

Health & Safety Welfare Policy



Policy Title	Health and Safety Welfare
Policy Created / Amended	July 2017
Policy Ratified	
Policy review cycle	1 year
Policy Review Date	July 2018



INTRODUCTION

The Governors and Principal acknowledge that The Trust has the prime responsibility for health and safety and that the governing body and Principal have specific responsibilities to manage health, safety and welfare at the school level. They also have responsibilities:

- to support the published policies and aims of The Trust, and
- to promote continuous improvement in the health and safety performance of the education service.

The Principal, as Local Health and Safety Co-ordinator has the principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from The Trust. This duty extends to ensuring that:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

ORGANISATION

The Principal has responsibility for day-to-day management of health and safety issues and is known as the local Health And Safety Co-ordinator. The Principal will delegate the day to day Health and Safety and Welfare matters to the Business Manager, who will work closely with the Facilities Manager, Sports Centre Manager and all staff, including Union Reps, to implement the policies approved by the Governors of the school.

All staff should have due regard to their own health and safety and that of others including pupils, clients, visitors and colleagues.

Task	Name of person responsible	Job title of person responsible
Health Safety and Welfare System & Policy review	Mr A Prestoe	Principal
Health and safety governor	Mr P. Rayner	Governor
Communication and information management	Mr A Prestoe	Principal
Critical Incident Management	Mr A Prestoe	Principal
H&S Training	Mr. S Douglas	Vice Principal
Programmed updating training	Mr S Douglas	Vice Principal
Personal safety procedures (also Schoolsafe)	Mr S Douglas	Vice Principal
Planned checks Procedures/Premises/Equipment	Mrs S Spurrier	Finance Officer



Risk assessments for managed moves, EOTAS and excluded pupils	Mr James Mason	Vice Principal
Infection Control	Mr A Prestoe	Principal
Incident reporting/investigation	Mr A Prestoe	Principal
Coordination of risk assessment work	Mr A Prestoe	Principal
Fire procedures including personal emergency evacuation plans	Mr S Douglas	Vice Principal
Locally organised premises maintenance, repair and improvement	Mrs S Spurrier	Finance Officer
First Aid (training and equipment)	Mrs C Dawson	Office Manager
Vehicle control and pedestrian safety	Mrs. G. Ellis	Principal
Educational visits coordinator (EVC)	Mr S Douglas	Vice Principal
Stress and Wellbeing	Mr A Prestoe	Principal
Child Protection Co-ordinator	Mr J Mason	Vice Principal
Supporting pupils with medical needs	Mrs C Dawson & Mrs S Hamilton	Office Manager & SENDCo
Premises Security	Mrs S Spurrier	Principal/Caretaker
Contractors on site	Mrs S Spurrier	Finance Officer
Outside lettings	Mrs S Spurrier	Finance Officer
Other (specify)		

HEALTH AND SAFETY POLICY REVIEW

The school's health and safety policy is reviewed annually by the Principal and the Finance Officer and any matters referred to Governors. Procedures are reviewed as incidents crop up and any new procedures adopted. Prior to any changes in the policy staff are to be fully consulted.

Departments such as Science, where there are high risk activities, have their own departmental policies. Health & Safety issues/incidents are reported regularly to the Resources Committee.

REPAIRS AND MAINTENANCE

The most common forms of accidents are slips, trips and spills.

It is the departmental head's responsibility to:

- be aware of and assess any risks
- visually check any equipment that they or their students are using
- take out of service and or label any defective equipment
- report any problems as soon as possible



All repairs (eg leaking pipes, unsafe electrical equipment, dangerous fittings) should be reported to the Facilities Manager immediately via the online helpdesk facility. If she is not available then the problem should be reported to the Business Manager.

Routine repairs should be notified to the Finance Officer and Caretakers on the electronic helpdesk system.

COMMUNICATION AND INFORMATION MANAGEMENT

The Finance Officer does the routine checking of the Schools Portal for updates to the health and safety pages.

Heads of Department are responsible for managing curriculum subject-specific information and for keeping the school's Resources committee informed about new information and guidance received.

The schools health and safety policy is available to all staff via the staff room and the website.

A copy of the 'Health and Safety Law – What you should know' leaflet is issued to all new staff. Poster displays have been distributed around the school, together with the names of the trade union representatives.

The Principal is responsible for physically keeping the 'Health and Safety – Premises Log book' up to date.

Trade union representatives are fully consulted on health and safety matters and invited to a 'walk around' of the school.



CRITICAL INCIDENT MANAGEMENT

The County guidelines with regard to critical incidents are followed and staff are informed – the information is retained by the Finance Officer. Sybil Andrews Academy has the required number of trained first aiders.

HEALTH AND SAFETY INDUCTION TRAINING

All staff receive an appropriate induction training including training that is matched to their specific work and responsibilities. Members of staff who are new to the school, particularly those with management responsibilities, have a comprehensive induction.

The following checklist is used:

- Overview of the school's health and safety policy and organisational structure
- Tour of the premises
- Current health and safety priorities for the school – safety policy targets
- Communication and relationships with other departments, schools and The Trust
- General health and safety advice, including the schools own guidance and that from the LA
- The use of the Incident Reporting form for incidents, hazards, work-related injuries and illness and fires
- Where appropriate, curriculum specific guidance and arrangements for working with the county subject advisers
- For certain staff (Principal, Business Manager, Facilities Manager, etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available
- Initial advice to women about the need for 'expectant and new mothers' risk assessment
- Smoking restrictions
- Fire evacuation and emergency procedures
- Introduction to recognised unions and the local representatives
- Employee problems and concerns – specific duties and responsibilities for the management of staff welfare
- Grievance procedures (as they relate to health and safety)
- Information on hazards that are specific to the school, and established controls or precautions
- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets
- Use and care of PPE (personal protective equipment)
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Trips and visits protocol
- Physical examinations relating to statutory maintenance requirements (eg electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors)
- Trained first aid personnel and first-aid facilities
- Fire extinguishers and blankets – location and use
- Security
- Restricted areas and equipment
- Manual lifting and handling – general advice and risk assessment
- Safe stacking of materials



- Safety procedures for machines, including design technology equipment
- General housekeeping and maintenance of access and egress
- Safeguarding Procedures

ROUTINE UPDATING TRAINING

- Training plans for each individual member of staff are updated annually
- Because of time constraints, managers are unable to consider refresher training for their staff on health and safety matters every three years. An attempt will be made to improve upon this time
- Records are maintained for all health and safety training attended by staff. These records will be passed to the Principal for safekeeping. (NB records should be properly validated by being countersigned and dated by the staff themselves)

PERSONAL SAFETY PROCEDURES, SCHOOLS SAFE AND CONTROL OF VIOLENCE

All staff, who may deal with anyone presenting challenging or threatening behaviour, have access to the policy 'Risk Assessment for dealing with restraint'.

The school has a policy 'Risk Assessment for dealing with abuse, threats and violence towards staff' detailing how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse). There is a clear policy on reporting and investigating such incidents.

Visitors and people entering the school are monitored. All visitors/people sign in at reception and are issued with a badge or label. There is also a CCTV monitor in the Principal's Office. Visitors are directed to use the main entrance to the school. All the signs are clear and visible from the outside of the building and from the car park.

The keyholders for the school include: Principal, Caretaker, James Mason & Shaun Douglas. Changes to this list are advised annually, to the area office and the local police contact.

In order to ensure the safety of lone workers (such as: cleaning and catering staff, PE teachers and staff who come in during the school holiday period) are all required to sign in. Radios are available for on-site use. It is stressed that there should never be one person on their own. This is also reflected in our fire and evacuation procedure.

PLANNED SAFETY CHECKS

Equipment

The following equipment is subjected to a formal, appropriate, programmed and recorded maintenance check:

- All indoor and outdoor sports and play equipment
- The school's water system(s) – hygiene, temperature and legionnaires disease checks
- Mechanical equipment used in design technology
- Exhaust ventilation equipment (eg design and technology machines, toilets and reprographic areas.
- Ladders, stepladders and mobile scaffold/access equipment



- Door closers, running gear and catches
- Lifting gear, winches and hoists, lifts and stays
- Printing and reprographic machines
- Autoclaves, compressors

On a rotation basis, a PAT qualified person checks all the electrical equipment.

Staff are advised to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use. Technicians or other support staff may perform this task in advance of lessons for the relevant subjects, provided they have been advised of the need.

Premises

Visual checks are carried out as part of the normal maintenance routine with a walk-around the school. Checks on fire and security alarms are checked, and logged, weekly and Chubb fire services visit every term.

INCIDENT REPORTING/INVESTIGATING

The double-sided Incident Report form and associated guidance booklet is used in the school. A procedure is in place to ensure that the necessary details are recorded on every Incident Report Form. These details include the school's ID (4 figure DfES code) number, the nature of the incident and other descriptive codes.

All staff have been briefed on when and how to use the form.

The Principal signs every Incident Report form.

Every incident is subject to investigation, as appropriate, with a view to preventing recurrence. The school reviews relevant risk assessments after any incident or near miss.

The school's Governing Body periodically reviews the incident history for the school and plans actions to reduce the likelihood of future incidents.

CO-ORDINATION OF RISK ASSESSMENT WORK

A Risk Assessment will take place for students, or those returning after a previous exclusion, or students transferring from other schools where appropriate. This will consist of a re-integration meeting with a member of staff.

A specific risk assessment may be required to assist with identifying measures the school should take to assist staff returning after a period of absence.

FIRE PROCEDURES

A fire risk assessment has been completed for the school and the fire risk assessment is reviewed annually and whenever there are significant changes to the premises or use of the premises.

Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every classroom.

Wheelchair users are advised to use the front of school, with the designated person, in order to evacuate the building. Staff are made aware of these requirements.



Evacuation practice is carried out once per term.

There is a check to ensure that all fire extinguishers have been examined during annual maintenance checks.

All relevant staff are to be trained in the use of fire fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire.

All relevant staff are to be trained in fire extinguisher use to enable them to escape in an emergency.

The Vice Principal responsible for Fire Precautions ensures the weekly alarm test. 'Chubb' conducts the other tests.

The details of the alarm and others tests, evacuation drills and fire precautions training are recorded in the log book.

Weekly routine checks are undertaken on all fire exits and doors. Records are kept in the fire precautions log book.

All waste bins are in an area clearly designated as out of bounds to pupils.

Arrangements are in place to ensure no 'hot work' is undertaken in the school without permission.

LOCALLY ORGANISED PREMISES MAINTENANCE, REPAIR AND IMPROVEMENT

All relevant staff - Business Manager, Caretaker and Governors have been advised about the asbestos survey report.

Service specifications are adequate and contractors (or the Facilities Manager) work to appropriate standards.

FIRST AID – TRAINING AND EQUIPMENT.

All first aid equipment is appropriately located. There are portable kits available for use on trips.

The Office Manager monitors stock levels in first aid kits and also ensures maintenance and replenishment is managed.

There is a satisfactory procedure for disposal of clinical waste, including incontinence and sanitary waste.

The Office Manager and Vice Principal (CPD) retain records of who is trained and when their certificates expire. All the school's staff have been briefed about the school's first aid provisions. A list of staff qualified to give first aid is retained in the school office, the staff room and in student reception.

The County Incident form is used for reporting injuries and how they are monitored.

A risk assessment is carried out in respect of first aid arrangements for visits and trips.

VEHICLE CONTROL AND PEDESTRIAN SAFETY

Routine deliveries are properly programmed and controlled. All deliveries are made at the front of school.



There is a designated parking area at the front of the school

Supervision for busy high risk times such as beginning and end of the school day is adequate.

Refuse collection is normally done by 8.30am prior to commencement of the school day.

EDUCATION VISITS CO-ORDINATOR (EVC)

The current County Council advice is followed.

A Vice Principal is the co-ordinator who ensures that the LEA training has been completed.

STRESS AND WELL-BEING

The school has taken positive action to manage stress and well-being issues. Stress and workload management issues are discussed and recorded during routine performance review/appraisal discussions and during return to work interviews.

SCHOOL MINIBUS

The County Council guidelines are followed although we are now an Academy.

The Finance Officer ensures the legal requirements relating to the minibus, this includes: road tax, MOT and records of routine checks done by the school/driver. All bookings are made by the Finance Officer.

The school uses Marsh Insurers and all potential minibus drivers have to bring in their driving licence prior to driving the buses. Drivers without part D1 on their licence (post Jan 1997) must take their PSVL licence.

SAFEGUARDING PROCEDURES

The current County Council guidance is followed and supported by the school's Safeguarding Policy.

SUPPORTING PUPILS WITH MEDICAL NEEDS

The latest County Council guidelines are followed and supported by the school's Drugs policy.

The Office Manager has the task of monitoring and reviewing the school's policy and practice relating to the supporting of students with medical needs.

PREMISES SECURITY AND SAFETY

The current County Council guidance is followed.

Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are on site.



CONTRACTORS ON SITE

Any contractors on site must report to reception where there is a separate signing-in book.

New contractors are provided with separate instructions eg no-smoking, details of evacuation procedures and information with regard to suitable clothing and safeguarding procedures.

All contractors who make deliveries must first report to the front of school.

Areas to avoid for the duration of any work are fenced off and all staff are advised to avoid the area,

The Site staff are responsible for monitoring the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This includes checking the contractor's site is adequately fenced and that materials are stored reasonably safely. The Facilities Manager needs to be aware of the need to ensure that the contractor is behaving reasonably safely in respect of her own staff, ie following common sense safety precautions and avoiding reckless behaviour.

LETTINGS

A list of bookings is kept by the Finance Officer. Prior to each letting the area is checked to ensure that it is in a suitable condition.

Different fire procedures are available for evenings.

A member of staff is always available by phone when the site is let.

The hirer is requested to sign to acknowledge receipt of the information pertaining to health and safety or security information relating to the theatre.

The school enters into an agreement with the lessee with regard to first aid and equipment, fire procedure, telephone access and emergency procedures.