

HIGHDOWN ACADEMY AND SIXTH FORM CENTRE



HEALTH & SAFETY POLICY

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Author:	Ms D Company, Academy Manager
Committee responsible:	Finance, Staffing & Premises Committee
Governor link:	Marco Cuttin
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HIGHDOWN ACADEMY AND SIXTH FORM CENTRE HEALTH AND SAFETY POLICY

Statement of Intent

The Governing Body of Highdown Academy and Sixth Form Centre recognises its health and safety responsibilities, under the Health and Safety at Work Act 1974 and will take all reasonable steps to fulfil these responsibilities and ensure the health, safety and welfare of its employees, students and visitors using the premises. This includes the Trust's subsidiary company of Highdown Sport and Leisure Ltd. This Policy will be reviewed on an annual basis to sustain its compliance and effectiveness. Any changes made will be communicated to all employees within the Trust.

As a Governing Body, we are committed to:

- Preventing accidents and work-related ill health (physical and/or mental)
- Ensuring that we are compliant with statutory requirements as a minimum standard
- Assessing and controlling risks in both curriculum and non-curriculum work and activities taking place both onsite and offsite
- Providing a safe and healthy working and learning environment
- Providing effective information, instruction and training to ensure staff are competent to carry out their designated responsibilities
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our systems and prevention measures to ensure they are effective
- Ensuring adequate welfare facilities are made available for health and safety issues so far as is reasonably practicable
- Setting targets and objectives to develop a culture of continuous improvement

Name:

Signature:
(Chair of Governors)

Date:

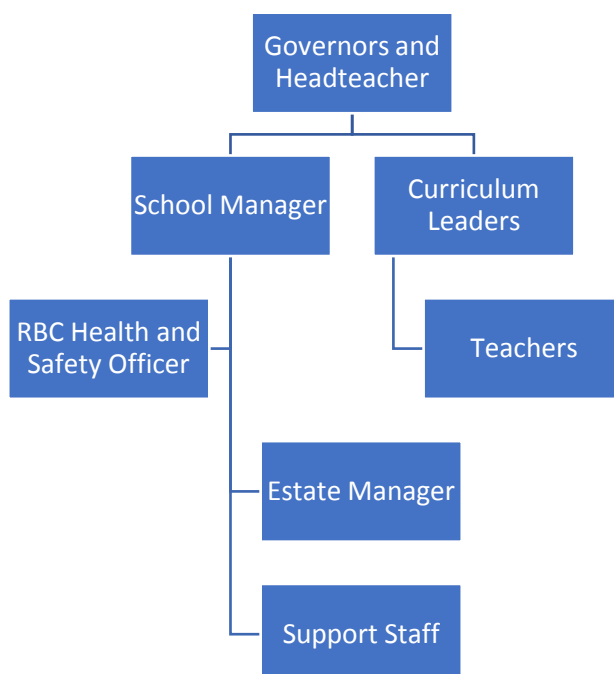
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27/6/2020

Organisation

In order to achieve compliance with the Governing Body's Statement of intent, the Academy's Leadership team have distributed the responsibility as detailed in this part of the policy



Specific responsibilities, practice and procedures

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the Academy. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
2. Prepare an emergency procedure and arrange for periodic practice emergency drills once a term to take place and for the results of these to be recorded.
3. Make arrangements to draw the attention of all staff employed at the Academy to the Academy and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Local Authority.
4. Make arrangements for the implementation of accident reporting procedures and draw this to the attention of all staff at the Academy as necessary.
5. Make arrangements for informing students and other users of the Academy of relevant safety procedures and make students (and where appropriate their parents) aware of their responsibilities through teaching, notices and the staff and governor handbooks.
6. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.

7. Report on any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. The Governing Body has delegated authority to the Headteacher to deal with all aspects of maintenance which are under their direct control.
8. Report on any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available. Funds will be sought via the ESFA Condition Improvement Funding or other grants where appropriate
9. Monitor the activities of contractors (in liaison with the Local Authority as appropriate), hirers and other organisations present on site, as far as is reasonably practicable.
10. Identify any member of staff having direct responsibility for particular safety matters (e.g. Curriculum Leader, Teacher with specific management responsibilities, site staff) and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the Academy. Such delegated responsibility must be defined as appropriate. Ensure that appropriate risk assessments are undertaken by such staff for activities under their control and appropriate preventative and protective measures implemented.

Academy's Health and Safety Manager

The Academy's Health and Safety Manager is School Manager who shall: -

1. Assist the Headteacher in the implementation, monitoring and development of the health and safety policy within the Academy.
2. Monitor general advice on safety matters given by the Local Authority and other relevant bodies and advise on its application to the Academy.
3. Investigate any specific health and safety problem identified within the Academy and take or recommend (as appropriate) remedial action.
4. Order that an unsafe method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Headteacher.
5. Carry out safety inspections of the Site and make recommendations on methods of resolving any problems identified.
6. Co-ordinate arrangements for the dissemination of information to employees and visitors on safety matters.
7. Ensure adequate arrangements for liaison with contractors and other visitors to the Academy. Regular visitors and other users of the premises including contractors and delivery staff must be required to observe the safety rules of the Academy.
8. Ensure adequate arrangements for safe usage of car parking, cleaning, resource and swimming pool chemicals, including their storage and the operation of resource areas and the minibuses.

Specific Responsibilities of Curriculum Leaders

All Curriculum Leaders are expected to, as appropriate:

1. Ensure the implementation of procedures for guarding machinery, inspection of plant and equipment such as fume cupboards and electrical equipment on a termly basis.

2. Ensure the health and safety aspects for the usage of new equipment, trips and activities are correctly covered.
3. Ensure safety procedures are in place for curricular and extra-curricular activities of a more hazardous nature.
4. Ensure the correct selection of protective clothing and equipment where needed.
5. Identify any specific training needs for staff.
6. Ensure safety procedures are in place for the use of swimming pools and changing rooms and other sports facilities.
7. Establish a list of hazardous substances in use and produce, determine and record methods of minimising risk.
8. Ensure the first aid box in the department is fully stocked and liaise with the First Aider for replacement supplies.
9. Ensure that appropriate risk assessments are undertaken for activities under their control and appropriate preventative and protective measures implemented.
10. Ensure that all risk assessments are updated annually and shared with staff. Risk assessments must be kept centrally to allow staff to access at any time
11. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage. This is the responsibility of the employee's line manager.

Responsibilities of Staff towards Students and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, students and volunteer helpers under their supervision. In particular, they will monitor their own work activities, ensure that appropriate risk assessments are undertaken and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including students.
2. Be aware of and implement safe working practices and to set a good example personally.
3. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
4. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
5. Provide written safety instructions, warning notices and signs as appropriate.
6. Ensure that regular safety inspections are undertaken.
7. Ensure that appropriate protective clothing and safety equipment is worn as necessary.
8. Minimise the occasions when an individual is required to work in isolation, particularly in hazardous situation or on a hazardous process.
9. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
10. Provide the opportunity for discussion of health and safety arrangements.
11. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action. When any members of staff consider that corrective action is necessary but that this lies outside their scope, they should refer the problem to their own immediate head of department or member of the Academy's Senior Leadership.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Co-operate with others in meeting statutory requirements.
3. Not interfere with or misuse anything provided in the interests of health, safety and welfare.
4. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from their supervisor.
5. Ensure that tools and equipment are in good condition and report any defects to their supervisor.
6. Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
7. Ensure that offices, general accommodation and vehicles are kept tidy.
8. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to their supervisor.
9. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
10. All volunteer helpers will be expected to meet the standards required by employees.

Responsibilities of Students

All students are expected to:-

1. Always act responsibly for the safety of themselves, members of the Academy and visitors.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the safety rules of the Academy and in particular the instructions of the teaching staff in the event of an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

The Involvement of Trade Unions

Appointed safety representatives and the name(s) of the person(s) so appointed may be posted on the Academy and staff room notice boards.

The Involvement of Reading Borough Council Health and Safety Advisor

Highdown School and Sixth form Centre buyback the services of the Health and Safety Advisor from the Local Authority. Their role is defined as follows:

1. Advice on legislation, policy, best practice and procedures.
2. Provide technical and professional help to the School Managers and all employees.
3. Provide support for the Academy on issues relating to contractors and contract work.
4. Provide support for the Academy when dealing with external organisations.

5. Provide advice and guidance on accident prevention measures.
6. Assist with accident investigations where necessary and monitoring accident statistics to identify trends.
7. Assist with health and safety inspections to identify defects, hazards and associated risks.
8. Assist with health and safety audits to help schools meet their legal obligations and responsibilities.
9. Carry out suitable training to enable schools to manage health and safety risks.

The Service Level Agreement with the Local Authority is reviewed on an annual basis

Other users of the Academy Trust's Site

The Governors and Headteacher will ensure that:

1. The means of access and egress are safe for users, and that all plant and equipment made available and used is safe. If the Headteacher knows of any hazard associated with the above, he should take action to make users aware of it.
2. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
3. Users are briefed about the location of emergency telephones, fire escape routes, fire alarms and fire fighting equipment as applicable. Notices regarding emergency procedures should be prominently displayed.
4. Users of any equipment or facility provided by the Academy are familiar with its safe use and, if necessary, briefed accordingly.
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by users.

Procedures and Arrangements

All procedures and arrangements established within the Academy to eliminate or reduce health and safety risks to an acceptable level as well as comply with legal requirements are outlined in the following policies:

Premises Management Policy

Behaviour Policy

Offsite Visits and Trips Policy (including PE Away Fixtures)

Safeguarding Policy

Stress Management Policy

Fire Procedures, Equipment and Other Related Issues

1. The Academy's procedures for emergencies are available in protocol HSP 111 which is stored on the Academy's Q Drive. Fire notices are displayed in each work and assembly area.
2. The log for the recording and evaluation of practice evacuation and lockdown drills is available in the Estate Manager's Office
3. Arrangements are made to monitor regularly the condition of all fire prevention equipment. This includes the visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

1. **Ms A Murphy** is the appointed person as the Academy's First Aider. The first aider will only administer medication where necessary when provided by a student's parent and with their express written permission.
2. The names of qualified first aiders are maintained by the First Aider and the list is kept in the First Aid Room.
3. The locations of additional first aid boxes are listed in the staff handbook.
4. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the Academy first aider.
5. The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the Authority are to be found with the Academy first aider.
6. The arrangements for first aid for sports, outdoor pursuits and field trips are made by the Curriculum Leader or organiser concerned noting that any employee rendering first aid to the best of their ability is indemnified by the Academy