

# Policies & Procedures

## Health & Safety Policy

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# Health and Safety Policy

## 1 FOREWORD BY PRINCIPAL

It has often been said that it is better to be safe than sorry and whilst this is easy to say, the reality of this statement requires:

- Structures and responsibilities across the Academy for ensuring the implementation and maintenance of health and safety standards.
- Every individual to take personal responsibility for their own and their colleagues' safety and health, being aware of potential hazards and acting to ensure they are eliminated, managed or avoided.
- Policies and guidance that explain what should and should not be done.
- Observance of procedures established to ensure we work in a safe environment.

All incidents should be avoidable given forethought and taking the appropriate actions or by following the correct procedures.

This Health and Safety Policy gives you all the essential guidance required. Many of the actions recommended are required by law and must be observed, but in any case, they are mostly common sense.

This policy must be adhered to by all staff at school. All of us, whether staff, student or visitor have a right to be in a safe environment, and has a significant contribution to maintain this goal. It would be a difficult burden to bear, knowing that a colleague had been injured or suffered ill health as a result of a hazard or situation that you had recognised, but had not done anything about.

Thomas Rothwell  
Principal

## 2 HEALTH AND SAFETY POLICY STATEMENT

The management of Health and Safety is regarded as being of the utmost importance for all students, staff and visitors to Lightcliffe Academy. Therefore the Academy recognises and accepts its responsibility to set standards at least as high as that required by the Health and Safety at Work Act 1974 and supporting regulations, and so far as is reasonably practicable, to achieve zero work related fatalities, as well as an incident and injury free environment. The Academy will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health;
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and students and visitors;
- Maintaining any place of work under the Academy's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- The provision and maintenance of a working environment for employees and Students that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- Providing such protective equipment as is necessary for the health and safety at work of employees and students;
- The encouragement of staff to set high standards of health and safety by personal example, in order that students leaving the Academy should take with them an attitude of mind which accepts good health and safety practice as normal;
- Striving to monitor the effectiveness of health and safety provisions within the Academy;
- Keeping the Academy Health and Safety Policy under at least annual review in order to support the Academy's policy of continuous improvement and to duly publish any amendments.

This statement will be issued to each new member of staff.

Signatures

Date

Position

Principal

Chair of Governing Body

### **3 ORGANISATION**

Although health and safety within the Academy is a collective responsibility this policy recognises the responsibility that effective and efficient management has towards achieving the Academy's safety objectives. The Academy Principal is responsible to the Governing Body for the management of Health and Safety matters within the Academy. Oversight and co-ordination for health and safety across the Academy is the responsibility of the Premises Manager (the Competent Person) supported by the trust health and safety lead. An external health and safety advisor has been engaged to provide legal and best practice advice and to support the Academy Competent Person. This section outlines the responsibility that each element within the Academy has towards the health, safety and welfare of those connected with Lightcliffe Academy.

#### **3.1 The Governing Body**

The Governors shall ensure that when undertaking the management of the Academy budget, all health and safety implications are taken into account. They shall also include in their annual report an appraisal of the Academy health and safety performance by considering all reported accidents, incidents and near misses. Furthermore, their main functions are:

- a) Monitoring the Academy safety performance (including consideration of inspection reports);
- b) Prioritising actions where resources are required;
- c) Ensuring actions are carried out;
- d) Including health and safety on governors' meeting agenda;
- e) Ensuring that health and safety is included in their annual report;
- f) Ratifying this health and safety policy.

#### **3.2 The Principal**

The Principal has an overall responsibility for the application of this policy. The Principal's main functions are:

- a) Overall management of all health and safety matters within the Academy in accordance with the health and safety policy;
- b) Ensuring risk assessments are carried out;
- c) Submitting inspection reports to the governors;
- d) Ensuring action is taken when suitably recommended;
- e) Communication of information received on health and safety matters to appropriate people;
- f) Management of investigations;
- g) Identifying staff health and safety training needs;
- h) Liaising with Governors on policy issues and any problems in implementing the health and safety policy;
- i) Co-operating with and providing necessary facilities for trade union safety representatives.

### **3.3 The Academy Competent Person**

The Academy Competent Person can be expected to:

- a) Undertake duties as directed by the Principal in pursuance of the Academy's safety policy.
- b) Review annually all Health and Safety practices and procedures within the Academy and to advise, make recommendations and implement as necessary.
- c) Act as the focal point for day-to-day references on health and safety, and advice or indicate sources of advice.
- d) Co-ordinate the implementation of safety procedures.
- e) Maintain contact with outside agencies that are able to offer expert advice.
- f) Ensure that appropriate and regular inspections of the Academy are conducted and to check the suitability of working practices.
- g) Ensure that accidents and hazards are recorded and reported as appropriate. Also to conduct appropriate remedial action arising from accident and near miss investigations.
- h) Review annually with a member of Senior Leadership Team (SLT)
  - i. Provisions of First Aid arrangements
  - ii. Emergency procedures
  - iii. Safety procedures

### **3.4 Heads of Department**

Heads of Departments include those with teaching as well as non-teaching responsibilities. Staff holding such positions:

- a) Have responsibility for the application of the Academy Safety Policy to their own department and should comply with instructions given by the governing body and Principal.
- b) Must establish, maintain and develop safe working procedures (e.g. use and storage of chemicals, machinery, etc.)
- c) Should attempt to resolve any health and safety problems any member of staff may raise, and refer to the Academy Competent Person any problem for which there is not a satisfactory solution within the resources available.
- d) Will conduct regular safety inspections within their department, of activities for which they hold responsibilities and to submit reports to the Academy Competent Person.
- e) Should arrange for staff training and information so as to avoid hazards and to contribute positively to their own safety and health at work. Also to communicate health and safety information received to appropriate people. This role should also ensure staff within their departments receive health and safety induction training.
- f) Notify the Academy Competent Person of changes or additions to plant, equipment and machinery.
- g) Implement control measures and improvements as identified through risk assessments, accident investigations or any type of monitoring conclusion.
- h) Ensure all Risk Assessments are reviewed at least annually each year.

### **3.5 Class Teachers and all Staff**

The safety of students and visitors in the classrooms, laboratories, workshops, physical education areas and offices is the responsibility of the class teacher or member of staff. Their main functions are:

- a) Day-to-day management of health and safety in accordance with the health and safety policy;
- b) Checking classrooms/work areas are safe (e.g. No trip or slip hazards etc.);
- c) Checking equipment is safe before use, as well as ensuring equipment is left in a safe condition after use;
- d) Ensuring safe procedures are followed and that emergency procedures are understood;
- e) Ensuring protective equipment is available and used, when needed;
- f) Participating in inspections, if appropriate
- g) Bringing problems to the relevant manager's attention and to propose appropriate recommendations to improve safety;
- h) Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety.
- i) Ensure all Risk Assessments are reviewed at least annually.

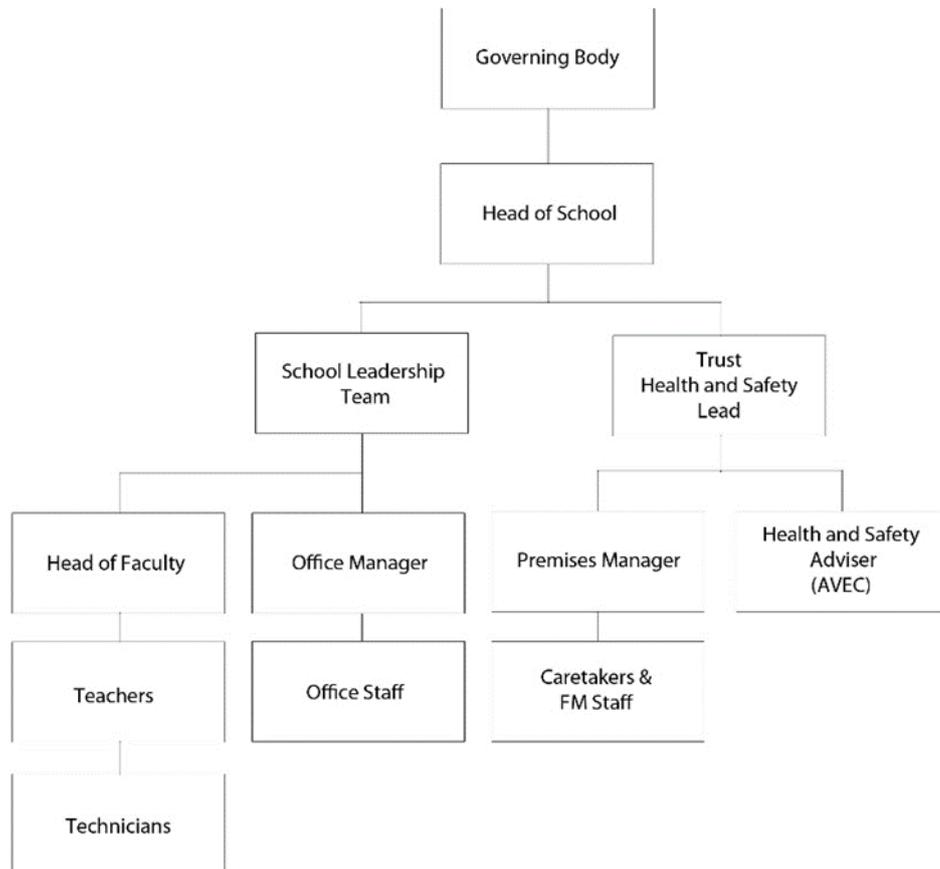
### **3.6 Students**

Students are expected to:

- a) Understand and exercise personal responsibility for safety of themselves and others;
- b) Observe standards of dress consistent with safety and hygiene, (e.g. suitable footwear, and the preclusion of unsuitable jewellery, etc.)
- c) Understand and observe the safety rules of the Academy and in particular the instructions of staff given in an emergency.
- d) Use, and not deliberately misuse, neglect or interfere with items provided for safety.

## 4 ARRANGEMENTS

### Lightcliffe Academy Health and Safety Organisation Flowchart



#### 4.1 Introduction

This section will offer guidance on how the functions allocated to individuals will be carried out in order to achieve the policy objectives.

#### 4.2 Accident Reporting

Accidents or injuries to any person, including contractors, should be reported to the Academy Competent Person or Line Manager by those persons involved in the accident. The accident should be recorded in the accident report book, which is held in the Pastoral Office behind the Administration Office. If deemed necessary by the Academy Competent Person or First Aiders, an accident report form, which is held in the main office, should be completed. Accidents to students and all members of staff should be forwarded to the Academy's Health and Safety Advisor where advice will be given as to the level of investigation required.

All major injuries to employees and hospital attendance by members of the public as a result of an accident also require immediate telephone notification to the Academy's Health and Safety Advisor. Such injuries to students require parent notification.

Major injuries requiring telephone notification to the Academy Health and Safety Advisor are:

- Any fracture; amputation; dislocation of the shoulder, hip, knee or spine; serious eye injury; serious burn; loss of consciousness; acute illness from chemicals; or any other injury requiring immediate hospital attendance.

Full accident reporting details can be found in the Academy's Accident Reporting and Investigation Procedure.

**Reporting Telephone Number:**

**SAFETY2BUSINESS**

**Tech Support – 0161 414 0504**

**General Enquiries – 0161 414 0506**

### **4.3 Near Miss Reporting**

If you are involved or witness a near miss accident it should be reported by emailing the details to the Academy Competent Person. This will then enable an investigation to take place to try to avoid an accident in the future.

### **4.4 Accident Investigation**

The Line Manager, with the cooperation of the class teacher or other member of staff when necessary, should carry out an investigation following an accident or near miss situation in order that causes may be identified and measures taken to prevent a recurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. Further advice relating to investigations may be obtained from the Academy Competent Person. Findings from all investigations should be recorded on the accident report form and recommendations actioned by those responsible. Full accident investigation details can be found in the Academy's Accident Reporting and Investigation Procedure.

### **4.5 First Aid**

First aid posts will be established in the Academy, in accordance with the Health and Safety (First Aid) Regulations 1981, so as to be reasonably accessible to all employees and students. They will be suitably stocked at all times.

The names, workplaces and telephone numbers of those persons responsible for first aid boxes and/or qualified in first aid will be displayed at each post, office or work site together with clear instructions for summoning outside medical facilities, on the Academy's first aid emergency procedure notice.

The person responsible for the first aid box(es) will ensure, where reasonably practicable, that it is fully equipped at all times.

The Academy injury record book will be maintained and is to be made available to any authorised person whenever requested. It should be secured when not in use in order to comply with the Data Protection Act.

Only qualified persons should carry out first aid treatment. To this end training courses will be held as required to ensure that there are sufficient persons qualified to meet the Academy's needs and satisfy the legal requirements of the Health and Safety (First Aid) Regulations 1981.

Serious cases of injury should receive qualified medical attention.

## **4.6 Fire Safety**

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end the Academy has employed a no-smoking policy within all areas of the site.

As preventative measures can never be foolproof, reactive measures are also important and include:

- a) Physical measures include fire doors, smoke detectors, alarm systems and firefighting equipment. These will be provided, tested and maintained where necessary. The extinguishers will be checked and maintained by a qualified company every 12 months, the remaining fire precaution measures will be checked and maintained by the Academy staff.
- b) Detailed information about fire evacuation procedures is provided to regular and temporary members of staff, including supply and trainee teachers in their induction. Details about fire evacuation will be displayed in teaching rooms and other rooms where staff and students regularly work. Members of the Academy should familiarise themselves with such details and establish the quickest route for the rooms that they use.

A guide on actions to take on hearing the Fire Alarm is provided in the Academy Fire Evacuation Policy.

Records will be kept of any tests and examinations of alarm systems and held by the Academy Competent Person. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed and action can be taken regarding any problems that have occurred.

## 4.7 Risk Assessments

Risk assessments provide the backbone of any safe system of work and therefore all Academy activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard should be recorded in writing, and the measures needed to control the risk to health and safety should be listed and communicated by the Head of Department involved.

For on-going activities, the risk assessment should be reviewed if the circumstances that surround that activity change. The following sporadic activities require individual risk assessment to be undertaken:

- a) Any activity involving overseas travel
- b) Any activity involving research activity off –site premises, whether undertaken by staff or students

The risk assessment must be submitted to the Head of Department who will liaise with the Academy Competent Person for its consideration. No activity should be undertaken without a risk assessment being undertaken and Principal or Academy Competent Person agreeing to the activity.

## 4.8 Electrical Safety

The following arrangements for electrical safety apply to all electrical equipment in use in the Academy, including personal items.

- a) Only electrical equipment that is properly installed and maintained should be used in the Academy. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it should no longer be used. Items not bearing such a label, or where the date on the label has passed, should be withdrawn from use and given to the appropriate Head of Department.
- b) All portable appliances will be regularly inspected and, where necessary, subject to electrical test, this will be done by a qualified company/person. All members of the Academy should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuse such as damaged or discoloured plug tops and worn cables.
- c) Any item that becomes faulty should be taken out of service and reported to a member of the technical staff.
- d) Equipment and furniture should be sited so as to avoid the need for leads to trail across floors. Where this cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.
- e) Socket adapters should not be used. Only those with their own fused plug and cable (4-way trailing sockets) are permitted.

## **4.9 Safety Training**

Training and instruction in routine matters will be given, as required, by the appropriate supervisor or manager. In particular, Supply Teachers - on their first day of joining should receive induction information as required in the Academy's Code of Practice for Induction Training.

Those visitors who require an induction, i.e. those not under escort for the duration of their stay on the Academy's premises will receive an induction from the Academy reception office staff. Induction records will be held centrally in the Academy office and be available for audit when requested.

The Head of Department will also give a copy of this Policy to new members of staff on their first day and ask them to read it and sign to confirm it has been read.

The need for other specialist training should be identified by individual members of staff, and should be directed to the Academy Competent Person through Heads of Department. The Academy Competent Person may liaise with the Academy's Health and Safety Advisor who will advise on how to satisfy the Academy's training needs.

Members of the Academy will not be expected to undertake any procedure for which they have not been adequately trained.

## **4.10 Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations 2002, often known as the "COSHH" Regulations, require the Academy to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as effluents and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The Academy will do this by:

- a) Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm.
- b) Providing suitable precautions to protect persons against the hazards.
- c) Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance and a COSHH assessment produced when necessary.
- d) Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.

In some cases, exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by law the Academy will arrange for such appliances to be tested and examined as required.

#### **4.11 Display Screen Equipment**

Under the Health and Safety (Display Screen Equipment) Regulations 1992 the Academy has obligations to all employees who regularly use visual display units (VDU's). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems that can be caused by VDU work. Although the Regulations do not strictly apply to students, the Academy will aim as far as reasonably practicable to provide students who use VDU's with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

#### **4.12 Traffic Management**

Authorised staff and visitors may park with care in the designated car parks. It should be noted that the Academy, does not take any responsibility for damage to vehicles whilst on the Academy's property.

The speed limit of 10mph must be observed at all times and pedestrians have right of way on Academy property without exception.

#### **4.13 Transport**

The use of minibuses for conveying students and others is a potentially high-risk activity. Although the risks can never be totally eliminated, the Academy will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and ensuring that only competent persons drive them.

The Academy's Competent Person advises about arrangements and checks to ensure that minibuses used by the Academy are roadworthy. Members of staff may only drive a minibus if authorised by the Academy Competent Person. The Competent Person will also provide other pertinent advice to users about aspects such as supervision of students and precautions for prolonged journeys.

Drivers must complete standard pre-use checks prior to using the vehicle.

#### **4.14 Safety of Visitors including Contractors**

All visitors of any nature must report to the Academy reception and sign in. The receptionist will notify the visitor's point of contact who will then come to reception and host the visitor(s). It is the responsibility of the host to ensure that the visitor is made aware of the Academy's emergency procedures and that there is a Lightcliffe Academy

Health and Safety Policy available for them to read. Should the visitors be staying for any reasonable length of time then they should receive a safety induction brief.

In the case of Contractors, the Academy Health and Safety Competent Person should monitor their day to day activities in order to ensure that safe working practices are not being compromised and presenting a hazard. Furthermore, the Academy Health and Safety Policy should be made available to all contractors working on the Academy premises if requested.

Organisations that hire premises from the Academy are to read and sign a lettings contract.

#### **4.15 Violence to Staff**

“Violence” as defined by the HSE comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The Academy is committed to protecting staff from violence from any party, as far as possible.

Should staff be subjected to violence, they should complete an Accident Report Form and inform their Head of Department. The circumstances will be treated confidentially and support measures will be provided, if required, to assist in recovering from an incident. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors.

#### **4.16 Stress**

Stress has increasingly become acknowledged as being a significant health issue at work. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to health. The Academy advises any member of staff who feels under an unacceptable amount of pressure to raise the issues and concerns with their Head of Department or Line Manager in complete confidence, so that if possible some early action may be taken. Staff development training is available in the recognition and control of stress at work. Counselling services are also available for those in stressful situations.

#### **4.17 Manual Handling**

Staff and students are not to lift, drag, push or carry heavy/awkward loads unless training has been given and a manual handling assessment carried out. If no assessments have been made for tasks that present a risk of injury, then they should be reported to Heads of Department.

## **4.18 Machinery and Equipment**

All members of staff and students involved with the use of Academy machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practices are reported to the respective Head of Department or Academy Competent Person.

In addition, all workshop, kitchen, science, art and outdoor educational equipment must be well maintained, supplied with adequate guards where necessary and receive appropriate statutory inspections. Heads of Department are to ensure that any shortfalls are reported to the Academy Health and Safety Competent Person and the machinery or equipment is removed or put out of bounds, and adequately labelled as so immediately.

## **4.19 Legionellosis**

The Academy aims to prevent the buildup of Legionella organisms in its water systems. Therefore, the Academy Health and Safety Competent Person must ensure that the designated water supply checks and maintenance tasks are carried out by a competent contractor under the terms of contract and are recorded.

## **4.20 Educational Visit/Trip and Sporting Event**

Any proposed educational visit/trip or sporting event must first be cleared through the principle or vice principle. In liaison with the Educational Visits Co-ordinator, a strict analysis of the proposed visit must be satisfied before agreement is given. This will include assessment of:

- a) Suitability of the Trip Provider.
- b) Suitability of the location and activities according to the competency of supervision and abilities of students attending.
- c) The submitted risk assessments for all activities to be undertaken
- d) Any other provision as decided by the Principal.

This must be completed on Exeant which will then be checked by the educational visits co-ordinator (EVC) and finally then signed off by the Principal or Vice Principal. No activity should be undertaken without a risk assessment being completed and the Principal or Vice Principal agreeing to the activity.

## **4.21 Personal Protective Equipment/Clothing (PPE)**

The Academy will provide suitable protective clothing and equipment for staff and students whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work, which requires it. Should any member of the Academy deem

that PPE is required for a particular activity, they should raise this concern through their Head of Department or Academy Health and Safety Competent Person.

**“REMEMBER, PPE IS THE LAST FORM OF NEGATING THE RISK”**

## **4.22 Working at Heights**

Staff are only to work at height if using suitable access equipment and have been provided with working at height awareness. Standing on tables, chairs, benches and the like is strictly forbidden. Staff who believe that they work at height or use step ladders on a regular basis are to request training through the Safety Competent Person. The Caretakers may assist with putting displays at height if requested.

## **5 MONITORING THE POLICY**

Monitoring the effectiveness of the Academy Policy on health and safety commences as a responsibility in which the Governors and Academy Health and Safety Competent Person play key roles. Monitoring includes ensuring that premises inspections are taking place regularly so that the hazards and risks of activities carried out within the Academy are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and students (especially new members of the Academy) are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents and instances of occupational ill health occurring at Academy level is particularly important so that remedial action can be taken to prevent any recurrence. The Academy Health and Safety Competent Person will monitor all reported accidents, incidents and occupational ill-health in order to determine those events that are legally reportable to the relevant Enforcing Authority, and those which require further investigation and possible notification to others within the Academy, and to set in train appropriate remedial action.

## **6 POLICY REVIEW**

This policy will be reviewed at least on an annual basis by the Trust health and safety lead in consultation with the Academy's Health and Safety Advisor before being agreed by the Academy Governing Body. If there are reasonable changes to the structure and major personalities of the Academy the review may be conducted at an earlier period than the agreed annual date.

## 7 APPENDIX

Where posts have been named in the document the following staff are currently in the positions listed below:

Principal - Mr T Rothwell

Vice Principal - Mr JP Craig and Mr M Harwood

AMAT Health and Safety Lead - Mrs C Overend

External Health and Safety Advisor - Avec

Academy Competent Person - Miss K Oxley

SLT Lead of Emergency Procedures - Mr A Bemrose