



Health and Safety Policy

To be used in conjunction with:

Child Protection Policy

Accident Reporting Procedure (Appendix 1)

Emergency Evacuation Plan

Critical Incidents Procedures

Medicine in School Protocol

Learning Outside of the Classroom Policy

Private Car Transport Policy

[Use of School Premises outside of hours Procedure](#)

Staff and Volunteer Code of Conduct

Appendices:

1. Health and Safety Reporting Procedure for Accidents/Incidents
2. First Aid Boxes on school site and staff holding a current first aid certificate
3. Legionella Management Structure
4. Asbestos Management
5. Fire Safety Guidelines

Adopted by: The Academy Council
Last amended and reviewed: January 2019
FOR REVIEW ANNUALLY

As an Academy, we continue to buy into the Local Authority Health & Safety support and guidelines.

1 STATEMENT OF GENERAL POLICY

1.1 Acorn Education Trust is responsible for setting out the overall policy for the school.

1.2 The planning and implementation of that policy is the direct responsibility of the Headteacher.

1.3 The aim is to ensure that all the proper precautions are taken to prevent personal injury, health hazards and damage to property. This protection is extended to staff, students, contractors and members of the public.

1.4 Acorn Education Trust recognise their responsibility under the Health & Safety at Work etc Act so far as is reasonably practicable to:

- a) Provide plant, equipment and systems of work which are safe and without risks to health.
- b) Make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances.
- c) Provide adequate training, information, instruction and supervision so far as is reasonably practicable, to enable all staff employed in the school and pupils/students to perform their work safely and efficiently.
- d) To promote the development and maintenance of sound safety, health and welfare practices.
- e) To maintain the premises in a condition that is safe and without risks to health and maintenance of access to and egress from the premises.
- f) To provide and maintain a working environment that is so far as is reasonably practicable, safe without risks to health and adequate as regards welfare facilities for staff and pupils/students.
- g) To ensure sufficient funds are available to provide as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
- h) Maintain a close interest in all health and safety matters insofar as they affect activities in the premises under the control of the school.

1.5 This policy will be reviewed annually by Acorn Education Trust who will require the Headteacher to present an annual management audit on health and safety matters so as to determine the strengths and weaknesses of the system and to determine further improvements.

1.6 Nothing in this policy document is intended to alter the legal requirements pertaining to Health & Safety matters within the school.

2 ORGANISATION

2.1 School Staff

2.1.1 All staff are to be aware of what is expected of them in relation to their role and place of work. Applicable procedures are to be clearly defined, with adequate instruction and training provided as necessary. Co-operation on the part of all employees is vital to the success of the school's Health and Safety Policy.

2.1.2 All staff have responsibilities under the Health & Safety Act and must report any possible hazards to the Headteacher, through their line manager, as well as ensuring they conduct themselves in a safe manner and do not subject themselves to unnecessary risks.

2.1.3 All staff will be given access to the school's Health & Safety Policy and are required to make themselves familiar with the Health & Safety documents held by the school .

2.1.4 Copies of the Health & Safety Policy will be available in the main office(hard copy) and on the school's shared drive (electronic copy) .

2.2 Acorn Education Trust recognise the need to identify organisational arrangements in the schools for implementing, monitoring and controlling health and safety matters. Acorn Education Trust will also ensure that the school budgets reflect the finance necessary in terms of short, medium and long-term allocations, to implement health and safety imperatives. In addition to the basic requirements placed on all staff under the Health & Safety Act 1974, additional responsibilities, including reporting arrangements, are summarised as follows:

2.3 The Headteacher

2.3.1 The Headteacher is responsible and accountable to the governors for the implementing of the health and safety policy and for all matters relating to health, safety and welfare within the school.

2.3.2 The day to day management of health and safety matters will be delegated to the member of staff responsible for health and safety in conjunction with the other individuals in related roles across the MAT.

2.3.3 Acorn Education Trust will require the Headteacher to ensure the school's safety policy is effectively implemented and understood. The policy is to be regularly monitored, effectively controlled and revised to meet changing requirements and circumstances.

2.3.4 The Headteacher is responsible for ensuring that all new, amended and updated material regarding Health & Safety matters is brought to the attention of the relevant staff immediately upon receipt.

2.3.5 The Headteacher is to ensure that the agreed procedure for reporting all defects, hazards and problems functions effectively.

2.3.6 The Headteacher is to be a member of the school's Health & Safety committee. Regular Health & Safety committee meetings are to be arranged to resolve uncertain areas of responsibility, consider problems or recommendations, review procedures, accidents and their outcomes and prepare referrals to the Governing Body in addition to liaising with the HSE as necessary.

2.3.7 The Headteacher will seek advice, when and where appropriate, from outside agencies who are able to offer expert advice.

2.3.8 The Headteacher shall have the right to stop what is considered unsafe practice, or the use of any plant, tools, equipment or machinery which they or their advisors deem unsafe.

2.3.9 The Headteacher is to make arrangements for improvement to premises and, in concert with the appropriate members of staff, this also extends to plant, tools and equipment which are the responsibility of the school.

2.3.10 The Headteacher, in conjunction with the Health & Safety committee, is to review regularly the provision of the first aid and fire evacuation procedures within the school.

2.3.11 The Headteacher is to monitor and inform Acorn Education Trust that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities safely.

2.3.12 The Headteacher will ensure that in all schemes of work for pupils are in place to ensure adequate information, instruction, training and supervision for health and safety matters.

2.3.13 If necessary, the Headteacher will consult with trade union representatives on all health, safety and welfare matters and co-operate with them.

2.3.14 The Headteacher is to ensure that all relevant records are completed and available for inspection as required.

2.3.15 The Headteacher is to be aware of all contractors and third parties entering the school to undertake maintenance, service or works contracts.

2.4 Health & Safety Manager

2.4.1 The Health & Safety Manager will ensure good communication exists within the school adhering to principles as laid down in the 1992 Health and Safety Regulations.

2.4.2 The Health & Safety Manager will work with the Headteacher to plan and execute emergency procedures, bomb warnings and evacuation of school premises.

2.4.3 The Health & Safety Manager must be aware of all contractors and/or third parties entering the school to undertake maintenance, service, or works contracts. When building or plant maintenance work is carried out by contractors, it is the **employer's** responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.

2.4.4 The Health & Safety Manager will be responsible for ensuring that competent person(s) or specialists are consulted as necessary, to advise on health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.

2.4.5 The Health and Safety Manager will be responsible for ensuring that regular termly inspections are completed of the whole site, with defects reported accordingly.

2.4.6 The Health and Safety Manager will ensure that regular annual inspections are carried out of teaching and associated areas and that defects are reported promptly to the appropriate staff or the Health & Safety committee.

2.4.7 The Health and Safety Manager will refer Health & Safety matters to the Health & Safety committee for advice and action as necessary.

2.4.8 Under COSHH regulations all staff responsible for ordering materials are responsible for ensuring that everything received from suppliers – machinery, equipment, substance, etc... - is accompanied by adequate information and instruction prior to use. (N.B. Use of Manufacturers Data Sheets). All relevant information must be forwarded to the Health & Safety Manager for action.

2.4.9 The Health and Safety Manager will be responsible for co-ordinating all contractual work and maintenance carried out on school premises. They will ensure that all contractors present Methods Statements and Risk Assessments before commencement of work. They will liaise with other members of staff and ensure that safety procedures and policy agreements are adhered to.

2.4.10 The Health and Safety Manager will be responsible for Health & Safety matters regarding any Grounds Maintenance Service Contracts.

2.4.11 The Health and Safety Manager will be responsible for compiling a school 'Buildings Register' identifying known hazardous substances and materials (e.g. asbestos, lead, flammables, etc...)

2.4.12 The Health and Safety Manager are to ensure that all records pertaining to the site are completed and available for inspection as required.

2.5 The Care-Taker

2.5.1 The Care-Taker must ensure that they are familiar with the school's Health & Safety Policy and that contractual cleaning staff are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements, materials, equipment, substances, etc...)

2.5.2 The Care-Taker must use the school's procedure when dealing with defects, hazards, etc... that are brought to their notice, by informing the Health and Safety Manager, who will use the school procedure to log these.

2.5.3 The Care-Taker must adhere to the Wiltshire Council's Guidelines on working at height using the most appropriate type of access equipment.

2.5.4 The Care-Taker must inform the Health & Safety Manager whenever contractors are due to enter the school to undertake maintenance, service or works contracts.

2.5.5 The Care-Taker will ensure good communication exists between the school and visiting contractors.

2.6 Teaching Staff and TAs

2.6.1 Teaching staff and TAs are responsible for the implementation of the school's Health & Safety policy during the performance of their duties.

2.6.2 They are to be familiar with the school's safety policy, the implications of that policy and their responsibilities to that policy and any procedures, arrangements and practices relating to their role and the Asbestos Register.

2.6.3 They are to conform to responsibilities as laid down in this policy and/or risk assessments and/or guidelines for safe working arrangements.

2.6.4 Teachers are to ensure that where conditions apply, all pupils under their care receive instruction and are provided with on the job training to enable them to operate in a safe manner.

2.6.5 All problems, defects and hazards are to be brought to the attention of the Health and Safety Manager, using the stipulated reporting procedure.

2.6.6 Supply teachers are to be made aware of the Health & Safety policy and of any special arrangements or procedures relating to their work before commencing work.

2.6.7 They are to ensure that all fire drill regulations and assembly point information is prominently displayed in the rooms and areas for which they are responsible.

2.6.8 The Teaching staff and TAs are to ensure that all relevant records are completed and available for inspection as required.

2.7 Admin Staff

2.7.1 Admin Staff are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their areas of work. They are to be familiar with the school policy and ensure that all staff are also aware. They are to ensure that:

2.10.1.1 Departmental procedures are to be clearly defined with adequate instruction and training provided.

2.10.1.2 Staff are to report all defects and hazards to the Health and Safety Manager as applicable.

2.11 All staff

It is the responsibility of the individual to adhere to the Health and Safety policy and the Asbestos Register.

2.12 Role of Specialist Advisers

Acorn Education Trust recognise that there will be occasions when the school will require specialist advice on air monitoring, local exhaust ventilation systems (LEV) specific inspections, etc... The procedures to be adopted and recommendations for outside advice will be decided and clarified between the Health & Safety Manager and the Headteacher.

3 ARRANGEMENTS

3.1 Acorn Education Trust and Keevil Academy recognise that the way forward to achieve effective management of the school's Health & Safety policy and the arrangements necessary to fulfil its obligations, is through the school Health & Safety committee.

The Health & Safety committee will include:

Headteacher

Deputy Headteacher

Health and Safety Manager (Admin Officer)

As required:

any other co-opted member as required by the Headteacher or Health & Safety Committee.

3.2 General Matters

3.2.1 Accident Reporting/Investigation

The reporting procedure is to be in accordance with the school's procedure (see Appendix 1).

3.2.2 First Aid Provision

The arrangements for first aid in school is to be in accordance with agreed policy determined by the school Health & Safety committee with first aid boxes located across the school. See appendix 2 for full list of locations of First Aid boxes.

In addition, the following first aid cover should be in place:

3.2.2.1 First Aiders

The Health and Safety Manager is the appointed person in charge of First Aid Cover. See appendix 3 for full list of First Aiders

3.2.2.2 First Aid Qualification

All First Aiders have an approved national qualification. First Aiders up-date their training every 3 years. See appendix 3 for full list of First Aiders and their qualification.

3.2.3 Fire Precautions

The arrangements for general fire safety and evacuation should be in accordance with the school's fire and evacuation procedures. See Emergency Evacuation Plan and Appendix 5.

3.2.4 Other Disaster Precautions

The arrangements for the management of other disasters relating to bomb warnings, flood, lighting, etc... are contained within the school's approved procedures. See Emergency Evacuation Policy and Critical Incidents Policy.

3.2.5 Post Disaster Recovery

The arrangements for the recovery of the school following any disaster is contained within the school's approved procedures.

3.2.5 Near Miss

Following recommended guidelines, any 'near miss' incidents will be reported to Wiltshire Council.

3.3 Training Arrangements

3.3.1 Induction Training

This will apply to new employees. Staff are to be made aware of policies and procedures, fire precautions, first aid and welfare arrangements. The policy will be agreed by the Health & Safety committee with the training carried out by designated individuals.

3.4 Risk Assessments

3.4.1 Acorn Education Trust recognise their responsibilities as an employer to ensure that risk assessments are carried out for all areas of the school in accordance with both the COSHH regulations 1988 and the mandatory requirements issued under various national and EC regulations which came into force on 1 January 1993 (and as subsequently amended). The Governors are committed to the institution of hazard elimination by a system of monitoring and review and the setting up of appropriate control procedures.

3.4.2 In fulfilling these responsibilities, they require the Headteacher or delegated member of the leadership group, to manage the requirements of the above mentioned regulations.

3.4.3 Members of staff will be invited to assist in the process of risk assessment in areas which they oversee. Acorn Education Trust also recognise the need for anyone assisting in the process of risk assessment to have the necessary training and experience and knowledge and other qualities to do so and will provide adequate and appropriate training for such a task. ? will also ensure that there is sufficient time available and adequate means at the disposal of anyone assisting in such tasks.

3.4.4 Risk assessment will be formally adopted by ? in order to emphasise that ? responsibility for the assessments has been recognised and re-affirmed and that the risk assessments themselves are the property of Acorn Education Trust as employer.

3.5 COSHH

A central register of COSHH assessments is held by the Health & Safety Manager.

3.6 Checking of Portable Electrical Equipment

Kingdown Policy to be adopted

3.7 Plant Machinery/Equipment

3.7.1 Regular inspections of all areas within the school are to take place at frequencies determined by the Health & Safety Committee.

3.7.2 It is recognised that certain items of machinery/equipment are required to be checked and certified by external contractors. Those areas to be subject to this procedure will be determined by the Health & Safety Committee with appropriate budgetary allocation.

3.7.3 Members of staff responsible for other areas are responsible for defining safe systems or work for cleaning and maintaining plant/machinery as determined in conjunction with the Health & Safety Committee.

3.7.4 members of staff responsible for other areas are responsible for the selection and provision of suitable protective clothing/equipment in the areas of work and as determined in conjunction with the Health & Safety Committee.

3.8 Contractors on Site

3.8.1 All contractors entering or working on school premises will be the responsibility of a member of the Health and Safety committee.

3.8.2 All contractors are to be informed of their point of contact at the school and the safe working arrangements, including the Health & Safety policy applicable to them and the Asbestos Register.

3.9 Arrangements for Health & Safety Committee Members

3.9.1 The arrangements for Health & Safety Committee members are as outlined in paragraph 3.1 to this policy.

3.11 Medication for Pupils

All staff are to follow the school's Medicine Protocol.

3.12 Field Trips

3.12.1 Procedures for trips and activities off the main school site are outlined in the school's Learning Outside Of The Classroom Policy.

3.12.2 Activities which fall outside the scope of this document will be discussed in house with written instructions and arrangements conveyed to all interested parties.

3.13 Emergency Procedures

In the event of accidents, fires, explosions, spillage or any other incident which has a Health & Safety impact, the details should be notified to a member of the Health and Safety Committee without delay.

3.14 Workplace Transport

See the school's Private Car Transport Policy.

3.15 Volunteers in School

Regular volunteers in school are required to read, sign and abide by the Staff Code of Conduct. Separate risk assessment guidance are also in place.

3.16 Use of School Premises Outside Hours

Specific procedures are in place to cover this practice.

3.17 Working with VDU

3.17.1 All staff are to be aware of current guidelines, including the use of VDUs, issued by the HSE when in the office environment.

3.17.2 Work stations are to be assessed for any risks to Health & Safety and should comply with the standards prevailing at the time.

3.17.3 Work is to be planned in such a way as to ensure adequate breaks and changes in activity, again, with regard to VDU operation.

3.18 Noise and Vibration

3.18.1 Acorn Education Trust recognise that there may be several problems experienced with noise and vibration. Members of staff will report all such cases, when if required necessary specialist advice will be sought to monitor the hazard.

4 MONITORING PERFORMANCE

4.1 In the annual report Acorn Education Trust will require confirmation by the Headteacher that inspections have been carried out and that the monitoring to confirm the actions has been undertaken and suitably qualified or experienced person.

4.2 Acorn Education Trust, together with the Headteacher, will identify from the report the strengths and weaknesses in the conduct of area inspections in order to remedy situations and to plan, in conjunction with the Health & Safety Committee, future objectives regarding Health & Safety policy and activities.

5 AUDITING

5.1 Acorn Education Trust will require in the annual report an audit on Health & Safety matters, an objective assessment concerning records and monitoring procedures as well as commenting on the effectiveness of the policy and its implementation.

Appendix 1

HEALTH & SAFETY REPORTING PROCEDURE FOR ACCIDENTS/INCIDENTS TO STAFF

Procedure following an accident/incident/near miss involving a member of staff.

1. Ensure that a Wiltshire Council Incident Report & Investigation Form has been completed. Available from http://services.wiltshire.gov.uk/Forms/hr/incident_report_investigation2.php

2. HSE to be informed immediately in the event of a 'major injury' (see attached list) or injury leading to incapacity/absence for more than 3 days.

If HSE propose to visit site, H & S Adviser at County Hall to be informed.

WAYS TO REPORT TO HSE

Online – www.riddor.gov.uk

Phone – 0845 300 9923

Post - Incident Contact Centre Caerphilly Business Park Caerphilly CF83 3GG

H & S Adviser at County Hall - 01225 713567

3. After discussion with the injured party, an appropriate level of investigation into the incident will be carried out.

4. Form to be sent to Headteacher for comments & signature and then on to Health & Safety Adviser at County Hall. Copy to be kept in school for our records.

5. Health & Safety Manager to ensure that preventative action identified at the investigation stage is carried out and he will report when this has been completed.

6. Level of staff incidents to be monitored.

Appendix 2

FIRST AID BOXES ON SCHOOL SITE

PLEASE BE AWARE OF THE LOCATION OF THE NEAREST ONE TO YOUR WORKING AREA.

First Aid Boxes are located in the following places:

- Winter Classroom
- Spring Classroom
- Summer Classroom
- Autumn Classroom
- Main Corridor (between door and adult toilets)
- Staff Room – portable ones for off-site activities

The contents of all First Aid Boxes and the expiry dates of any medication held in school is checked on a monthly basis. The log detailing these checks is kept in the School's Medication Folder in the office.

STAFF HOLDING A CURRENT FIRST AID CERTIFICATE

NAME	FIRST AID QUALIFICATION	DATE
Jade Ashdown	Paediatric First Aid	13-14.11.2016
Clare Ritchens	Emergency First Aid at Work	11.11.2016
Purdie Stainer	Paediatric First Aid	13.10.2017
Rachael Draper	Paediatric First Aid	04.10.2017
Jess Draper	Emergency First Aid at Work	11.11.2016

Appendix 3

LEGIONELLA MANAGEMENT STRUCTURE

Monthly water temperature tests are carried out by the Health and Safety Manager, with results submitted to Health and Safety/Premises Managers at Acorn Education Trust.

Yearly bacteria and legionella sampling and inspection/servicing of equipment is carried out by the contractor Clear Water.

Health and Safety/Premises Managers at Acorn Education Trust oversee all management of actions arising from test results.

Appendix 4

ASBESTOS MANAGEMENT

The Acorn Education Trust recognise their responsibility under the Control of Asbestos regulations 2012 and will adopt guidance provided in ACOP (approved code of practice) L 143

<http://www.hse.gov.uk/pubns/books/l143.htm>

The School Asbestos Survey contains details of all the locations and types of ACM (Asbestos Containing Material) found on the school site. The Survey includes photographs of all locations.

On induction staff will be made aware of the presence of ACM and controls measures necessary to ensure that any ACM is not disturbed.

All Contractors on the school site will be shown the The School Asbestos Survey, and will be asked to sign the School Log.

Responsibilities

Acorn Education Trust: Overall responsibility and ensure compliance with the Control of Asbestos regulations 2012 and ACOP L143.

Health and Safety Manager: Induction training and review of documented procedures annually; updating of building guides as necessary; ensuring contractors view guides during pre-contract meetings and before any work commences; ensuring contractors sign the School Log prior to commencement of any works.

Appendix 5

FIRE SAFETY GUIDELINES

Fire drills

A Fire Drill must be enacted at least 3 times a year, and dated on the Inspection Record Sheet.

Each classroom has a Fire door or 2 entrances/exits should the need arise.

Pupils are to leave quickly and quietly with NO FUSS. Fire drills need to be varied i.e. the fire must be in a different place, so that staff and pupils do not get complacent about how they exit the building.

Fire safety equipment

Fire extinguishers are located in the following areas.

Staffroom	Blanket	Winter Class	Foam
Shangrila	CO2 / foam	Spring Class	Foam
Hall	Foam	Summer Class	CO2/Foam
Side Entrance (Church Lane)	Foam	Autumn Class	CO2/Foam
Main Office	CO2	Outside staffroom	Water / CO2
Security Entrance	CO2	Boiler room	Powder
Main Entrance	Foam		

Fire notices are posted at various points in the building.

Fire doors must be labelled clearly.

Emergency fire procedures:

Should there be a fire hazard in School, the alarm will be sounded by the alerting adult setting off the nearest alarm around the school. These are situated:

Outside admin office	By non-contact room outside door	By Church Lane exit	Next to cupboard – Spring Class
Inside main door off playground	By fire extinguisher Summer Class	By fire extinguisher Autumn Class	By top junior exit

All staff and pupils are to leave the building as quickly (without running) and QUIETLY as possible, from the nearest available exit, and assemble in the school playground as far away from the buildings as possible, or in a similarly safe place, eg. outside the church, whereupon a register will be called by each teacher to check that all pupils are present and a pencil mark will cross through the present slash for each child for that session. The Head Teacher or Deputy Head is required to be the Clearance Marshall and check that the cloakrooms, hall and side rooms are clear. Class teachers are required to check that their own classrooms are clear.

The Admin Officer, is to call the fire service from the office if safe to do so, or using their mobile phone once outside the building. The visitors' book will be collected from the office and checked against those who have assembled.

All incidences involving fire, illegal entry, theft or vandalism must be reported to the

Chief Education Officer (form DP/G2/250) found in "Safer Schools Seminar July 1996 in the Fire Section of the Health and Safety file, the Fire Brigade, the Police as appropriate.

See also the Emergency Evacuation Policy.