



## ACADEMY HEALTH AND SAFETY POLICY STATEMENT

### STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH, SAFETY AND WELFARE

#### ST MARGARET'S ACADEMY

#### PART I: STATEMENT OF INTENT

##### I. INTRODUCTION

- 1.1 This statement deals with those aspects over which the Governing Body has local control and covers safety associated with the building structure, plant, fixed equipment and services for which other Officers of the Local Authority (LA) also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.
- 1.2 The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using these premises and in particular to ensure that:
- ❖ all teaching and non-teaching staff make themselves fully aware of relevant Health and Safety issues, regulations, practices and school procedures for both curricular and non-curricular areas of activity (eg fire safety, visits, etc); all teachers are provided with copies of Health & Safety walks and findings.
  - ❖ staff and pupils work collectively to secure safe environments and procedures and are given opportunities to advise HSE of risks in their working areas.
  - ❖ a suitable management structure is created to make sure that arrangements for health and safety are monitored and a regular report submitted to the governing body so that an effective response can be made to issues and incidents, enabling high standards of safety to be achieved, maintained and improved. This is as follows:

The Environment Committee will be responsible for carrying out Health & Safety inspections. These will take place once a year and a written report will be made

and monitored. The Health & Safety representative and the Site Manager will meet at least once a term to monitor the progress of points for action.

- ❖ training needs are identified and appropriate training is offered to staff and governors in basic first aid (resuscitation), risk assessment, display screen equipment, and any other appropriate topics as they are identified. The objective is to have at least two members of staff having appropriate first aid training.

## **PART II: ORGANISATION**

### **II. RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH HEALTH, SAFETY AND WELFARE**

The school staff, Governing Body and the LA work together to ensure their health, safety and welfare objectives are achieved. Below are those with special responsibilities and their duties in the school:

#### **2.1 THE GOVERNING BODY**

In consultation with the Headteacher, the Governors will:

1. approve a clear written policy statement which is regularly reviewed;
2. ensure that measures are in place to monitor the effectiveness of the policy;
3. ensure that where required, objective support and advice is obtained on health and safety issues from the Education Department, the Health and Safety Executive and officers and advisers of other professional bodies.

The Governor with special responsibility for health and safety matters is Myles Key.

#### **2.2 THE HEADTEACHER**

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher who will:

1. be the focal point for reference on health, safety and welfare matters and give advice, or indicate sources of advice, or delegate this to the school health and safety representative, who at present is Julian Shelling.
2. co-ordinate the implementation of health, safety and welfare procedures in school;
3. make clear any duties in respect of health and safety which are delegated to members of staff.
4. ensure that there is an effective communications network both within the school and with outside organisations, to enable effective dissemination of

health and safety information and action on concerns, through regular discussions at Management Team, staff meetings, Governor's Environment Committee, and full Governing Body meetings.

5. put in place procedures to monitor the effectiveness of the school's management of health and safety and its policy.
6. in consultation with the LA, liaise with the Health and Safety Executive (HSE) Inspectors and other enforcement agencies;
7. in consultation with the LA, to arrange for the reporting and subsequent investigation of all serious incidents and accidents according the RIDDOR (Reporting of Injuries, diseases and dangerous occurrences regulations) procedures, ensuring that appropriate remedial measures are taken to prevent re-occurrence.
8. ensure that contact with agencies able to offer expert advice, such as officers of the LA, Torbay Council and HSE, is maintained.
9. arrange for risk assessments of the premises and working practices to be undertaken, recorded, added to, and reviewed as necessary (eg when a situation changes, or new equipment is acquired):
  - Display Screen Equipment Policy
  - Manual Handling Policy
  - New & Expectant Mothers Policy
  - Managing Asbestos Policy
10. Ensure that the appropriate emergency procedures and first aid provision are in place in school.

Overall responsibility for fire precautions, fire drills, the testing of fire alarms and completion of the fire log rests with the Headteacher. The Headteacher is also ultimately responsible for welfare organisation, premises, furniture & fittings.
11. ensure that adequate resources for health & safety are provided.
12. ensure regular auditing on the school's health & safety programme in order to respond to change and effect continuous improvement.

## 2.3 ALL EMPLOYEES

Under the Health and Safety at Work Act 1974 it is the duty of every employee, while at work:

- to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and
- to co-operate with the employer so far as it is necessary, to enable the employer or any other person to perform or comply with any duty or requirement imposed by or under any of the relevant statutory provisions
- not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Thus all employees should:

1. know the health and safety organisation and arrangements to be adopted in their own working areas and ensure they are applied;
2. observe standards of dress consistent with safety and/or hygiene;
3. exercise good standards of housekeeping and cleanliness;
4. report all accidents, defects and dangerous occurrences;
5. observe procedure for off-site visits and activities as detailed in the Outdoor Visits Handbook.

## 2.4 STAFF WITH SPECIAL RESPONSIBILITY

The following members of staff have special responsibility: Julian Shelling (Health and Safety representative,) and Syd Holland (Fire Officer, caretaking & cleaning equipment & materials, electrical testing), Sue Stell (Educational Visits), Lorraine Wills (first aid).

This team will be responsible for:

1. the local arrangements to ensure the effective control of risks within the specific areas under their control;

2. the local arrangements for the purchase, inspection and maintenance of equipment and its specification
3. the co-ordination of the school's health and safety policy in their own department or area of work, directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
4. establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, eg chemicals, hot water, sharp tools, etc;
5. resolving health, safety and welfare problems referred to them by members of their staff or referring to the Headteacher any problems they are unable to resolve within the resources available to them;
6. ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible;
7. ensuring that risk assessments will be carried out on all off-site and sporting activities with
  - a) a qualified lifeguard on duty at all times when children are engaged in swimming activities
  - b) a suitably qualified adult, with the appropriate insurance liability, in charge when children are engaged in activities off-site;
8. ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
9. obtaining relevant advice and guidance on health and safety matters.

## **2.5 SPECIAL OBLIGATIONS OF ANY CLASS TEACHER**

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

1. raise any health and safety concerns outside their control related to their class area with the Health & Safety representative.

2. exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
3. know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
4. give clear instructions and warnings to pupils as often as necessary;
5. follow safe working procedures personally;
6. require the use of protective clothing and guards where necessary;
7. avoid introducing any personal items of equipment or substances that may cause a physical risk in their use.

## 2.6 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

Safety Representatives are also appointed by recognised Trade Unions. At present there are no such Representatives.

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions.

## 2.7 THE PUPILS

Pupils will be reminded that they are expected to:

1. exercise personal responsibility for the health and safety of themselves and others;
2. observe standards of dress consistent with safety and/or hygiene;
3. observe all the Health & Safety rules of the School and in particular, the instructions of staff given in an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for their health and safety;

All pupils and parents will be made aware of the contents of this section of the policy through the School Brochure, and discussions with the class teacher during PSE lessons.

## **2.8 CONTRACTORS**

1. Contractors must abide by the school's Health and Safety policy and not endanger pupils, staff or other visitors to the site.
2. The Business Manager/Site Manager will be responsible for the co-ordination of contractors' activities on site.
3. The Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor, in consultation with the Headteacher.
4. The Business Manager/Site Manager will consult Torbay Development Agency, if necessary, for any additional guidance on these matters.
5. All contractors must report to the Business Manager/Site Manager before any work takes place and liaise with the Site Manager on a daily basis. The Business Manager or Site Manager should then inform the contractor of any conditions which may affect his safety and that of others ie. Presence of asbestos.

## **2.9 VISITORS AND OTHER USERS OF THE PREMISES**

Visitors and other users of the premises should be required to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions and observe the health, safety and welfare rules of the school. Visitors are required to sign a visitor's book at reception on arrival and departure, and to wear a badge of identification whilst on the premises. In particular, parents and other volunteers helping out in school, including those associated in self-help schemes, should be made aware of, and have access to, the Health and Safety policy applicable to them.

## **2.10 SCHOOL LETTINGS**

All persons wishing to hire the premises will be informed of their obligations under the Health & Safety Policy statement.

## **2.11 MANAGING ASBESTOS**

Please refer to Managing Asbestos School's Policy in Health & Safety file.

## **PART III - ARRANGEMENTS**

The Headteacher will ensure that pupils and staff are familiar with the arrangements set out in this section of the policy statement. **See Health and Safety Reference Files for detailed documentation on:**

### **3.1 EMERGENCY PROCEDURES**

Fire Precautions Guide and Log (Fire File)  
Sample evacuation procedure used in school (Fire File)  
Safety in Outdoor Activities (Education Visits File)  
Lone Working Policy (H&S file)  
Emergency Plan (H&S file)  
Violence, Aggressive and Threatening Behaviour (H&S file)

### **3.2 ILLNESS OR ACCIDENT**

First Aid (H&S file)  
Accident & Incident Investigation & Reporting procedures(H&S file)  
Supporting Pupils with Medical Needs (H&S file)  
Work Related Stress (Yellow Policies File)  
Manual Handling (H&S file)  
Working at Height (H&S file)  
COSHH (Control of Substances hazardous to health) (H&S file)

### **3.3 HEALTH AND SAFETY MANAGEMENT STRUCTURE**

The Headteacher takes responsibility for all Health and Safety issues in school. In addition, duties are delegated to the Deputy Headteacher. The Governor with responsibility for Health and Safety is Myles Key.

### **3.4 SYSTEMS USED TO MONITOR SAFETY PERFORMANCE**

Risk assessment programme and results  
Other assessments and inspections carried out  
Near Accident report forms  
Accident forms identifying areas of incidents.

### **3.5 MAINTENANCE**

The following areas will be subject to regular maintenance inspections arranged by the school:

- Portable electrical equipment - annual check by Site Manager
- Fire Extinguishers - weekly check of general condition/tampering. Annual check by contractors
- PE equipment (indoor and outdoor) - annual check by contractors
- Burglar alarms - annual check by contractors
- Fire alarm - weekly test by Site Manager and quarterly check by contractors
- Emergency Lighting - monthly check by Site Manager
- Mains electrical system

Torbay Property Services arrange maintenance of the following:

- Boiler system
- Kitchen fans
- Extractor units
- Mains gas system
- Mains water system

### **3.6 ON-SITE VEHICLES**

Parents are requested not to bring their vehicles into the school grounds in order to protect the safety of the children entering or leaving school.

The gates will remain closed during the school day.

Only authorised vehicles are allowed to enter the school site.

The school will hire only those coaches fitted with seat belts for all passengers.

### **3.7 TRAINING, INFORMATION AND SUPPORT**

The School will provide adequate facilities for staff to be trained to carry out their health and safety functions and will make use of the expertise provided by the advisers at Torbay Council.

In the first instance the contact for health and safety queries is shown in the list of staff with special responsibilities - at present Mr Holland and Mr Key.

### **3.8 OCCUPATIONAL HEALTH SERVICES**

The Occupational Health Service supports the school by providing pre-employment medical screening, and support through a number of health initiatives including counselling courses, eye tests and health checks for employees. If a member of staff's absence (short, frequent or long-term) causes concern, advice will be sought from Human Resources. Absence through genuine illness is not necessarily a form of employment protection.

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### FLOWCHART OF RESPONSIBILITY

Headteacher:	Mrs Sue Stell
(Health & Safety Co-ordinator)	Mr Syd Holland (Site Manager)
Staff with Special Responsibilities	Mr Syd Holland (Fire Officer)
	Mrs Sue Stell (Off-site activities)
	All Staff
	Children

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