



Health & Safety Policy

Date adopted by Governors/Academy:	September 2019
Date to be reviewed:	September 2020
Policy Status	Statutory
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Henlow Church of England Academy believes that health and safety is paramount in all areas of its business activities. The School is committed to providing its employees with a safe working environment which does not impact negatively on their health and well-being. Henlow Church of England Academy is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its pupils, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The Academy aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;

- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

1. ORGANISATION AND RESPONSIBILITIES

In order to ensure that health and safety issues are dealt with effectively, the following organisational structure exists, with duties and responsibilities assigned to staff and Governors as laid out below:

Governing Body

The Governing Body will comply with any directions issued by legislative authority concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body has overall responsibility for health and safety matters at a local level.

In order to ensure that adequate focus is given to this crucial matter, a lead Health & Safety Governor is appointed every year.

Headteacher

Overall responsibility for the day-to-day management of health and safety in the School rests with the Headteacher. Matters requiring particular consideration by the

Headteacher include:

- Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management of Health and Safety Regulations,
- Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements,

- Adequate staffing levels for safe supervision;
- The delegated responsibility for maintenance of the premises;
- The purchase of equipment to meet appropriate safety standards;
- The repair, maintenance and testing of school equipment;
- The provision of appropriate protective clothing where necessary;
- The purchase and maintenance of first aid materials and fire fighting appliances;
- The funding of necessary safety training for staff;
- The arrangements for securing health and safety assistance from a competent source;
- The appointment of a site agent;
- The provision of appropriate health and safety information to governors.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

Health & Safety Liaison Officer

The Health and Safety Liaison Officer (HSLO) shall:-

- Ensure that the health and safety policy is complied with and shall report deficiencies to the Headteacher.
- Undertake an annual health and safety inspection of the workplace with the appointed Health and Safety Governor and shall submit a written report to the Headteacher and the Academies Business Committee.
- On receipt of complaints from a member of staff investigate the issue and take the appropriate action.

Following training, to undertake risk assessments in accordance with the management guidelines.

Site Agent

The Site Agent has a duty to check the general condition of the premises and, in particular the non-classroom areas, and for ensuring that health and safety hazards are dealt with or reported to the HSLO. Where action required is outside his authority or ability, the matter will be reported to the Headteacher or HSLO for appropriate action.

The Site Agent will ensure that contracted cleaners are aware of the necessary health and safety information on safe working procedures; that the safety checking of their equipment is carried out; and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) and the management guidelines.

Teachers

All members of the teaching staff are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken in their teaching areas:

- ensure that risks assessments are undertaken within their department and that control measures are implemented, and that assessments are monitored and reviewed.
- ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- ensure that all accidents are investigated with a view to preventing a recurrence;
- ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- remove from use and inform the Business Manager of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- ensure that adequate levels of class supervision are available at all times;
- maintain or have access to an up to date library of relevant published health and safety guidance from relevant sources including:
 - CLEAPPS
BS4163:2014 Health & Safety for Design and Technology in schools and similar establishments, Code of practice.
 - NSEAD and DfE Guidance
 - Safe Practice in Physical Education, School Sport & Physical Activity (afPE 2016)
- identify specific staff health and safety training needs and inform the CPD Co-ordinator;
- consult with all staff on any matters which may affect their health or safety whilst at work;
- carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;

- ensure that levels of first aid provision remain adequate for the activities being undertaken;
- resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Headteacher;
- ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- ensure that good standards of housekeeping are maintained;
- consult the Business Manager, or other appropriate staff member, when additional assistance becomes necessary.

All Employees

All staff have a health and safety responsibility to ensure that they are safe in what they are doing and their actions/activities do not cause harm/injury to others. Accordingly, all staff shall ensure that they comply with the school's health and safety policy, training or instructions.

Support staff shall report hazards to their immediate line manager and record this in the Site Agent's work book, and must advise the Headteacher or the Health and Safety Liaison Officer of the hazard/issue.

Pupils

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

Staff Safety Responsibilities

The following staff have been nominated to be responsible for the following areas of health and safety.

Name	Area Covered
Headteacher	Fire Safety
Site Agent	Fire Safety
Business Administrator	Administration of Medicines
Business Manager	Electrical Safety
Business Manager	Asbestos
Site Agent	Asbestos
Headteacher	Educational Visits
Reprographic Assistant	Senior First Aider
Business Manager	Display Screen Equipment

2. ARRANGEMENTS & PROCEDURES FOR HEALTH, SAFETY & WELFARE

Training

All new employees shall be provided with induction training appropriate to their health and safety needs. A record of health and safety training undertaken will be maintained by the Business Manager.

All employees and volunteers shall be informed of emergency evacuation procedures.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Headteacher.

Safety Representatives will be given full access to information on health and safety. They will also be afforded appropriate time and facilities to undertake the range of activities required, in order that they can be fully effective in the role.

Governors have access to health and safety training delivered by the Local Authority Governor Training programme.

Competent Advice

Competent advice is provided by Cousins Safety Ltd. Contact Sherryl Cousins on 01480 718007 Mobile: 07543 106 695

Emergency Procedures

All staff are required to ensure that they are familiar with the emergency evacuation procedures. Evacuations, e.g. Fire, bomb threat drills, shall be carried out termly, as instructed by the Headteacher.

Fire Risk Assessment

A fire risk assessment of the premises will be undertaken on an annual basis, and will be reviewed. Adequate and appropriate fire safety measures will be put in place to remove or reduce the risk of fire on the premises.

Accident Reporting, Recording & Investigation

All staff are required to ensure that all accidents, incidents and near misses are reported to the School's main office, who will then ensure that serious incidents are reported to the Headteacher and that the appropriate management guidelines are adhered to. All significant incidents are reported to Cousins Safety Ltd who follow up these incidents and report as necessary to the HSE

First Aid

An up-to-date list of trained first aiders is posted in the medical room, main office and also on the staff notice board in the staff room.

The Business Manager shall ensure that the contents of the first aid boxes are replenished as necessary and comply with the contents laid down within the Regulations.

All first aiders and staff shall ensure that accidents are reported as outlined above and that the Business Manager is informed if items from the first aid box are used.

All First Aid training will be provided by approved Training providers. It is the responsibility of the Business Manager to ensure that providers are suitably competent (as per HSE information sheet "Selecting a first-aid training provider", a guide for employers).

Administration of Medicines

Guidance on the administration of medicines to pupils is set out in the "**Managing Medicines in Schools and early-year settings**" March 2005: DfES/ Department of Health (updated in Nov 2007). The Governing Body has agreed that prescription medicines may be administered to children, at the specific request of the parent or guardian and in accordance with the procedures laid down in the Guidance. Medicines will be administered by staff who have undergone First Aid at Work training. Medicines will be stored in accordance with the guidance. Group Leaders should liaise with the Health and Safety Liaison Officer regarding children on medication for School visits that they organise.

Wellbeing

The wellbeing of staff is seen as an integral part of the School's health and safety responsibilities. The Governing Body and Headteacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable work-life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Headteacher or line manager but also have access to a confidential counselling service.

Educational Visits & Journeys

All educational visits and journeys must be approved by the Headteacher, in conjunction with the Educational Visits Coordinator, who shall ensure compliance with the Educational Visits and Journeys Policy.

Portable Appliance Testing

The portable appliance testing records will be maintained by the Site Agent.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported to the Site Agent, who will arrange for repair or replacement.

The Business Manager will ensure that all electrical equipment brought into the School from other sources, e.g. items on loan, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines. Privately owned electrical equipment should not be brought into and used in School.

General Maintenance Contract

The Business Manager will ensure that testing, inspection and maintenance of premises and equipment is undertaken as required, and that all installations are in efficient working order to ensure they are safe to use. The following maintenance arrangements have been made:

(a) Electrical Installation

The fixed electrical installation is tested by contractors every 5 years as required by the Electricity at Work Legislation. A certificate is issued to confirm the electrical installation is safe.

(b) Fire Extinguishers/Fire Alarm Maintenance

Fire extinguishers are subject to annual checks by appointed contractor. The Site Agent undertakes extinguisher checks on a weekly basis, to ensure that they are in position and are in working order. Bi-annual maintenance of the fire alarm system is undertaken by appointed contractor and fire alarms are tested by the Site Agent on a weekly basis.

(c) Plant (Boiler Maintenance/Gas Safety)

Annual testing is undertaken by appointed contractor.

(d) Legionella Risk Assessment

An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of Legionnaires' disease.

Outdoor Maintenance

An assessment will be undertaken, on a termly basis, to assess external areas such as pedestrian access routes, perimeter fencing, and condition of trees on the site. An annual inspection will be undertaken on tree health to minimise the risk of hazards caused by neglect.

Asbestos

The School's Asbestos Management Information is held electronically on "Frontline". A hard copy of this information is retained within the main office.

The Site Agent shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures.

All contractors visiting the site in connection with planned work involving access to roof voids, demolition or drilling into ceilings/floors/walls must have prior approval to proceed to ensure asbestos is not likely to be disturbed.

Contractors on Site

The Business Manager shall ensure that the CCC 5Cs System is implemented and contractor's activities are managed safely on site. Staff with responsibility for giving access to contractors will undergo training to ensure that they are fully aware of the management system and their responsibilities when dealing with contractors working on site.