



Health and Safety Policy

Committee	Trust Board
Approved on:	September 2018
Next Review date	July 2020
Updated/Reviewed on	



Desired Outcome

That appropriate Health and Safety regulations are implemented across the Trust and overseen by the Sites Manager, the Executive Academy Principal and Executive Business Manager. All academy specific Health and Safety matters are discussed by the Academy Principal, Sites Manager and the Office Manager on at least a weekly basis. All staff take responsibility for health and safety across the academy.

Resources

Fire Extinguishers
First Aid boxes
Fire Blankets
Safeguard system (notes home to parents – copy in academy)
Emergency aid policy
Rubber gloves, aprons, baby wipes, nappy bags
Confidential forms
Asthma letter

Implementation

Steps will be taken so far as is reasonably practicable, to ensure that:

- Safe access to and exit from the premises is maintained.
- Equipment is safe to use. (Damaged furniture/ equipment is to be reported to the Academy Principal/Office Manager/ Health & Safety Governor and Trustees).
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision are available and provided.
- Arrangements exist for the safe use, handling and storage of equipment and substances.
- A safe and healthy working environment is maintained.
- Others, who may have cause to come onto academy premises, including academy grounds, are in a safe environment.
- Within the financial restraints dictated by the Esprit Multi Academy Trust, the Academy Principal will ensure that adequate resources are set aside from the total budget for the policy to be properly implemented.
- Employees are reminded of their own duties:
- Adults take care of their own safety and that of other staff and pupils.
- All staff co-operate with others so that each individual may carry out their responsibilities successfully and comply with all relevant regulations, codes of practice and standards as made known to them.

Staff Organisation and Site Procedures

- Academy will be opened/closed by the Site staff except in agreed pre- arranged circumstances.
- The Academy Principal, Janitor and Sites manager have access keys to the building.
- The Office manager, office staff and site staff will report any repair/ appropriate items to the Sites Manager via the site book at each academy.
- The cleaning staff will be made aware they should:-
 - Start their work after/ before the majority of children are on the premises -
 - Ensure all doors are closed whilst they are in the building (if alone).

- The Site staff will inform the Sites Manager, or if not available, the Academy Principal/ Deputy/Assistant Academy Principals' at an appropriate time if he/she has difficulty arriving to lock or unlock the academy.
- Staff will not remain in the building alone after the academy is closed.

All staff shall ensure:

- Effective supervision of permitted practical work by pupils according to academy procedures.
- That they are aware of the Academy's Health and Safety Policy and that they co-operate fully with the Health and Safety governor, the Academy Principal and other staff.
- That they issue appropriate safety instructions to pupils prior to commencing a practical activity.
- That they know the location of the nearest fire-fighting equipment and first aid box and know the appropriate procedures in respect of fire or accident.
- That they ensure pupils follow the Academy's safety rules and that protective equipment is worn where appropriate.
- That they ensure that all personal protective equipment is suitable and in good condition prior to use.
- That they report any defective equipment to the Sites Manager, Academy Principal or to the Health and Safety governor.
- That they propose for consideration by the Sites Manager, Academy Principal or the Health and safety governor any improvements which they consider would improve Health or Safety standards within the Academy.
- That an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking academy parties offsite.
- They remove earrings/ bracelets for music and movement and PE sessions and model the wearing of appropriate clothing/ footwear to support teaching and learning (see code of conduct).
- Ensure that completed **Risk Assessments** / Evolve visits are submitted to the Academy Principal for authorisation at least 4 days prior to any events.
- All before / after clubs, staff – register the children as they come in and ensure the safe dismissal of children at the end of the session.

Personal Care

In the case of personal care, the academy has adopted the LA policy see appendix 1:-

- That disposable gloves and aprons are used when dealing with incontinence or when a child has been sick.
- That soiled nappies are double wrapped.
- That the changing area is cleaned, immediately after use, with antibacterial spray.
- That children/ staff wash their hands immediately afterwards.
- That children/ staff use a hot air dryer, or paper towels to dry hands. If normal towel is used then it is to be put in the wash afterwards.
- That a separate area is used to ensure privacy e.g. the disabled toilet area in the Nursery. Older children who have had an accident can be changed in the toilet area provided privacy is ensured.
- Areas that have been soiled are to be cleaned with the appropriate cleaning materials. If staff are suspicious of a "tummy bug", classrooms and equipment should be sprayed with antibacterial air spray.

- That staff contact the office for extra supplies when they have 1 spare unit of the product i.e. baby wipes, gel, disposable gloves and aprons etc.
- That they follow the child protections procedures if they have any concerns regarding any individual child.
- That the SENCO/ welfare lead is aware of instances of incontinence so that if it remains unresolved (i.e. not due to developmental delay) health care professionals can be contacted to carry out a full health assessment in order to rule out medical causes.

Premises staff will:

- Arrange for the removal from service of any item of furniture, apparatus or equipment that has been identified as unsafe by staff, in accordance with the agreed procedures.
- Take appropriate agreed action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers - erect barriers around open manholes etc.
- Participate in Health and Safety audits, paying particular attention to the building structure, access to and exit from the academy.
- Ensure that any personal protective equipment issued to him/her is suitable for the task, used whenever necessary and that training is provided in the correct use.
- Carry out and record weekly checks on the fire alarm, fire doors and fire extinguishers.
- Carry out and record monthly checks on emergency lighting and fire detectors.
- Carry out weekly water flushing of little used water outlets

The Parents will:

- Complete the Confidential Form to inform the academy of any health concerns.
- Complete an "Asthma Form" to inform the academy of specific asthma concerns.
- Remove children' earrings.
- Complete the academy permission slip to give consent for particular issues e.g. personal care.
- Work with the academy to support their children to be health and safety conscious.
- Ensure children wear any items of religious significance under their clothing.

The Academy Principal will have overall responsibility for the day-to-day management of the academy including:

- Adequate staffing levels for safe supervision.
- Delegated responsibility for maintenance of the premises. (PFI)
- The purchase of equipment which meets appropriate safety standards. □ The repair, maintenance and testing of academy equipment. (PFI)
- The provision of appropriate protective clothing where necessary.
- The purchase and maintenance of First aid materials and fire-fighting appliances.
- The funding of necessary safety training for staff.
- The arrangements for securing health and safety assistance from a competent source.
- Fire evacuation policy to be followed

The Sites Manager in consultation with the Office Manager as health and safety co-ordinator will:

- Arrange for weekly testing of the fire alarm and regular evacuation drills – at least once per half term.
- Dispose of any item of equipment requiring repair, replacement or removal, which has been identified as unsafe.

- Co-ordinate the Health and safety audit with the assistance of the health and safety governor, ensuring all areas of the establishment are covered,
- Deal with any situation which is unsafe or hazardous to health and which cannot be rectified within the available resources.
- Liaise with and monitor, as far as reasonable practicable, the activities of contractors including catering and cleaning staff, visitors and others on the academy site to ensure that any risks to the health and safety of staff and pupils are kept to a minimum.
- Attend, when possible, regular opportunities to attend “up-dates” in relevant areas of Health and safety.
- Co-operate with outside agencies promoting Health and Safety at work.

Pupils will be:

- Instructed in the procedure for evacuating/invacuating the building at the beginning of each term.
- Instructed in safe practices appropriate to inside and outside the classroom.
- Instructed in appropriate behaviour before off site visits.
- Instructed not to play with equipment provided for safety purposes – extinguishers, fire blankets.
- Instructed on appropriate procedures in the event of sustaining an accident themselves or observing an accident to a fellow pupil.
- Encouraged to inform staff about a potentially dangerous situation within their understanding – open gate, flooding in bathroom etc.

Health and Safety Recording and Reporting

- Staff accident forms will be kept in the office.
- Serious accidents will be reported on the appropriate forms. These are kept in the Health and Safety box file. The appropriate authority will be informed.
- Notes will be sent home if any child has an accident. These notes form part of the Accident Record File.
- In the event of a critical incident, strict procedures will be followed (see business continuity plan).

Security

Our Academy takes the security of both pupils and staff seriously.

“This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”. (Safer Recruitment Practice).

Implementation:-

- Parents/visitors will be reminded, when appropriate, if parking outside constitutes a danger to pupils (illegal parking).
- Perimeter gates and doors will remain ‘locked’ at all times unless a member of staff is present.
- Entry for parents and pupils is clearly signposted and at busy times is supervised by staff.
- Responsibility for locking/ unlocking gates remains with the Sites Manager and Office manager
- Entrance to the academy (other than at the designated opening and closing times) will be via a member of staff.
- Visitors will be admitted only if they have a previously arranged appointment or staff can verify their authenticity.



- All visitors will sign the visitors book in the foyer.
- All security fobs will be registered to particular staff. All other doors will be locked unless the children are engaged in outdoor activities.
- We request that all staff and visitors report any concerns about security immediately to the office staff.

Collecting children at the end of the academy day:-

- Parents/guardians should inform the academy if a different person is collecting their child.
- If a member of staff has not been informed the parent/guardian must be contacted before the child is allowed to leave.
- The academy will take note of parental responsibility i.e. anyone verified on the parental responsibility form has the right to take the child (if staff are aware of the identity of the person).
- Foundation Stage children will be collected from inside the academy.
- Older children will be allowed out onto the yard only when the member of staff has seen the parent waiting. A member of staff will also be by the door and another member of staff will be on the yard.

Monitoring and review

This policy will be reviewed in accordance with the schedule but appropriate amendments will be made when necessary.

Reporting

All staff will have access to this document. Sight of the document will be given to other interested parties, including Officers of the L.A and parents. Copies of this document can be found on the academy websites and a printed copy is held in the policy handbook.