five staff who have attended Paediatrics First Aid Courses, they are Mrs. Melanie Howarth, Mrs. Claire McCluskey, Mrs. Deanne Watson, Miss Sallyann Bradburn and Miss Kath Bryce.

The person responsible for managing the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the Headteacher. The accident report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the Authority, are to be found in the Headteachers Office.

The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the EVC. N.B. Any employee rendering first aid to the best of their ability is indemnified by the Academy.

Visitors & Contractors

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 school. All visitors must have an enhanced CRB clearance or be escorted at all times. Visitors must sign in and out of the Visitors Book at Reception and wear a visitor badge for the duration of their visit. Visitors attention will be drawn to the Health and Safety instructions on their visitor badge.

Contractors must sign the visitor and asbestos registers at the main office. Contractors must bring their own equipment and any requests they make to use school equipment **MUST** be refused. Any visitors not complying with these rules will be refused admission to the school.

Annex A

| Version No. | Change History | Guidance reference (if any) | Date |
|--------------------|-----------------------|--|-------------|
| 1 | Created | | 01.09.2016 |
| 2 | Updated | | 02.10.2017 |
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