



HEALTH AND SAFETY POLICY FOR KNUTSFORD ACADEMY & CHESHIRE STUDIO



Policy lead:	James Routs, Head of Marketing and Operations
Last review date:	3 November 2020
Next review date:	2 November 2021
Approval needed by:	Trustees

KNUTSFORD MULTI-ACADEMY TRUST

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DISTRIBUTION OF COPIES

Master Copy	Headteachers
Copy One	Chair of Local Governing Body
Copy Two	Chief Accounting Officer
Copy Three	Premises Manager(s)
Copy Four	Staff Rooms - all staff – both sites
Copy Five	Administration offices or reception areas for visitors, contractors & parents viewing

HEALTH AND SAFETY POLICY

REVIEW PROCEDURES

The trust statement of intent will be reviewed annually by trustees. Headteachers, with local governing bodies, will review their policies annually. Trust officers, on behalf of trustees, will review individual school health and safety policies annually. Any alterations to a policy as a result of a review must be agreed by trustees, as the employer, for agreement.

AMENDMENTS

It is the responsibility of individual headteachers to ensure that any amendments are incorporated into all copies of the document and recorded by the relevant member of staff on the amendment sheet below. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

Amdt no	Date of Issue	Incorporation Details		
		Name	Signature	Date
1	November 2017	Janet Robinson		14.11.17
2	November 2018	James Routs		15.11.18
3	2 October 2019	Mike Cladingbowl		2.10.19
4	2 October 2020	James Routs		2.10.19

STATEMENT OF INTENT

KNUTSFORD MULTI-ACADEMY TRUST

Knutsford Multi-Academy Trust has overall responsibility for the health, safety and welfare of staff and students in its academies. It recognises that ensuring the health and safety of staff, students and visitors is essential to the success of its schools.

The trust recognises that decisions about workplace health and safety should take account of the views and priorities of those employed by the trust. When employees are actively engaged in health and safety, the end result is fewer accidents and less ill health. The trust is committed to:

- Providing a safe and healthy working and learning environment
- Ensuring adequate welfare facilities exist in the academies
- Preventing accidents and work-related ill health
- Meeting our legal responsibilities under health and safety legislation
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters as required.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The trust will support academies in putting in place clear policies, which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective. The trust delegates its responsibility for health and safety to individual headteachers. Each academy policy will be reviewed by trust officers annually. All those who are part of the trust, including local governing bodies, will play their part in policy implementation.

Name:
(Chair of Trustees)

Signature:

Name:
(Chief Accounting Officer)

Signature:

Date

ORGANISATION

1.0 INTRODUCTION

1.2 In order to achieve compliance with the Statement of Intent, the headteacher, trust officers, and/or other relevant staff, will have responsibilities assigned to them as detailed in this part of the Policy.

2.0 Local governing body

2.1 The local governing body is responsible for ensuring that:

- a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and students.
- b) The headteacher is aware of his/her health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.

3.0 CHIEF ACCOUNTING OFFICER (CEO)

3.1 Reporting to trustees, the Chief Accounting Officer has the overall responsibility for ensuring that school Health and Safety Policies are effectively implemented, on behalf of the trust, and that proper resources are made available in order to achieve this.

3.2 He/she delegates the day-to-day responsibility in academies for health and safety to headteachers.

4.0 HEADTEACHERS

4.1 Headteachers, or those to whom this delegated, will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.

4.3 Headteachers, or those to whom this delegated, will ensure that:

- a) This Policy is clearly communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives as required.

- d) All staff are provided with adequate relevant information, instruction and training on health and safety issues as required.
- e) Risk assessments of the premises and working practices are undertaken as required.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Relevant records are kept of health and safety activities e.g. assessments, inspections, accidents etc where required.
- j) Arrangements are in place to inspect the premises and monitor performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) The activities of contractors are adequately monitored and controlled.
- m) A report to local governing bodies and trustees on health and safety is completed annually, which draws on regular audit.

5.0 HEAD OF MARKETING AND OPERATIONS

5.1 The Head of Marketing and Operations is an employee of the trust. He is:

- a) Working in conjunction with any trust consultants, adviser to the headteachers and CEO on health and safety policy.
- b) Acting for and on behalf of the headteachers of Knutsford Academy and Studio School in ensuring the policy is implemented.
- c) Ensuring the health and safety policy is clearly communicated to all relevant persons.
- d) In partnership with the Finance Director, have responsibility for the control of health, safety and welfare related costs within the Academy and Studio School.
- e) The sourcing and procurement of services deemed to be necessary to ensure the maintenance of the premises and associated services meets the highest standards.
- f) The engagement of external competency for health, safety and welfare matters to support any arrangements for health and safety.
- g) Liaising with the Premises Manager with regards to the engagement of contractors and other service providers, ensuring that they are competent to carry out the duties for which they are engaged without the schools incurring excessive cost.
- h) Ensuring there is a suitable system in place for relevant records to be kept of health and safety activities e.g. assessments, inspections, accidents, etc.

- i) Ensuring arrangements are in place to inspect the premises and monitor performance.
- j) Ensuring staff are provided with adequate information, instruction and training on health and safety issues.
- k) With the Premises Manager, ensure that accidents are investigated and any remedial actions required are taken or requested.

6.0 PREMISES MANAGER

6.1 The Premises Manager is responsible for:

- a) Managing own or other Premises staff roles effectively to ensure that monitoring of the premises and associated services, systems and equipment, including fire safety tests, is carried out in a scheduled and structured manner.
- b) The administration and maintenance of records, drawings and plans relating to the inspection, servicing, planned and unplanned maintenance of the premises and equipment.
- c) Risk assessments of the premises and working practices are undertaken.
- d) Safe systems of work are in place as identified from risk assessments.
- e) Emergency procedures are in place.
- f) Plant, machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- g) Establishing the competency of companies or individuals (contractors) to provide professional services meeting required health and safety standards, prior to engagement.
- h) The activities of contractors are adequately monitored and controlled.
- a) Appropriate information on significant risks is given to visitors and contractors

7.0 STAFF WITH MANAGERIAL RESPONSIBILITIES

7.1 These staff must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible 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 as required.
- 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 and refer to the relevant authority 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 this may be required.
- f) Ensure, so 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 in areas of responsibility are investigated appropriately.

8.0 SPECIAL OBLIGATIONS OF TEACHERS

8.1 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 their line manager 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 any agreed requirements.
- i) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- j) Regularly check their classrooms for potential hazards and report any observed to the Premises manager.

- k) Report all accidents, defects and dangerous occurrences to their line manager in the first instance.

9.0 OBLIGATIONS OF ALL EMPLOYEES

9.1 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 trustees or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific health and safety training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their line manager of any shortcomings they identify in these health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with any appointed/elected safety representative(s) and the enforcement officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

10.0 OBLIGATIONS OF CONTRACTORS

10.1 When the premises are used for purposes not under the direction of the Executive Principal e.g. the provision of school meals, then the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

10.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the relevant authority of any risks that may affect the school staff, students and visitors.

10.3 All contractors must be aware of the trust's Health and Safety policy and emergency procedures and comply with these at all times.

10.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, trust officers or headteachers will take such actions as are necessary to protect the safety of school staff, students and visitors.

11.0 STUDENTS

11.1 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 school 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 the trust 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 schools. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to their line manager in the first instance who will ensure that the accident is investigated and reported on to headteachers, trust officers, local governing Body, trustees and the Health and Safety Executive as may be appropriate.

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

Asbestos

The Head of Marketing and Operations and Premises Manager are responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Premises Manager other than for routine display purposes.

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

Staff must report any damage to asbestos materials immediately to the Premises Manager and/or the Head of Marketing and Operations.

Where damage to asbestos material has occurred the area must be evacuated and secured. The Premises Manager or Head of Marketing and Operations will immediately notify the Multi-Academy Trust's asbestos consultant by telephone.

Contractors

The Head of Marketing and Operations, with the Premises Manager, is responsible for the selection and management of contractors in accordance with the school policy.

Curriculum Safety (including out of school learning activities)

Headteachers are responsible for ensuring that risk assessments are in place for 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)

Headteachers are 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

Headteachers are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational Trips which all teachers must be familiar with.

Electrical Safety

The Head of Marketing and Operations and Premises Manager are responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

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

All staff must be familiar with school procedures and report any problems to the Caretaker or Premises Manager in the first instance. Staff are reminded that they must not bring their own electrical equipment, other than mobile telephones, into school without the permission of the headteacher.

Fire Precautions and Emergency Procedures

The headteacher is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school 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 Head of Marketing and Operations, through the Premises Manager, is responsible for:

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

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

First Aid

The names of the school's qualified First Aiders are displayed on notice boards located in the following areas: faculty offices, staff rooms and main offices.

First Aid supplies are kept in locations identified on a plan within the first aid policy document and it is the responsibility of the first aider within the area to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid.

Hazardous Substances

The Head of Marketing and Operations, through the Managers, 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 headteacher. The Premises Manager will be responsible for ensuring (COSHH) assessments are carried out and communicated for any authorised products.

Faculty leaders are responsible for ensuring all agreed hazardous materials are stored and used safely.

Inclusion

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

The headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with special educational needs (SEND).

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

Headteachers must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil 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 pupil from all or part of an activity this exclusion must be authorised by the headteacher.

Lettings/shared use of premises/use of premises outside school hours

Whilst out of hours' activities using the school will be controlled by others (the organisers), the Head of Marketing and Operations is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school Health and Safety policy and Lettings policy.

The Head of Marketing and Operations is 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.

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

Any member of staff working after hours must notify a more senior staff member 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 school Premises without a letter of consent from his/her parent/carer.

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

School policies for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

Maintenance and Inspection of Equipment

Maintenance and inspection of premises and electrical equipment are the responsibility of the Premises Manager. He/she keeps records as needed of maintenance and inspection of equipment aside from IT equipment.

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

Manual Handling and Lifting

The headteacher 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 Manager for assistance.

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

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

PE Equipment

PE Leaders are 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 are to have been completed for all PE activities and all staff must be familiar with these.

Equipment such as wall bars, ropes, beams, benches and mats are formally inspected annually by a competent contractor.

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 relevant PE Leader.

Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the headteacher's responsibility to ensure adequate provision of suitable PPE.

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

Any staff member or pupil 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 line manager.

Risk Assessments

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

All staff are responsible for considering whether general risk assessments are carried out.

Teachers will undertake risk assessments for their areas.

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

Security/Violence

Reporting to the Head of Marketing and Operations, the Premises Manager and caretakers are responsible for the security of the school premises and will undertake regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting.

They are also responsible for the security of the Premises during after school 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 Head of Marketing and Operations. Staff must report the loss of a card immediately to their headteacher.

If in use, numbers on digital security pads should not be divulged by staff to any pupil or parent.

Staff must question any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek immediately assistance.

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

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

Premises Maintenance

The Premises Manager and/or caretakers are responsible for ensuring the basic maintenance of the school premises and grounds and for ensuring that cleaning standards are maintained.

Premises Manager and/or caretakers will undertake routine inspections of the Premises and report any hazards that cannot be dealt with immediately to the Head of Marketing and Operations or Premises Manager.

Senior leaders will periodically 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 suitably competent contractors.

All staff are responsible for reporting any damage or unsafe condition to the Premises Manager or Head of Marketing and Operations immediately.

Smoking

It is illegal to smoke anywhere on the trust site or premises.

Staff Training & Development

The headteachers, working with Director, Human Resources, and Head of Marketing and Operations 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 school induction process.

Staff will receive fire awareness training on an annual basis.

Staff 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 periodically be an agenda item on full staff meetings.

Stress

Headteachers are responsible for taking steps to reduce the risk of stress in the school 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.

Swimming

Students are instructed by ASA Qualified Instructors who are police vetted and health checked. These activities will normally take place in the adjoining Sports Centre and are subject to the Swimming Programme Service Specification.

All staff must ensure that they are familiar with the local authority swimming guidance before accompanying any swimming groups.

Visitors and Contractors

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

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

Contractors undertaking maintenance work on the school 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 Manager is responsible for ensuring risk assessments are carried out for working at height tasks in the school.

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

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

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 staff are planning to use a ladder they must ask a caretaker to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials needed.

When using ladders, staff should observe these guidelines:

- 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 handrail.

END.

Appendix 1

HEALTH AND SAFETY POLICY

Member of Staff Acknowledgement

I have read the Academy Health and Safety policy and agree to follow the procedures outlined in the policy.

Employee Name: _____

Employee Signature: _____

Date of Signature: _____