



Dixons Academies Policy Documentation

Policy: Health & Safety

Responsibility for Review: Director of Finance and Administration/Operations Managers
Date of Next Review: Governing Body to determine

| Relationship to Other Policies – this policy has links to our policies on | Date | Status |
|--|-------------|---------------|
| Educational Visits | | |
| First Aid | | |
| Lettings | | |
| Security | | |

Health and Safety

Statement of Policy:

1 Introduction

- 1.1 The Academies recognise and accept that every one of their employees, students and visitors to the Academies are entitled to a safe and healthy environment.
- 1.2 It is the intention of the Multi Academy Trust that all appropriate steps will be taken to continually meet and exceed statutory requirements in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999), recognised codes of practice and guidance notes in establishing a safe and healthy environment. The “References” section at the end of this policy sets out these sources.
- 1.3 The Academies will strive to reduce the possible risk of accidents and injury to students, staff and visitors. To support this, we will instil the adoption of safe methods of work and good practice including an emphasis on the importance of good housekeeping.
- 1.4 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. Students and visitors are also expected to follow our rules and procedures. The Academies Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

Signed by:Date:.....
(Dixons Trust Executive Principal)

2 Responsibilities

Responsibilities of the Multi Academy Trust

- 2.2 In discharging its responsibilities, key personnel within the Multi Academy Trust will:
- make themselves familiar with the requirements of the appropriate legislation and codes of practice
 - create and monitor a management structure for Health and Safety
 - ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academies, and, that it is implemented
 - periodically assess the effectiveness of the policy and ensure that any necessary changes are made
 - identify and evaluate risks relating to possible accidents and incidents connected with Academy-sponsored activities, including work experience
 - provide adequate resources (both personnel and finance) to fully deliver the policy
- 2.3 In particular, the Multi Academy Trust undertake to provide as far as is reasonably practicable:
- a safe environment for all users of the site to work, including safe means of entry and exit
 - plant, equipment and systems of work that are safe
 - safe arrangements for the handling, storage and transportation of articles and substances
 - safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance
 - supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner
 - provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

Responsibilities of the Principal

- 2.4 The Principal has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Principal will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented by;
- ensuring a risk assessment schedule is in place and this is monitored and reviewed
 - ensuring effective procedures are in place in case of fire and evacuation
 - ensuring accident and emergency procedures are in place
 - ensuring practice emergency evacuation procedures are undertaken three times per academic year, with recorded results
 - ensuring working conditions take account of statutory and advisory requirements and codes of practice
 - ensuring regular health and safety inspections are undertaken by appropriate personnel and recommendations are acted upon as soon as possible

- ensuring effective induction process is in place and that individuals receive comprehensive information on this policy and other relevant procedures including any instruction and training required to ensure that they are able to carry out their duties in a safe manner.
- ensuring that appropriate provision is made for first aid.

Responsibilities of the Operations Manager

- 2.5 The Academies Operations Managers will be responsible for the day to day implementation of the Health and Safety Policy with the assistance of the Site Manager and will be the designated contact with the appointed Competent Person who will liaise with the Health & Safety Executive.

Responsibilities of Management/Supervisory Staff

- 2.6 All management/supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.
- 2.7 In addition to the general duties that all members of staff have, they will be directly responsible to the H&S Manager for the implementation and operation of the Multi Academy Trust's Health & Safety Policy within their relevant departments and areas of responsibility.
- 2.8 Responsibility for aspects of Health and Safety are written into the Job Descriptions of the Academies managers.
- 2.9 Management/Supervisory staff will take a direct interest in the Health and Safety Policy and in ensuring that staff, students and others comply with its requirements.

Responsibilities of All Members of Staff

- 2.10 All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.
- 2.11 All staff are responsible for the health and safety arrangements in relation to site, staff, students and visitors under their supervision.
- 2.12 In particular, members of staff will:
- be familiar with the Health and Safety Policy and all safety requirements laid down by the Multi Academy Trust
 - ensure that staff and contractors are applying Health and Safety regulations, rules, routines and procedures effectively
 - perform regular visual health and safety inspections within their area of responsibility as required by the Principal
 - see that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment
 - use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied

- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- carry out risk assessments of teaching areas and practices/activities including equipment and substances
- ensure appropriate protective clothing and equipment including fire equipment and first aid are provided and readily available in all areas of the academy
- report any defects in the premises, plant, equipment and facilities that they observe to the H&S Manager/Site Manager
- take an active interest in promoting Health and Safety and suggest ways of reducing risks

Training

- all new staff will have an induction including Health and Safety and will be provided with the relevant information pertaining to Health & Safety in the workplace
- attend mandatory training relevant to Health & Safety i.e. emergency evacuation, manual handling, working at heights etc.
- the Multi Academy Trust will provide training to those staff who are managing and undertaking activities where their own or other people's health and safety may be at risk
- all staff using computers will be required to complete an annual DSE risk assessment. Any recommendations arising from this will be reviewed by the H&S Manager

Health and Safety Committee/Group

Each Academy will endeavour to have a Health & Safety Committee/Group comprising of a selection of staff from across high risk areas led by the Operations Manager. The Committee/Group will assist the academy in contributing to review, revision and monitoring of Health and Safety practice and procedures and representing staff on health and safety concerns and queries. The Committee/Group will report to the Principal.

3 Safety Education

- 3.1 The MAT complies with and follows DfE guidance for schools on Safety Education.

4 Health & Safety Arrangements

Fire Safety

A fire risk assessment of the premises will be undertaken and reviewed annually.

- 4.1 Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.

- 4.2 The Academy's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- 4.3 All fire fighting equipment will be checked annually by an approved contractor and records maintained. Weekly fire alarm tests will be carried out with the building occupied under normal conditions and records maintained. The efficiency and audibility of the system can be ascertained by ensuring that the extremes of the building are occupied at the time of the tests and any areas where the alarm has not been heard should be reported to management. All emergency lighting will be tested six-monthly and records maintained.

Reporting Accidents

- 4.4 All accidents to staff, students and visitors must be reported, in writing, using the Academy's accident report form. The completed form should be given to the Operations Manager. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). This responsibilities will be undertaken by Bradford Council Occupational Safety team in conjunction with the relevant Academy.

Coping with the sudden death of a student

- 4.5 A copy of the DfE guidance notes on coping with the sudden death of a student should be referred to where necessary and are available via the Academies Policies.

First Aid

- 4.6 First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- 4.7 A DfE good practice guide, Guidance on First Aid for Schools has been written to provide advice for schools on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which schools may find helpful when undertaking a risk assessment. The Multi Academy Trust seeks to adopt this guidance on good practice.
- 4.8 The H&S Manager should ensure that there is adequate provision of certified first-aiders. In addition, supplies of first aid material should be held at various locations throughout the Academy. These supplies should be checked on a regular basis by a qualified first-aider.

Equipment

- 4.9 Protective clothing/gloves/masks/helmets/suitable footwear must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.
- 4.10 The following equipment will be part of a documented programme of planned inspections by approved inspectors or an appropriately trained member of staff:
- Heating Boilers – gas safe certificate
 - Legionella (Hot water temps, holding tanks, shower heads)
 - Fire Alarm System – Main system, emergency lighting, smoke/heat detectors, call points, fire door release mechanisms
 - Fire Extinguishers/ blankets
 - Burglar Alarm
 - MEWPS
 - sports equipment – climbing wall/trampoline, horse, fixed gymnasium equipment
 - five year electrical test- **note** - the duration between tests is not always 5 years dependent on the state of the system being checked it can be from months to 5 years dependant on the electricians findings.
 - mini bus – MOT, 10 weeks service/safety checks
 - mowers- servicing
 - auto clave
 - radiation storage unit
 - kitchen and classroom appliances – gas safe certificate
 - drinking water dispensers
 - fume cupboards and other extraction systems
 - all electrical appliances
 - workshop equipment, e.g. lathes, kilns
 - ladders
- 4.11 Students and staff operating machinery must have received instruction and training prior to use. Training for staff should be updated every three years and appropriate risk assessments undertaken where appropriate.
- 4.12 When new equipment is purchased, it is the responsibility of the departmental manager, with the assistance of the H&S Manager as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.
- 4.13 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to Control of Substances Hazardous to Health (COSHH) and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department. The Multi Academy Trust will ensure that a suitably qualified employee is appointed as the Schools Radiation Protection Supervisor.

5 Housekeeping

- 5.1 The Operations Managers will have overall responsibility for cleaning standards. The standard required is laid down in the cleaning specification. Special consideration is given to hygiene areas.
- 5.2 The Site Manager will monitor the efficiency of the waste collection service. Separate provision for the collection and disposal of laboratory materials (chemicals, broken glass etc...), clinical waste and normal refuse is made by the Site Manager, Academy Nurse and Science Department.
- 5.3 The tidiness of all parts of the Academy must not compromise health and safety particularly with regards slips, trips and falls and safe access to egress.

6 Educational Visits

Educational trips and visits must be organised in accordance with the Academy's Educational Visits Policy. Advice is also available from Bradford Council's Educational Visits service.

7 Minibuses

Users of minibuses must be aware of and observe the following requirements:

- the driver must have a current licence and not been involved in any accident for the past five years, be aged 25 years or over and hold a full licence in Group 'A' or PSV
- drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence
- where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation. If the driver's licence is post 1997 he or she will be required to undertake a D1 course
- internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the Academy will decide upon the repairer to be used)
- only one person per seat is to be carried
- seat belts are to be worn by all passengers and the driver at all times
- the driver at the time when an offence was committed is responsible for the payment of fines incurred
- a log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the Academy reception
- a minibus driver handbook with full details of procedures will be distributed to all drivers on passing their assessment

8 Visitors to the Academy Site

- 8.1 In line with visitor procedures for safeguarding, all visitors to the Academy will sign in at the reception and must show a form of identification such as a passport, driving licence, credit card etc. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Academy.
- 8.2 No contractor may undertake work on the Academy site without a pre meeting with the Site Manager other than in an emergency e.g. fire, flooding or to make safe following theft/vandalism. The Site Manager must be satisfied that the contractor understands the potential hazards created or introduced by their work on our premises including the location of asbestos, has appropriate insurance cover and can work in line with safeguarding procedures. Each contractor must produce documentation relating to insurance, CRB, method statement and risk assessment.
- 8.3 Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the Academy.
- 8.4 Hirers of the Academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking. For further details see Lettings Policy.
- 8.5 Whilst on site, all visitors and contractors must wear an Academy visitor's badge which must be visible. Temporary teaching staff on cover duties will be required to indicate their presence in the Academy by reporting to reception.
- 8.6 If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the Academy reception or off the site, as appropriate.
- 8.7 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

9 Construction and Maintenance Work

- 9.1 Where construction or maintenance work is being carried out on site the Operations Manager and Site Manager will agree with contractors or service providers that appropriate health and safety plans are in place.
- 9.2 Contractors or service providers will be aware of the Health & Safety Policy in place at the Academy and will be required to integrate the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of the Academy and the contractor or service provider before any works commence to confirm specific health, safety and welfare issues applying the works to be carried out.

- 9.3 Where works fall between the scope of the Construction Design and Management (CDM) regulations 2013, the Multi Academy Trust and Principal will co-operate fully with the contractor or service provider and their appointed safety co-ordinator and will ensure that a safety manual is made available at the start of the project. The Multi Academy Trust, Principal and Operations Manager will ensure that the safety manual is updated and handed over on completion of works.

10 Security

- 10.1 All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.
- 10.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.
- 10.3 Staff will be required to wear their identification badges at all times and if safe to do so must be visible at all times.

11 Critical Incidents

As part of its commitment for the well being of staff, students and visitors, the Multi Academy Trust has set out a Crisis Management Policy which is to be adopted in the event of a critical incident occurring either on the Academy premises or on an activity away from the Academy site.

12 Occupational Health Services

The Academy will make arrangements for staff requiring support for physical and mental health conditions affecting their work activities. Referrals will be made to external experts where required in order that the Academy can receive medical advice to support any potential adjustments.

13 Monitoring, Evaluation and Review

The Multi Academy Trust will review this policy annually and assess its implementation and effectiveness.

The Principal will ensure schedule of Health & Safety Management is in place to assist the Academy in meeting the duties as an employer. This may include:

- schedule of hazard identification and risk assessment
- inspections
- direct observations of staff compliance
- managerial reports termly/annually (as necessary)
- surveys
- investigations of good practices/incidents/documents
- record keeping