HEALTH & SAFETY POLICY

ACADEMY @ WORDEN

BRARC 040326

HEALTH AND SAFETY POLICY

- **Name of School: Academy @ Worden**
- **Category of School: Academy (Secondary)**
- **School Number: 07/503**
- **School Address: Redwood Ave, Leyland, PR25 1RP**

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation.

The Governing Body is responsible for the use of the premises. The Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

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

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Mr A Hammersley, Headteacher
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Mrs B Monk – Head's PA / H&S Lead Mr M Reed – Director of Business and Finance Mr M Gostelow & Mr S Gillibrand– Site All Staff
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits	Mr M Reed – Director of Business and Finance Mr M Gostelow & Mr S Gillibrand– Site Mr A Hammersley – Head Mrs B Monk – Health & Safety Lead Mrs A Andrews – EVC Lead
The Health & Safety plans for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE) will be developed and monitored by:	Mrs B Monk – Health & Safety Lead Mr M Reed – Director of Business and Finance Mr M Gostelow & Mr S Gillibrand– Site Property Services and Governing Body.

All employees within the school have a responsibility to:

1. Co-operate with the Headteacher and his nominated representatives on all matters relating to health and safety;
2. Not interfere with anything provided to safeguard their health and safety;
3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and
4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
5. The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Health & Safety plans should be set for improvements in the management of health & safety within the school. These can be developed formally or can be informal, arising from circumstances as they occur. Actions should be documented in an appropriate way e.g. as objectives in the School Development Plan or in the minutes of Governors or Staff meetings and monitored to ensure they are achieved.

These include:

- Risk Assessments to be undertaken, re-visited and amended when circumstances change, legislation dictates or incidents occur.
- Continue to improve whole school health and safety as a result of audit visits and governor intervention.
- Develop the management and procedures of all visitors to the site.
- The addition of a routine H&S agenda item for all meetings that take place in school.

Health and Safety Risks Arising from Work Activities

We will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by:	Mr M Reed – Director of Business and Finance Mr M Gostelow & Mr S Gillibrand– Site Mrs B Monk– Health & Safety Lead
The significant findings of risk assessments will be reported to:	Mr A Hammersley - Headteacher
Action required to remove/control risks will be approved by:	Mr A Hammersley - Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Mr M Reed – Director of Business and Finance Mr M Gostelow & Mr S Gillibrand– Site Mrs B Monk – Health & Safety Lead
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Mr M Reed – Director of Business and Finance Mr M Gostelow & Mr S Gillibrand– Site Mrs B Monk – Health & Safety Lead
Risk Assessments will be reviewed regularly (annually is recommended) or when an element of the work activity changes significantly, Risk assessments will be undertaken prior to the introduction of a new element of work activity.	Mr M Reed – Director of Business and Finance Mr M Gostelow & Mr S Gillibrand– Site Mrs B Monk – Health & Safety Lead

School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/Governing Body and/or his/her/their nominated representative(s) will:

a) draw up and implement appropriate health & safety procedures for the school;
b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring; and,
e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school.
f) comply with appropriate directions given by the county council on health and safety requirements
g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document";

The school will upon request make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities below. (*The list below is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed here Please add these to the list.)*

Occupational Health & Safety Topic/Activity Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site	**Applicable (√)**	**Details of where information about the school's arrangements can be found**
Accident Reporting, Recording and Investigation		Staff Handbook
Bodily Fluids (urine; blood; faeces; vomit)		Staff Handbook
Catering		Caterlink Catering
Cleaning/caretaking		CG Cleaning
Control of contractors		Staff Handbook
Disability access – H&S implications		Staff Handbook
Display Screen Equipment and eye tests		Staff Handbook
Electrical Safety		Staff Handbook
Emergency Procedures other than Fire e.g. flood, services failure		Staff Handbook
Extended school and community use		Site Manager
Falling Objects/Safe storage		Staff Handbook
Fire Safety		Staff Handbook
First Aid		Staff Handbook
Gas safety		Staff Handbook
Hot surfaces, scalds and burns		Staff Handbook
H&S Induction		Director of Business and Finance
Information communication		Headteacher
Lettings to non school groups		Site Manager
Management and other Health and Safety responsibilities		Staff Handbook
Manual Handling		Staff Handbook
Minibuses		Staff Handbook
Mobile phones – use of		Staff Handbook
Monitoring		Head’s PA
Needles and needle stick injuries		Staff Handbook
Personal safety including lone working and violence and aggression		Staff Handbook
Play Equipment installations inspections		N/A
Playgrounds and external areas		Staff Handbook

Occupational Health & Safety Topic/Activity (continued)	Applicable (√)	Details of where information about the school's arrangements can be found
Ponds and Water features		N/A
Premises Management		Staff Handbook
Pupil moving and handling (Special needs)		Staff Handbook
Pregnant employees and nursing mothers		Staff Handbook
Reporting of H&S concerns/faults		Staff Handbook
Risk Assessment and hazard identification		Staff Handbook
Safety Committee		Head's PA
Safety Representatives		DBF, HT, Site Manager
Security of premises		Site Manager
Shared use of buildings		Director of Business and Finance / Site Manager
Slips and trips		Staff Handbook
Stress		Staff Handbook
Substances – COSHH		Staff Handbook
Swimming pools		N/A
Temporary and supply staff		DAEC Manager
Training		Headteacher
Transporting and storing chemicals		N/A
Vehicle and pedestrian traffic		Staff Handbook
Visitor and volunteers safety		Staff Handbook
Waste storage and disposal		Site Manager
Water hygiene (Legionella, lead etc.)		Site Manager
Work equipment and machinery		Departmental Head
Working at height – ladders, access equipment etc.		Staff Handbook
Workplace Inspection		Staff Handbook

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	**Applicable (√)**	**Details of where information about the school's arrangements can be found**
Administration of medication		Staff Handbook
Educational Visits		EVC
Food safety and hygiene		Teacher of Food Tech
Outdoor activities		Responsible Teacher
PE Equipment		Head of PE
Pupil handling and restraint		N/A
Grounds maintenance		Site Manager
Pupil movement and flow		Head of SEN
School transport		EVC
Science (where not covered by curriculum safety procedures set down in CLEAPS)		Head of Science
Smoking		Staff Handbook
Special needs of pupils Health & Safety issues		Head of SEN/ Director of Business and Finance
Stage and drama activities		Head of PA
Supervision of pupils		Headteacher
Technology rooms and equipment		Head of Technology
Wearing of jewellery		Asst Head Pastoral
Work experience		Head of PSHE

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc.

Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Note: Both these areas have separate intranet sites on the Schools Portal at Extended Services and Educational visits.

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via an union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	Mrs B Monk
Consultation with employees is provided via:	Email Electronic Staff Handbook Staff Meetings Whole School Training Days Individual Training

Safety representatives
The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the Head Teacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.

Safe plant and equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Is responsible for identifying all equipment/plant needing maintenance	Director of Business and Finance, Site Manager, Site Manager and Property Services representative.
Is responsible for ensuring effective maintenance procedures are drawn up	LCC Property Services, Director of Business & Finance and Site Manager
Is responsible for ensuring that all identified maintenance is carried out	Director of Business and Finance in liaison with Property Services and Site Manager.
Any problems found with equipment should be reported to	Site Manager via Every
Will check that new equipment meets any required health and safety standards before it is purchased	Director of Business and Finance, Site Manager and all those responsible for purchasing equipment in their specialist areas.

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	Corridor wall outside the main school office and on the H&S noticeboard located in the staffroom.
Health and safety advice is available from:	Mr M Reed - Director of Business and Finance Mrs B Monk – H&S Lead Mr M Gostelow - Site Manager
Induction, supervision of trainees/work placements etc, will be arranged/ undertaken/ monitored by:	Trainee Teachers: Mr Porter / Mr Reed Department work placements and teaching staff – Head of Faculty Administrative Staff – Director of Business and Finance All in conjunction with the Headteacher, Director of Business and Finance and Site Manager.

Health & Safety in shared premises (where applicable)	The Head Teacher/Deputy Head or nominated representative will ensure that any employees working at locations under the control of other employers are provided with relevant information to ensure their health and safety.

Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	SLT & HOFs & DBF.
Job specific training will be provided by:	SLT & HOFs.
Specific jobs requiring special training are:	School Visits Use of hazardous equipment Subject specific areas H&S Technology Department activities Science Department activities Physical Education Department activities Teacher Trainees Work Experience Placements
Training records are kept at/by:	Subject Specific – Mr A Hammersley Headteacher
Training will be identified, arranged and monitored by:	Mr A Hammersley – Headteacher Mr M Reed – Director of Business and Finance Heads of Faculty – Subject Specific Mrs B Monk – H&S Lead

Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.

- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Provide health surveillance for any employees who may be at risk of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid box(es) is/are available:	Main School Office/Reception Kitchen PE Office Science Block Food Tech Room Pastoral Hub
The first aider(s) and appointed person(s) is/are:	List available in the main school office
All accidents and cases of work-related ill health are to be reported to:	Mrs B Monk – Accidents for Students and Staff (Accident book kept in the finance office) Mr A Hammersley – work-related ill health
Health surveillance***** is required for employees doing the following jobs within the school:	Site related roles dependant on tasks undertaken School Technician
Health surveillance will be arranged by:	Initial health screening is undertaken by Atos/SAS on initial appointment. In school surveillance: Mr A Hammersley – Headteacher Mr M Reed – Director of Business and Finance
Health surveillance/records will be kept by/at:	Staff personnel files

***** e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

Monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement.

To check our working conditions, and ensure our safe working practices are being followed, we will: Conduct workplace inspections. These are carried out by: Review all risk assessments regularly (annually is recommended) and in the event of any significant changes. This function is carried out by:	Curriculum areas: all staff with a subject responsibility Whole School: H&S Lead, Director of Business and Finance, Site Manager, Headteacher, Audit & Risk Committee
Is/are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary	Mrs B Monk Academy@Worden Redwood Avenue Leyland PR25 1RN Tel: 01772 421021
Is/are responsible for investigating work-related causes of sickness absences.	Mr A Hammersley & Mr M Reed Academy@Worden Redwood Avenue Leyland, PR25 1RN Tel: 01772 421021
Is/are responsible for acting on investigation findings to prevent recurrences.	Mr A Hammersley & Mr M Reed Academy@Worden Redwood Avenue Leyland, PR25 1RN Tel: 01772 421021

Emergency procedures - fire and evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	Mrs B Monk – Heads PA
Escape routes are checked by/every:	Site Manager Lights checked once per month. Exits daily visual and six monthly whole school building check with includes escape routes.
Fire extinguishers are maintained and checked by/every 6 months	Maintained by: Churches Fire Protection
Alarms are tested by Site Supervisor every week (Friday 9am)	Site Manager
The emergency evacuation procedure is tested every:	Term

Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Senior Leadership Team