



TARLETON
ACADEMY

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Health and Safety Policy

Tarleton Academy Health and Safety Policy

(Incorporating the Local Health and Safety Arrangements)

As an Academy, the Governing Body is the employer and is responsible for the use of the premises. The Executive Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Executive Headteacher work in partnership to meet these responsibilities.

As the persons with responsibility for the implementation and management of proper health and safety controls within the school, 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
- consult with employees on matters affecting their health and safety;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- prevent accidents and cases of work-related ill health;
- maintain safe and health working conditions;
- ensure safe handling and use of substances;
- comply with appropriate directions given by the county council on health and safety requirements;
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review by the county council;
- act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the "School Teachers Pay and Conditions Document".

Signed: <i>Mrs L Gwinnett</i>	Signed: <i>Mrs H Dicker</i> On behalf of the Governing Body
Executive Headteacher: Mrs L A Gwinnett	Chair of Governors: Mrs H Dicker
Date: 11 th September 2017	

Changes Made From Previous Version	
Periodic Review	Replaced Headteacher with Executive Headteacher Role Changes Signage updates

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Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>Executive Headteacher</p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is:</p>	<p>Resource Development Manager</p>
<p>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, department risk assessments etc.</p>	<p>Head of School Assistant Headteachers Resource Development Manager Resource Officers Directors and Assistant Directors of Faculties Heads of Faculties, Heads of Departments and Lead Teachers Head of Learning Support Technicians Catering Manager</p>
<p>The Health & Safety Objectives for improvement 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. These will be tailored to meet the needs of the school by:</p>	<p>Resource Development Manager Governing Body</p>

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All employees within the school have a responsibility to:

1. Co-operate with the Executive Headteacher and her 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 students 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 Objectives/Plans

- To ensure that a health and safety policy and management system are in place and implemented by all staff across all school activities,
- To monitor the implementation of the Health & Safety policy through the review of Health & Safety reports and records at Governor Meetings.
- To review the Health & Safety policy annually to ensure it remains valid and fit for purpose.
- To ensure that health and safety is considered in relation to all strategic decisions.

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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, students, contractors, non-employees and anyone else affected by the Academy's activities.

Risk assessments will be undertaken by:	All staff as appropriate, overseen by Directors & Heads of Faculty and the Resource Development Manager.
The significant findings of risk assessments will be reported to:	Executive Headteacher / Directors & Heads of Faculty and the Resource Development Manager.
Action required to remove/control risks will be approved by:	Executive Headteacher / Directors & Heads of Faculty
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Executive Headteacher / Directors & Heads of Faculty
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Directors & Heads of Faculty
Risk Assessments will be reviewed: annually or when an element of the work activity changes significantly, whichever is sooner; and when advised by the county council. Risk assessments will be undertaken prior to the introduction of a new element of work activity.	Directors & Heads of Faculty / Resource Development Manager

The Academy's Commitment

To meet the requirements of this Policy Statement, the Executive Headteacher and Governing Body and their nominated representatives will:

- a) draw up and implement appropriate health and safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, students, 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 Academy.
- f) comply with appropriate directions given by the County Council on health and safety requirements

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- 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 Academy 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.

Work Experience or Work Placement

Whilst a student is on work experience or work placement the placement provider (employer) has primary responsibility for the health and safety of the student and should be managing any significant risks. When the Academy organises a work placement for a student we will take reasonable steps to satisfy ourselves that any work-related risks to the student are managed by the employer and the Academy may involve the use of a third party to do this.

The Academy will pass on relevant information about the student to the employer and advise on the suitability of a student for a particular placement.

Where there is a third party organising the placements, they will work together with the Academy, ensuring there is no duplication in arrangements or processes.

Placement Providers (Employers)

Under health and safety law, work experience students are their employees and they should treat them no differently to other young people under their employ.

Existing employers' liability insurance policy will cover work placements provided their insurer is a member of the Association of British Insurers.

Parents and Carers

There are very few work activities that a student cannot do due to health and safety law. If a child has any medical or behavioural conditions, for example asthma, the parent should advise the organiser or the placement provider (who has the duties of an employer in law).

Executive Headteacher

The Executive Headteacher will take reasonable steps to satisfy themselves that placement providers are managing any significant health & safety risks and may involve the use of a third party to do this.

The Executive Headteacher will ensure that,

- Checks are made with any placement providers (employers) to confirm they are managing any significant health and safety risks, including those placements offered by governors, parents and friends of the school.
- They liaise with the placement provider to determine what work the student will be doing/observing, any risks involved and how these will be managed;

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- Placement providers are provided with appropriate relevant information e.g. health conditions or learning issues concerning the students undertaking the placement;
- They satisfy themselves that arrangements are in place to provide students with appropriate information, instruction, training, supervision and any personal protective equipment (PPE) which may be necessary whilst on placement;
- Students understand how to raise any health and safety concerns.

Health & Safety records, reports and procedures are stored on the Academy network. Appropriate risk assessments and internal procedures are available to staff on Firefly.

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Occupational Health & Safety Topic/Activity	Applicable (✓)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	✓	Firefly Staff Information Booklet Accident & Incident Reporting Procedures and the Resource Development Manager & Resource Officers.
Bodily Fluids (urine; blood; faeces; vomit)	✓	Resource Development Manager & Resource Officer
Catering	✓	Resource Development Manager Catering Manager
Cleaning/caretaking	✓	Resource Development Manager Senior Site Supervisor
Control of contractors	✓	Resource Development Manager Senior Site Supervisor
Disability access – H&S implications	✓	Head of Learning Support and Inclusion Manager Resource Development Manager & Resource Officer
Display Screen Equipment and eye tests	✓	Director of Resources Resource Development Manager & Resource Officer
Electrical Safety	✓	Resource Development Manager ICT Technician
Emergency Procedures other than Fire e.g. flood, services failure	✓	Firefly Staff Information Booklet
Extended school and community use	✓	School Website, Resource Development Manager Community Programme Development Officer
Falling Objects/Safe storage	✓	Resource Development Manager Senior Site Supervisor ICT Technician Science Technician

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Fire Safety	✓	Firefly, Fire Safety Logbook Resource Development Manager & Resource Officers
First Aid	✓	Resource Development Manager Resource Officer General Office Firefly
Gas safety	✓	Resource Development Manager Science Faculty Food Technology
Hot surfaces, scalds and burns	✓	Resource Development Manager & Resource Officer
Induction	✓	Director of Resources, Resource Development Manager As per Starters and Leavers procedure
Information communication	✓	Staff Information Booklet Website and Firefly, All Staff Briefing Before School in Staffroom Email
Lettings to non school groups	✓	Resource Development Manager Community Programme Development Officer
Management and other Health and Safety responsibilities	✓	Head of School Resource Development Manager
Manual Handling	✓	Resource Development Manager Senior Site Supervisor
Minibuses	✓	Resource Development Manager Senior Site Supervisor Drivers
Mobile phones – use of	✓	Acceptable Use Policy Behaviour & Rewards Policy Child Protection Policy & Procedures

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Monitoring	✓	Acceptable Use Policy Behaviour & Rewards Policy Child Protection Policy & Procedures
Needles and needle stick injuries	✓	Head of Learning Support / Inclusion Manager Resource Development Manager
Personal safety including lone working and violence and aggression	✓	Executive Headteacher Head of School Resource Development Manager
Playgrounds and external areas	✓	Resource Development Manager Senior Site Supervisor Site Supervisors
Ponds and water features	✓	Resource Development Manager
Premises Management	✓	Resource Development Manager
Student moving and handling (Special needs)	✓	Head of Learning Support & Inclusion Manager
Pregnant employees and nursing mothers	✓	Director of Resources Resource Development Manager
Reporting of H&S concerns/faults	✓	Head of School Director of Resources Resource Development Manager & Resource Officer Senior Site Supervisor Resources Committee
Risk assessment and hazard identification	✓	Heads of Faculty Resource Development Manager & Resource Officer Senior Site Supervisor Site Supervisors
Safety Committee	✓	Head of School Resource Development Manager Governing Body

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Safety Representatives	✓	Head of School Resource Development Manager
Security of premises	✓	Resource Development Manager Senior Site Supervisor Site Supervisors
Shared use of buildings	x	
Slips and trips	✓	Resource Development Manager & Resource Officer
Stress	✓	Director of Resources
Substances – COSHH	✓	Head of Technology Faculty Head of Science Faculty Science Technician Resource Development Manager
Swimming pool	✓	Resource Development Manager Senior Site Supervisor Site Supervisors Community Programme Development Officer Sport Attendants
Temporary and supply staff	✓	Director of Resources Executive Headteacher's PA
Training	✓	Director of Resources Resource Development Manager
Transporting and storing chemicals	✓	Head of Science of Faculty Science Technician Resource Development Manager Senior Site Supervisor Catering Manager
Vehicle and pedestrian traffic	✓	Resource Development Manager Senior Site Supervisor Site Supervisors

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Visitor and volunteers safety	✓	General Office Resource Development Manager & Resource Officer Director of Resources
Waste storage and disposal	✓	Resource Development Manager Senior Site Supervisor Site Supervisors
Water hygiene (Legionella, lead etc.)	✓	Resource Development Manager Senior Site Supervisor Site Supervisors
Work equipment and machinery	✓	Resource Development Manager Senior Site Supervisor Site Supervisors
Working at height – ladders, access equipment etc.	✓	Resource Development Manager Senior Site Supervisor Site Supervisors
Workplace Inspection	✓	Resource Development Manager Senior Site Supervisor Site Supervisors

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Curriculum and other non-occupational Health & Safety Topic/Activity	Applicable (✓)	Details of where information about the school's arrangements can be found
Administration of medication	✓	General Office, Head of Learning Support & Inclusion Manager Resource Development Manager Resource Officer
Educational Visits	✓	EVOLVE Resource Development Manager & Resource Officer
Food safety and hygiene	✓	Resource Development Manager Catering Manager
Outdoor activities		Head of Technology & CAPA Faculty Resource Development Manager
PE Equipment	✓	Head of Technology & CAPA Faculty Resource Development Manager
Student handling and restraint	✓	Executive Headteacher
Grounds maintenance	✓	Resource Development Manager
Student movement and flow	✓	Executive Headteacher Head of School Director of Students Services
School transport	✓	Resource Development Manager & Resource Officer
Science (where not covered by curriculum safety procedures set down in CLEAPSS)	✓	Head of Science Faculty Science Technician
Smoking	✓	Behaviour and Rewards Policy Staff Information Booklet Signage Resource Development Manager

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Special needs of students Health & Safety issues	✓	Head of Learning Support & Inclusion Manager
Stage and drama activities	✓	Lead Teacher of Music / Head of Drama Resource Development Manager
Supervision of students	✓	Executive Headteacher Director of Students Services
Technology rooms and equipment	✓	Head of Technology Faculty Technology Teacher
Wearing of jewellery	✓	Behaviour Policy, Code of Conduct Director of Students Services
Work experience	✓	Executive Headteacher Assistant Headteacher Resource Development Manager

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 and safety arrangements put in place.

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Consultation With Employees

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

Employee representative(s) for the school are:	Local Union Representatives
Consultation with employees is provided via:	Individual staff professional reviews, review of documents, team meetings, circulation of draft documents for consultation, Resources Committee, Unions, Staff briefings, Tutor meetings.

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 Executive Headteacher/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 Governors Community Relations Sub 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	Resource Development Manager Senior Site Supervisor
Is responsible for ensuring effective maintenance procedures are drawn up	Resource Development Manager Senior Site Supervisor
Is responsible for ensuring that all identified maintenance is carried out	Resource Development Manager Senior Site Supervisor
Any problems found with equipment should be reported to	Resource Development Manager Senior Site Supervisor

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Will check that new equipment meets any required health and safety standards before it is purchased	Resource Development Manager Senior Site Supervisor Heads of Faculty
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Information, Instruction and Supervision

The Health and Safety Law posters are displayed at:	Staffroom Notice Board School Reception
Health and safety advice is available from:	Resource Development Manager & Resource Officer LCC Health, Safety and Wellbeing Team
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	Director of Resources – employee induction Resource Development Manager – trainees/work placements
Health & Safety in shared premises (where applicable)	Director of Resources 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 Academy has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. The Staff Health & Safety Induction Checklist is completed and retained by the Resource Development Manager. 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. Training provision will include regular refresher training.

Induction training will be provided for all employees by:	Director of Resources
Staff H&S Induction Checklist	Resource Development Manager
Job specific training will be arranged by:	Director of Resources
Specific jobs requiring special training are:	Lifeguard - NPLQ Mini-bus drivers (and some teaching/support staff) Senior Site Supervisors – Asbestos awareness
Training records are kept at/by:	Director of Resources Resource Development Manager Resource Officer
Training will be identified, arranged and monitored by	Director of Resources

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Accidents, First Aid and Work-related Ill Health

The Academy 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 Academy'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 Procedures describe how to deal with first aid incidents for both students and staff. These procedures also include guidance for dealing with students and staff who are feeling unwell in school. The procedures are available on Firefly.

The first aid boxes are available:	General Office Science Prep Room Art & Design Store Room Food Technology Classroom Swimming Pool Office Sports Hall Office Mini Buses Mersey Kitchens
The first aiders and appointed persons are:	General Office Manager (Lead First Aider) The list of trained First Aiders is displayed in school and records are maintained by the Director of Resources & Resource Officer.
All accidents and cases of work-related ill health are to be reported to:	Executive Headteacher Head of School Director of Resources Resource Development Manager Resource Officer
Health surveillance is required for employees doing the following jobs within the school:	Requirement of Job Description and monitored as appropriate. Director of Resources
Health surveillance will be arranged by:	Director of Resources
Health surveillance/records will be kept by/at:	Director of Resources

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Performance 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.

<p>To check our working conditions, and ensure our safe working practices are being followed, we will,</p> <ul style="list-style-type: none"> • Conduct workplace inspections. These are carried out by: • Review all risk assessments annually or in the event of any significant changes. This function is carried out by: 	<p>Resource Development Manager</p> <p>Head of School Heads of Faculty Line Managers Resource Development Manager</p>
<p>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</p>	<p>Student related accidents:</p> <p>Student Support Managers Resource Development Manager Resource Officer</p> <p>Employee and visitor accidents:</p> <p>Line Managers Resource Development Manager Resource Officer</p>
<p>Is responsible for investigating work-related causes of sickness absences.</p>	<p>Director of Resources</p>
<p>Is responsible for acting on investigation findings to prevent recurrences.</p>	<p>Director of Student Services Director of Resources</p>

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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.

The Fire Marshal Roles, Responsibilities & Procedures and the Action in the Event of Emergency Evacuation Map are available on Firefly and are displayed throughout the school site.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	Resource Development Manager
Escape routes are checked by/every:	Resource Development Manager
Fire extinguishers are maintained and checked by/every:	Annually through Property Group Contract, currently Churches Fire
Alarms are tested by/every:	Annually through Property Group Contract, currently EFT Systems
The emergency evacuation procedure is tested:	Termly or upon activation
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Executive Headteacher