

Health & Safety Policy

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HEALTH & SAFETY POLICY

1. Health & Safety Policy Statement

- 1.1 The Local Governing Body of Thomas Deacon Academy regards the promotion of health and safety at work to be of the utmost importance for employees, pupils and visitors.
- 1.2 It is Academy policy to ensure that every reasonable step be taken, by all, to prevent injury and ill health to personnel by protecting everyone from hazards at work. This includes employees, pupils and visitors to the school whether it is for pursuance of their employment or other activities.
This will be managed through:
 - Assessing and controlling risk as part of the day-to-day management of school activity;
 - Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently;
 - Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the Academy and during out-of-school activities;
 - Periodic review of the safety policy as Academy activities and the associated risks change.
- 1.3 All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.
- 1.4 All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable.
- 1.5 In line with the Safe Organisation, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility.
- 1.6 From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the school.

2. A Safe Organisation

- 2.1 At the Thomas Deacon Academy, we will:
 - Comply with safety procedures, whether written or those brought to their attention by other means, for their own protection, protection of those under their supervision and others who may be affected by their actions.
 - Report to a Health & Safety Representative any incident or near miss which has led, or could have led to damage or injury.
 - Assist in any investigation with regards to accidents, dangerous occurrences or near misses.
 - Promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice.
 - Ensure that places and methods of work are safe and healthy and be conscious of a changing environment.
 - Protect personnel, whether they are employees, pupils, members of the general public visiting the Academy or contractors and their employees from any foreseeable hazards.

- Ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable and ensure that awareness with regards to all aspects of safety is fostered by all personnel.
- Ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- Ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety.
- Ensure that full and effective consultation on all matters is encouraged.

3. Responsibilities

3.1 The responsibilities of Academy personnel for Health and Safety are:

Local Governing Body

The ultimate responsibility for all aspects of health and safety at work within Thomas Deacon Academy rests with the Local Governing Body through safe organisation.

Director of Resources

The Director of Resources is responsible for the effective implementation of the safety policy, and encouraging staff, through regular monitoring, to implement health and safety arrangements.

Nominated Safety Advisor

The nominated safety advisor will act as advisor to the Director of Resources on health, safety and welfare within the Academy. They are also the advisor for all personnel to ensure they meet their individual responsibilities with regard to health and safety at work.

Line Managers

All members of the senior team and line managers are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility they are to liaise with the safety advisor so that the associated risks are assessed and any precautions deemed necessary are implemented.

Teachers and Supervisors

The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and supervisors. All accidents will be investigated by the Nominated Safety Advisor and/or Qualified First Aider in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate.

Teachers and supervisors will ensure that all new members of staff and pupils under their control are instructed to their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action when necessary.

Employees and pupils

Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, and the health and safety officer, and adhere to safety guidance given, in helping to maintain standards of health and safety in school.

Contractors

It is the responsibility of contractors and their employees to read and comply with the Academy's health and safety policy.

4. Risk Assessments

- 4.1 Responsibility for assessing and controlling risks rests with all personnel within the Academy and risk assessments will be undertaken by staff across the Academy in line with their roles, as appropriate. However, risk assessment and training shall be conducted in consultation with the nominated Health & Safety Advisor.
- 4.2 Senior managers will be responsible for ensuring any action required is implemented and risks are removed/reduced.
- 4.3 Assessments should be reviewed periodically or when the work activity changes.

5. Safety Arrangements

- 5.1 The safety arrangements set out below are for the information, guidance and compliance of all personnel in The Thomas Deacon Academy.
- 5.2 Health and safety are integral parts of management. They are key considerations, which should underpin and facilitate educational and financial activities. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.
- 5.3 In carrying out their normal functions, it is the duty of all Senior Leaders and Line Managers to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoptions of arrangements and procedures developed out of risk assessment in order to control risk.

These can be summarised as:

- Providing and maintaining safe equipment and safe systems of work.
- Making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles.
- Providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety.
- Providing safe places at work with safe access to and egress from them.
- Providing a safe and healthy working environment.
- Providing a system for rapidly identifying and remedying hazards.
- Where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.

5.4 All personnel have a statutory duty to co-operate in fulfilling the objectives of the Local Governing Body and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

5.5 Employees are required to observe special rules and safe methods that apply to their own work and to report hazards or near misses discovered by them to their Line Managers.

5.6 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

6. Accident reporting

6.1 Any accident or injury or near miss is to be reported to the Nominated Health and Safety Advisor or qualified first aider, by persons involved in the accident, or by the Line Manager, and entered in the accident report book. The accident books are located in the Medical Room, at Reception and in each House.

6.2 The nominated Health and Safety Advisor is to ensure that the Local Governing Body are informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (RIDDOR, 1999).

7. Accident investigation

7.1 All significant accidents or incidents that are considered to be dangerous or “near miss” situations are to be reported to Line Managers. They in turn are to report the incident to the nominated Health and Safety Advisor.

7.2 The Nominated Health and Safety Advisor is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence. Investigations such as these are essential in order that accidents, near misses, damage to equipment and property, and losses, are kept to a minimum.

7.3 All contractors must ensure that accidents involving their personnel are reported to the Nominated Health and Safety Advisor of the Academy as well as their own reporting chain.

8. Reporting procedures

- 8.1 Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported to Line Managers. Such reports are to be recorded.

9. First Aid

- 9.1 First Aid boxes will be located in set areas throughout the Academy – these areas will be clearly labelled and signposted.
A travelling first Aid box will be available for outside activities / trips.
- 9.2 The Principal will ensure that there are sufficient numbers of trained and qualified first aiders within the Academy and on the on-call rota. The Medical Supervisor will maintain the list of first aiders.
- 9.3 All injuries and medical incidents to any individual whilst on the Academy premises will be recorded on an accident form within the Accident book and reported, within 24 hours of occurrence, to the Health and Safety Officer and to the Principal if the injury/incident is particularly serious.
- 9.4 No medication should be administered by Academy staff to any student unless a written instruction is received from the parent or guardian and then it should be dispensed by an appropriately qualified individual. Written records will be kept in all instances.
- 9.5 All procedures in the Academy's Medical Needs Policy should be followed.

10. Out of school visits and activities

- 10.1 All personnel that arrange or actively participate in Academy visits or out of school activities must follow the Academy's Off-Site Activities procedures with regards to such visits.

11. Safe working procedures

- 11.1 Line Managers must ensure that safe working procedures are developed through:
- assessing the tasks to be undertaken;
 - identifying any potential hazards that may exist;
 - defining a safe working method;
 - implementing the system and monitoring the system.

Once developed, safe-working procedures must be promulgated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety.

- 11.2 All personnel are to familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant with these procedures.

12. Means of access

- 12.1 When using access equipment such as ladders, crawling boards, etc, the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- 12.2 Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

13. Good housekeeping

13.1 Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented when the guidelines listed below are followed.

- Keep walkways unobstructed;
- Ensure shelves in storerooms are stacked neatly and not overloaded;
- Keep floors clean;
- Do not obstruct emergency exits;
- Not allowing wires to trail in walkways;
- Keeping desk drawers closed.

14. Machinery

14.1 All Line Managers, teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation:

- The Factories Act 1961: Safety (General provisions);
- The Abrasive Wheels Regulations 1970;
- Woodworking Machine Regulations 1974;
- Operations at Unfenced Machinery Regulations 1938;
- The Lifting Operations and Lifting Equipment Regulations 1998;
- Provision and Use of Work Equipment Regulations 1998;
- Health and Safety (Safety Signs & Signals) Regulations 1996;
- Electrical Equipment (Safety) Regulations 1994.

15. Defective tools and equipment

15.1 All defects found in hand tools, power tools or any other equipment must be reported immediately to the Line Manager, who in turn will appraise the Health and Safety Officer of the details. The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been effected.

16. Electrical equipment

16.1 Only authorised and fully qualified personnel are to be allowed to install, repair or attempt to repair electrical equipment.

16.2 The protective outer sleeve of electric cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.

16.3 Electrical equipment that is known to be, or suspected of being faulty, must not be used.

16.4 If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

17. Use of harmful substances

17.1 When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.

- 17.2 No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for use by the Health and Safety Officer. The user department is to be in possession of a Safety Data Sheet.
- 17.3 Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Health and Safety Officer.

18. Skin infections and hand care

- 18.1 To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- 18.2 Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.
- 18.3 Do not put oily or chemically soiled rags in pockets.
- 18.4 Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

19. Smoking

- 19.1 Smoking is not permitted anywhere on the Academy site.

20. Consumption of food and drink

- 20.1 Food is to be consumed in designated areas only.
- 20.2 Hot drinks may only be carried in the Academy using cups with a secure lid. Hot drinks are not allowed during lesson time or whilst a member of staff is on duty.

21. Emergency services

- 21.1 Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required.
- 21.2 There are first aiders on call within the Academy during working hours.

22. Noise

- 22.1 Where noise cannot be controlled at source, all personnel are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

23. Fire prevention and Procedures

- 23.1 The Director of Resources is responsible for ensuring the Fire Risk Assessment is undertaken, that a Fire Action Plan has been completed and that a fire evacuation procedure is in place.
- 23.2 Fire procedures are available on the VLE for all personnel to read.
- 23.3 Notices clearly identifying the evacuation route and assembly areas are posted throughout the Academy.

- 23.4 Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of their assembly point in the event of a fire.
- 23.5 The most important part of fire control is prevention. With this in mind, all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked flammable.
- 23.6 Fire evacuation procedures and fire alarm testing will be carried out in accordance with current legislation and the Academy's Fire Policy and Emergency Evacuation Procedure.

24. Visitors

- 24.1 Visitors should always check in with the reception area and sign in to the visitors' book before entering any other part of the Academy buildings. Visitors will be issued with a visitor's badge which is to be worn for the duration of their visit. On departure they must sign out in the visitors' book and return their visitors' badge.
- 24.2 It is the duty of all personnel within the academy to ensure the health and safety of all visitors to the academy.
- 24.3 Visitors should not be allowed to enter work areas unaccompanied.
- 24.4 Appropriate protective clothing should always be issued for a specific area or task. The same level of protection is to be afforded to any visitor proceeding to that area.

25. Contractors

- 25.1 Contractors working within the academy are required to comply with the working rules as issued by this Academy. Any breach of these rules is to be reported to Academy Leadership or Line Managers and/or the nominated Health and Safety Advisor.

26. Use of vehicles

- 26.1 Only those persons authorised, and in possession of the appropriate licence and insurance, are to drive vehicles on Academy business. The TDA Minibus Drivers' Procedure is available on the VLE.

27. Manual handling of loads

- 27.1 All personnel frequently handling loads should have undertaken appropriate manual handling training.
- 27.2 Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.
- 27.3 Health and safety information and advice is available on all aspects of health, safety and welfare from the nominated Health and Safety Advisor.
- 27.4 Additional arrangements will be appended, as appropriate, as they are developed out of risk assessments carried out in accordance with this policy.