

Health & Safety Policy

Approval Date – February 2017

Review Date – February 2018

As an academy we will continue to buy into Health and Safety support provided by the Local Authority, and nothing in this policy should be regarded as countermanding the guidance issued by the Local Authority.

RATIONALE

Westfield Academy is committed to high standards in Health and Safety. In particular the academy will:

- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- ensure the maintenance of safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision for employees;
- ensure all employees are competent to do their tasks, and to give them adequate training;
- strive to prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions;
- review and revise this policy as necessary at regular intervals.

LINKS WITH OTHER POLICIES AND PROCEDURES

This policy should be read in conjunction with other specific Health and Safety guidance, including:

- Health and Safety Procedures and Risk Assessment
- Fire Regulations and Procedures
- Policy and Procedures for Organising External Visits
- Managing Asbestos
- Display Screen Equipment Guidance
- The Critical Incident Plan

These procedures are made available to all staff through the Health and Safety icon of the staff desktop.

RESPONSIBILITIES

The **Governing Body** is responsible for ensuring the implementation of the Health & Safety Policy by monitoring and reviewing the work of the Principal and the Health & Safety Coordinator. The Governing Body will appoint a named Governor responsible for Health & Safety who will be a member of the Business sub-committee.

The **Principal** is responsible for the management of Health & Safety. This includes the appointment of a competent Health & Safety Co-ordinator.

The **Health & Safety Coordinator** is responsible for:

- Ensuring risk assessments are completed in both teaching and non-teaching areas
- Regular inspections of the academy's places of work

- Ensuring equipment is checked by competent individuals as required
- Fire policy and procedures
- Investigation of accidents and reporting of accidents to County and/or the HSE
- Ensuring staff are properly trained
- Liaising with the County Health and Safety Unit and the HSE
- Ensuring the Health and Safety Policy and practices are reviewed on an annual basis

Team leaders within the academy are responsible for:

- Carrying out risk assessments on an annual basis and reporting findings to the Health & Safety Coordinator
- Identifying and responding to H&S training needs of staff within the faculty

The **External Visits Coordinator** is responsible for checking Health & Safety aspects of academy visits.

The **Site Manager** will be responsible for Health and Safety relating to minor works carried out on the site, and ensuring that visiting contractors are aware of Health and Safety procedures including CDM and have safe methods of working.

Trade Union Safety Representatives, where appointed are members of staff who have been trained by their union to represent staff views on Health and Safety matters. They will be consulted on any changes to Health and Safety practice and will inspect the academy premises along with the Health and Safety Coordinator. They are not responsible for the policy or procedures.

All **employees** have a responsibility to:

- co-operate with team leaders and managers on Health & Safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own safety and the safety of pupils under their care;
- report all health and safety concerns to Health & Safety Coordinator;
- be aware of the individual health needs of students and the risks associated with them.

Attached to this policy is Table A which outlines specific areas of responsibility for members of staff.

MONITORING

The Governor responsible for Health & Safety will be a member of the Business Sub-Committee, at which Health & Safety will be a standing item. The Health & Safety Coordinator will report to the Business Sub-Committee termly on Health & Safety matters, including reported accidents. The Health & Safety Coordinator will then report to the Full Governing Body.

The Health & Safety Coordinator will be involved in a formal annual Health & Safety inspection of the premises together with the Site Manager and trade union H&S representative.

This policy will be reviewed on an annual basis.

RESPONSIBLE

Assistant Principal (Business)

HEALTH AND SAFETY PROCEDURES

RISK ASSESSMENTS

Effective Risk Assessment is a central part of creating a safe working environment. It involves the careful examination of what within the academy or on academy activities could cause harm to individuals, and whether sufficient precautions have been taken to prevent harm. The aim is to reduce risk and prevent accidents. The five steps to effective risk assessment are:

- a. Identify the hazard – ignore the trivial and concentrate on the significant.
- b. Decide who might be harmed and how. Pupils are likely to be more at risk than adults.
- c. What is the risk and are existing precautions adequate? How can the hazard be removed or the risk reduced? If the risk is high stop that activity.
- d. Record the findings on the risk assessment forms.
- e. Review the assessments at least annually.

Risk assessments must be completed for:

Educational Visits (any off site activity)	by the trip organiser
Teaching Activities	by the Head of Faculty/teaching staff
Use of academy equipment	by the Technician/Caretaker/Site Manager
Non teaching activities	by the Site Manager/Health and Safety Co-ordinator

If further action is required resulting from a risk assessment, which is outside the control of the assessor, this should be reported to the **Health & Safety Coordinator**.

SAFE PLANT AND EQUIPMENT

The academy is responsible for arranging inspection, repairs and maintenance of all buildings and fixed equipment including:

- electrical and heating installations, including all stage lighting and lanterns;
- hot water boilers;
- fume cupboards;
- engineering equipment;
- PE apparatus;
- Portable Appliance Testing;
- inspection of cookers in classrooms;
- ensuring purchased equipment or fittings complies with health and safety standards;
- ensuring visiting contractors use equipment safely and competently.

SAFE HANDLING AND USE OF SUBSTANCES

Substances requiring a COSHH assessment are used in the Science and Design and Technology Faculties and in cleaning activities within the academy.

The Head of Faculty for Science and D&T and their Technicians are responsible for undertaking COSHH assessments and ensuring that all actions identified are implemented.

The Site Manager is responsible for undertaking COSHH assessments for cleaning products and that all actions identified are implemented. Data sheets for cleaning products must be stored in a location that is accessible to all cleaning staff.

The Science Faculty holds a number of low level radioactive substances and there is a designated

Radioactive Protection Officer.

ACCIDENTS, FIRST AID AND WORK RELATED ILL-HEALTH

All accidents to staff, students or visitors must be recorded on the County Incident Report Form (IR1) and sent to the Health and Safety Co-ordinator.

The Health & Safety Coordinator will investigate the accident and take any necessary measures to prevent the accident occurring again. The information within the IR1 will be entered onto the EEC Online Safety Suite. The Health & Safety Coordinator will be responsible for reporting all notifiable incidents to the Health & Safety Executive.

First aid boxes are available in the main reception office, with the medical room located next to reception.

The academy has a number of appointed persons for First Aid, along with other staff who are trained to a basic level. A list of these staff is available in staff rooms and from the main reception office. Appointed persons are contactable via walkie-talkie or mobile phone.

The academy has a Critical Incident Plan which the Principal may invoke in the event of a serious event.

Concerns about work related ill health will be referred to Somerset Occupational Health Service.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

The academy is responsible for ensuring an appropriate fire risk assessment is undertaken.

The implementation of findings from a fire risk assessment will be the responsibility of the academy. All staff should check escape routes and report any issues to the Health & Safety Coordinator.

Fire extinguishers are checked annually by an external contractor.

Alarms are tested weekly by site staff and serviced twice a year by Coomers Security.

Emergency evacuation and fire drill procedures are tested every academy term. For details see the Fire Regulations.

All tests are recorded in the Fire Log Book.

COMPETENCY FOR TASKS AND TRAINING

All new staff will be given Health & Safety Induction training to cover how to deal with accidents on site and fire safety.

For teaching staff, induction training will be provided by their line manager and mentor. For support staff, induction training will be provided by the Assistant Principal (Business) or, in the case of Teaching Assistants, the SENCO.

The Health & Safety Coordinator will require a high degree of competency in Health & Safety and the academy will make training available.

Specialist training will also be needed for staff involved in COSSH assessment and risk assessments.

FURTHER INFORMATION AVAILABLE

The Health & Safety Law poster is displayed in the Staffrooms.

Health & Safety advice is available from the Health & Safety Coordinator. More complex queries should be referred to the County Health & Safety Unit on 01823 355089.