

Saint Martin's Catholic Academy

Health and Safety Policy January 2015



Saint Martin's Catholic Voluntary Academy Health & Safety Policy

Review Procedures

The Health and Safety Policy for Saint Martin's Catholic Voluntary Academy will be reviewed annually by the Health & Safety/Premises Committee with notification being given to the full Governing Body on the results of the review.

If there any amendments required to be made to the policy as a result of a review, then these will have to be presented to the Governing Body for acceptance of the amendment.

The next review of the Policy Document will be March 2014.

Amendments

Amendments are to be introduced on the approval of the Health & Safety Committee. The Governing Body is to be advised on the nature of any amendments.

It is the responsibility of the Principal to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

Amendment Number	Date of Issue	Incorporation Details		
		Name	Signature	Date
1				
2				
3				
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HEALTH AND SAFETY POLICY

Distribution of Copies

Master Copy	Principal
Copy One	Premises Officer
Copy Two	Health & Safety Representative
Copy Three	Staff Room – all staff
Copy Four	Administration Office for Visitors, Contractors & Parents Viewing

Statement of Intent

The Governing Body believes that ensuring the health and safety of staff, students and visitors is essential to the success of the academy.

We are committed to:

- Preventing accidents and work related ill health
- Compliance with statutory requirements as a minimum
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe and healthy working and learning environment
- Ensuring safe working methods and providing safe working equipment
- Providing effective information, instruction and training
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our systems and prevention measures to ensure they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the academy
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- Trade Union Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and students will play their part in its implementation.

Signed on behalf of the Governing Body:

Name Signature

Date

Signed on behalf of the Academy by:

Name Signature

Date:

Organisation

1.0 Introduction

1.1 In order to achieve compliance with the Governing Body's Statement of Intent the academy's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1

2.0 The Governing Body

2.1 The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and students.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The academy's health and safety policy and performance is reviewed annually.
- h) Any contracts awarded are tendered in accordance with our agreed financial policy.

3.0 The Principal

3.1 The Principal Supports the Governing Body by Ensuring that:

- i) This Policy is communicated adequately to all relevant persons.
- j) Appropriate information on significant risks is given to visitors and contractors
- k) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- l) All staff are provided with adequate information, instruction and training on health and safety issues.
- m) Risk assessments of the premises and working practices are undertaken.

- n) Safe systems of work are in place as identified from risk assessments.
- o) Emergency procedures are in place.
- p) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- q) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- r) Arrangements are in place to inspect the premises and monitor performance.
- s) Accidents are investigated and any remedial actions required are taken or requested.
- t) The activities of contractors are adequately monitored and controlled.
- u) A report to the Governing Body on the health and safety performance of the academy is completed annually.

4.0 Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

4.1 This includes the Vice Principal, Senior Leadership Team, Heads of Department, First Aiders and Premises Officer. They must:

- a) Apply the academy's Health and Safety Policy to their own department or area of work and be directly responsible to the Strategic Business Manager who is in turn responsible to the Principal for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Strategic Business Manager.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Principal or line manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.
- h) Include health and safety in the annual report for the Principal.

5.0 Special Obligations of Teachers

Teachers are expected to:

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Principal or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the academy without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to the Principal or Premises Officer.

6.0 Academy Health and Safety Representatives

Should trade union appointed safety representatives be part of the academy structure for health and safety the following conditions will be applicable:

- 6.1 The Governing Body and Principal recognise the role of Health and Safety Representatives appointed by a recognised trade union.
- 6.2 Health and safety representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out academy inspections within directed time wherever practicable.
- 6.3 They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Principal or Governing Body.
- 6.4 Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

7.0 Obligations of all Employees

7.1 Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Academy or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the academy's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

8.0 Obligations of Contractors

- 8.1 When the premises are used for purposes not under the direction of the Principal e.g. the provision of academy meals, then, subject to the explicit agreement of the Governing Body, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 8.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Principal of any risks that may affect the academy staff, students and visitors.
- 8.3 All contractors must be aware of the academy health and safety policy and emergency procedures and comply with these at all times.
- 8.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or their representative will take such actions as are necessary to protect the safety of academy staff, students and visitors.

9.0 Students

9.1 Students, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Arrangements

Introduction

The following procedures and arrangements have been established within our academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the academy. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File and electronically

Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the Strategic Business Manager who will ensure that the accident is investigated and reported to the Principal, Governing Body and the Health and Safety Executive as appropriate.

All incidents or near misses - ie something which has the potential to cause harm although it doesn't do so on this occasion - must also be reported so that they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Asbestos

The Strategic Business Manager and Premises Officer are responsible for ensuring that the academy Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Asbestos has been removed from learning and common areas of buildings and is identified as only being present in the Boiler House. The Boiler House is a restricted access for authorized persons only.

Inspection and condition monitoring of the remaining asbestos in the academy is carried out by a competent person under a contractual arrangement.

Should damage to asbestos containing material occur the area must be evacuated and secured. The Premises Officer or the Strategic Business Manager will immediately notify the engaged asbestos consultant or Diocese services by telephone.

Contractors

The Strategic Business Manager with the Premises Officer is responsible for the selection and management of contractors in accordance with the academy policy.

Curriculum Safety (including out of academy learning activities)

The Senior Leadership Team and teachers are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and students.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS (advisory service for science and technology), Association for Physical Education (afPE) - formerly BAALPE - and other lead bodies should be adopted as appropriate.

Display Screen Equipment (DSE)

The Strategic Business Manager is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

The Strategic Business Manager as the Educational Visits Co-ordinator is responsible for ensuring that all academy trips are managed in accordance with the academy policy for Educational Visits.

All staff must be familiar with this policy.

Electrical Equipment

The Strategic Business Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken.

The Premises Officer will ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.

All staff must be familiar with the academy procedures and report any problems to the Premises Officer or Strategic Business Manager in the first instance. Staff are reminded that they must not bring electrical equipment into academy without the permission of the Strategic Business Manager or Principal.

Fire Precautions and Emergency Procedures

The Principal is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the academy emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training for selected staff.
- That an emergency fire drill is undertaken every term.
- The preparation of specific evacuation arrangements for staff and/or students with special needs.

The Strategic Business Manager through the Premises Officer is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be (made) familiar with the academy Fire safety risk assessment, the academy emergency plan and evacuation procedures.

First Aid

The academy First Aiders and first aid resources are as identified in Appendix 2.

First Aid supplies are kept in the First Aid Room and it is the responsibility of the PA to the principal to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the academy arrangements for First Aid as well as the contents of the Academy First Aid and Medicines policy.

Grounds Maintenance

The Premises Officer is responsible for grounds maintenance on the academy site.

Hazardous Substances

The Strategic Business Manager and Premises Officer are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Principal. The Premises Officer will be responsible for ensuring COSHH assessments are carried out and communicated for any authorised products.

Inclusion

All teaching and support staff should be familiar with the academy's policy on inclusion and supporting guidance.

The Principal is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEN.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The Senior Leadership Team and Heads of Department must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with SEN. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Principal.

Lettings/shared use of premises/use of Premises Outside Academy Hours

Whilst out of hours activities using the academy will be controlled by others (the organisers), the Principal is responsible for ensuring that any use of the premises outside academy hours is managed in accordance with the academy health and safety policy and lettings policy.

The Strategic Business Manager and the Premises Officer are responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Premises and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal academy hours or during holiday times.

Any member of staff working after hours must notify the Principal and Premises Officer of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

Managing Medicines & Drugs

No student is allowed to take medication on the academy site without a letter of consent from his/her parent/carer.

Staff must notify the Principal if they believe a student to be carrying any unauthorized medicines/drugs.

The academy policy for the Administration of Medication provides detailed guidance and all staff should be familiar with this policy.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Premises Officer.

All faulty equipment must be taken out of use and reported to the Premises Officer. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Premises Officer will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Officer for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

Outdoor Play Equipment

The outdoor play equipment and safety surfacing comply with BS/EN standards and are formally inspected by a competent person.

The Premises Officer undertakes weekly checks of the play equipment and play areas

Supervisory staff should make a visual check of all play equipment before it is used.

Risk assessments have been completed for each item of equipment and all staff

supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

No one is permitted to use the play equipment after academy hours. Any member of staff who observes unauthorised use of the play equipment must report it to the Principal or Premises Officer immediately.

PE Equipment

The Head of PE is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

Risk assessments have been completed for all PE activities and all staff must be familiar with these. Annual checks of PE equipment will form part of the departmental risk assessment.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Students must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of PE.

Personal Protective Equipment (PPE)

The need for PPE has been identified in Risk Assessments. It is the Strategic Business Manager's responsibility to ensure adequate supplies of PPE.

Where the need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.

Any staff member or student who refuses to use the PPE will be subject to

disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their Head of Department or the Strategic Business Manager.

Risk Assessments

It is the Principal's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the academy.

The Principal and Senior Leadership Team are responsible for undertaking general risk assessments with the exception of the areas listed below.

Teachers will undertake risk assessments for their areas.

The Strategic Business Manager and the Premises Officer will ensure risk assessments for maintenance and cleaning tasks are carried out..

The EVC will ensure that risk assessments are completed by all staff who organise and lead academy visits.

Security/Violence

Reporting to the Strategic Business Manager, the Premises Officer is responsible for the security of the academy site and will undertake regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting.

The Premises Officer is also responsible for the security of the site during after academy use and lettings.

Where an electronic pass ('swipe' card) door access system is in operation the issuing and control of these passes will be controlled by the Strategic Business Manager. Staff must report the loss of a card immediately to the Strategic Business Manager or Principal.

If in use, the numbers on digital security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any student or parent.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the academy where assistance is available. The Principal should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Principal.

Site Maintenance

Reporting to the Strategic Business Manager, the Premises Officer and support services are responsible for the basic maintenance of the academy premises and

grounds and for ensuring cleaning standards are maintained.

Support services will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Strategic Business Manager.

Members of the Governing Body and Principal shall also carry out inspections of the premises to ensure that required maintenance and cleaning standards are achieved.

Planned and reactive maintenance and inspections of a more complex nature are carried out by suitable competent contractors.

All staff are responsible for reporting any damage or unsafe condition to the Premises Officer or Strategic Business Manager immediately.

Smoking

It is illegal to smoke anywhere on the academy premises.

Staff Training & Development

The Principal is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the academy induction process.

All staff will receive fire awareness training on an annual basis.

Staff who have been given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new academy year.

Stress

The academy governors and Principal are responsible for taking steps to reduce the risk of stress in the academy by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

Visitors and Contractors

All visitors must sign in and out at the academy reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in academy.

Visitors to the academy will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the academy will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Height

Staff are reminded that working at height applies to any activities which cannot be undertaken whilst standing on the floor.

The Premises Officer and Business Manager are responsible for ensuring risk assessments are carried out for working at height tasks in the academy.

The Premises Officer is responsible for the purchase and maintenance of all ladders and other access equipment in the academy.

Low risk, work at height involving the use of mobile towers and ladders will normally be carried out by the Premises Officer.

Contractors will be engaged to carry out higher risk, or extended work at height tasks All ladders shall conform to BS/EN standards as appropriate.

Aluminium ladders or steps must not be used in close proximity to electricity

If there is a need to hang decorations or displays then a step stool or **small** step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

If such a task cannot be avoided, and you are planning to use a ladder ask the Premises Officer to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Failure to adhere to these instructions will mean that staff are not covered by the Academy's insurance.

Never overreach. Try always to keep one hand free on the ladder to steady yourself. Your knees should be no higher than the top rung of the ladder.

Do not stand on the top two steps of stepladders to carry out work. Never stand on the top step of stepladders unless it is a platform with handrails.

APPENDIX ONE

ORGANISATION CHART FOR HEALTH AND SAFETY

Principal	Mr C Wright
Vice Principal	Mrs L A Lynch-Kelly
Strategic Business Manager	Mrs L A Lester
Premises Officer	Mr D Constable
Health & Safety Link Governor	Mr S Semak
Academy Advisors	Judicium Consulting Limited 25 Watling Street London EC4M 9BR
Qualified First Aiders:	Mrs A Sellars Mrs R Stephens Mr S Lewis Mrs K Watson Mrs J Lowry Mrs D Murphy Mr P Murphy Mrs D Rose Mr D Constable Mr J Burns Mrs R Hornsey Mr D Carton Mr T DelBusso Mrs J Beaty

APPENDIX TWO

FIRST AID ARRANGEMENTS

Full details of the academy's first aid procedures can be found in the Academy's First Aid and Medicines Policy.

Trained First Aiders are as follows:

Combined Paediatric and Adult Emergency First Aid

Mrs A Sellars

Mrs R Stephens

Paediatric Emergency First Aid

Mrs K Watson

Mrs J Lowry

Paediatric First Aid and Emergency First Aid at Work

Mrs D Murphy

Mr P Murphy

Mrs D Rose

Mr D Constable

Mr J Burns

Mrs J Beaty

Mrs R Hornsey

First Aid

Mr D Carton

Mr T DelBusso

First Aid Boxes are located:

The main First Aid post is the First Aid Room via the Academy Reception office.

Other First Aid boxes are located in:

Science Department Food
Technology Room
Art Room
Design Technology Room
PE Department

APPENDIX THREE

SUPPORTING POLICES AND PROCEDURES

in Health and Safety Management Folder and on Intranet

Educational Visits and Journeys

First Aid and Medicines Policy

Asthma Policy

Anti-Bullying Policy

Behaviour Policy

Managing Contractors

Child Protection

Fire risk assessment and procedures

Sun Smart Policy

Crisis Management

Lettings

APPENDIX FOUR

MODEL STAFF ACKNOWLEDGEMENT FORM

SAINT MARTIN'S CATHOLIC VOLUNTARY ACADEMY

HEALTH AND SAFETY POLICY

Member of Staff Acknowledgement

I have read the academy Health and Safety Policy Version and agree to follow the procedures outlined in the policy.

Name:

Signature

.....

Date

