



Health and Safety Policy

ACADEMY

Q3 Academy
Health and Safety Policy

Contents

Introduction.....	1
Organisation and Responsibilities for Health, Safety and Welfare.....	3
<i>Governing Body.....</i>	<i>3</i>
<i>Principal</i>	<i>3</i>
<i>Adequate staffing levels for safe supervision;.....</i>	<i>3</i>
<i>Health and Safety Co-ordinator</i>	<i>4</i>
<i>Strategic Director.....</i>	<i>5</i>
<i>Curriculum and Personalising Learning Directors</i>	<i>5</i>
<i>Learning Consultants including Supply.....</i>	<i>6</i>
<i>Site Team.....</i>	<i>7</i>
<i>All Employees [including Temporary & Volunteers].....</i>	<i>7</i>
<i>Students.....</i>	<i>8</i>
<i>Staff Safety Representatives</i>	<i>8</i>
Names of Trade Union appointed Safety Representatives	9
Health and Safety Committee.....	9
Arrangements & Procedures for Health, Safety and Welfare.....	9
Accident Reporting, Recording & Investigation	9
<i>Asbestos</i>	<i>9</i>
<i>Contractors.....</i>	<i>10</i>
<i>Curriculum Safety [including out of Academy learning activity/study support].....</i>	<i>10</i>
<i>Drugs & Medication</i>	<i>10</i>
<i>Electrical Equipment [Fixed & Portable].....</i>	<i>10</i>
<i>Fire Precautions & Procedures [and other emergencies incl. bomb threats].....</i>	<i>10</i>
<i>First Aid.....</i>	<i>11</i>

<i>Glass & Glazing</i>	11
<i>Hazardous Substances</i>	11
<i>Health and Safety Advice</i>	11
<i>Housekeeping, Cleaning & Waste Disposal</i>	11
<i>Handling & Lifting</i>	11
<i>Jewellery</i>	12
<i>Lettings/shared use of premises</i>	12
<i>Lone Working</i>	12
<i>Maintenance / Inspection of Equipment</i>	13
Monitoring the Policy	13
<i>Personal Protective Equipment (PPE)</i>	13
<i>Reporting Defects</i>	13
<i>Risk Assessments</i>	13
<i>Academy Trips/ Off-Site Activities</i>	13
<i>Academy Transport</i>	13
<i>Smoking</i>	14
<i>Staff Consultation</i>	14
Staff Health & Safety Training and Development	14
<i>Staff Well-being / Stress</i>	14
<i>Supervision [including out of Academy learning activity/study support]</i>	14
<i>Use of VDU's / Display Screens</i>	14
<i>Vehicles on Site</i>	14
<i>Violence to Staff / Academy Security</i>	14
<i>Working at Height</i>	15
<i>Work Experience</i>	15
APPENDIX 1	16
<i>Health & Safety</i>	16
Employees Housekeeping Instructions.....	16
APPENDIX 2	17

Health and Safety Incident Report Form..... 17

APPENDIX 4 **21**

Health and Safety Committee:..... 21

Introduction

This policy statement supplements the general statement of policy issued most recently by Local Authorities.

The Academy's Governing Body and the Academy Executive Team recognise and accept their responsibilities both under civil and criminal law and also under DCSF's scheme of delegation for local management of Academies. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is acknowledged.

The Academy is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.

In compliance with the Health and Safety at Work Act, this Academy's Governing Body will ensure so far as is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- 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 articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the activities being carried out within the Academy boundary or otherwise, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its Students, this commitment is seen as especially important.

Within the financial constraints dictated by the Trust, the Governing Body will ensure through the Executive Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff is required to comply as a condition of employment. They are encouraged to assist in the Governing Body commitment to the continuous improvement in health and safety performance. For the policy to be effectively implemented the Academy must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

To take care of their own safety and that of others and;

To co-operate with the Governing Body and Executive Team so that they may carry out their own responsibilities successfully.

All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement is accessible to every member of staff. Copies are also posted on staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the Academy's Governing Body.

Eric Payne, Chair of Governors

Caroline Badyal, Principal

Date:

Date:

Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with the establishments' safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

Governing Body

The Governing Body will comply with any directions issued by these guidelines concerning the health and safety of persons on Academy premises or taking part in Academy activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Academy/DCSF carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Health and Safety Executive will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total Trust budget determined by their members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

Principal

Overall responsibility for the day to day management of health and safety in the Academy rests with the Principal. As manager of the establishment and of all the activities carried on within it, the Principal will advise Governors/Trust of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Principal will include: -

Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999;

Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy

Adequate staffing levels for safe supervision;

The delegated responsibility for maintenance of the premises;

- The purchase of equipment to meet appropriate safety standards;
- The repair, maintenance and testing of Academy equipment;
- 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;

The Facilities manager will take on the role of Deputy Premises Manager, The Principal is classed as Premises Manager.

The Facilities Manager will also take the role of Health and Safety Co-ordinator.

The provision of appropriate health and safety information to governors/trust.

To adhere to Housekeeping Instructions as per handbook and APPENDIX 1

The Principal may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the establishment. The Principal will provide a termly report for the Governing Body with accidents and near misses.

Health and Safety Co-ordinator

The Principal will delegate to the Health and Safety Co-ordinator, the majority of the duties that are linked with the overall responsibilities of the Principal. More specifically the post holder will: -

- Ensure that risk assessments are undertaken throughout the establishment and that control measures are implemented, and those assessments are monitored and reviewed.
- Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents, incidents of violence and near misses on the premises;
- Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- Arrange for termly evacuation drills and weekly fire alarm tests and any other related inspections.
- Advise the Property Maintenance Division (or other appropriate body) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- Co-ordinate the termly health and safety audit and periodic health and safety checks, ensuring all areas of the establishment and all activities are covered;
- Report to the Principal any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- Ensure that all Strategic and Curriculum Directors are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

- Ensure that appropriate matters of Health and Safety are included within the Induction Programme for all new staff and students.

Strategic Director

The Principal will delegate to the Strategic Director, one of the duties that are linked with the overall responsibilities of the Principal. More specifically the post holder will:-

Oversee all arrangements for Educational visits and Academy journeys.

Curriculum and Personalising Learning Directors

All Leaders/Directors/Managers are responsible to the Principal (via the Health and Safety Co-ordinator) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Health and Safety statement are observed and implemented by all subordinate members of staff in their respective companies/departments. In particular, staff holding such positions of responsibility will:

- Ensure that risk assessments are undertaken within their sections and that control measures are implemented, and those assessments are monitored and reviewed.
- ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- ensure that all accidents are reported Health and Safety Coordinator and investigated with a view to preventing a recurrence;
- ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- remove from use and inform the Health and Safety Co-ordinator of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- ensure that adequate levels of class supervision are available at all times;
- carry out (in conjunction with other members of staff) the daily housekeeping health and safety checklist (copy of which in Staff Handbook) within their areas of responsibility and provide a report of necessary to the Health and Safety Co-ordinator;
- maintain or have access to an up to date library of relevant published health and safety guidance from sources for example CLEAPS, DCSF, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- identify specific staff health and safety training needs and inform the Health and Safety Co-ordinator accordingly;
- consult with all staff on any matters which may affect their health or safety whilst at work;
- carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to

- the department;
- ensure that levels of first aid provision remain adequate for the activities being undertaken;
- Resolve health and safety problems referred by members of staff within their companies/department. Any problems that cannot be satisfactorily solved within their areas must be referred to the Health and Safety Co-ordinator;
- ensure (via subordinate staff) that all Students are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- ensure that good standards of housekeeping are maintained;
- Consult the Health and Safety Coordinators/Safety Adviser or other appropriate bodies when additional assistance becomes necessary.

Learning Consultants including Supply

Learning Consultants are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. Academy trips. Learning Consultants shall:

- Ensure effective supervision by only permitting practical work to be carried out by Students after carrying out a risk assessment. The class size, the abilities of the Students involved, the activities to be undertaken etc. will all need to be considered;
- be aware of the Academy's health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- ensure that safety instruction is given to all Students prior to commencing practical sessions;
- know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- ensure that Students follow Academy/Company safety rules and that protective equipment is worn where appropriate;
- ensure that all personal protective equipment is suitable and in good condition prior to issue;
- ensure safety devices e.g. machinery guards are in good condition and are used;
- report any defective equipment to the Curriculum Director/Lead Professional;
- investigate all accidents, incidents of violence, near misses (in conjunction with relevant staff involved i.e. First Aider, Personalising Director/Lead Professional,) which occur through activities organised/supervised by the Department/Area;
- propose for consideration by their Curriculum Director/Lead Professional any improvements which they consider would improve health or safety standards within the department;
- Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking Academy parties off site on educational visits.

Site Team

The Facilities Manager is responsible to the Principal via the Health and Safety Coordinator. Duties include:

- arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- participating in any health and safety checklist including health and safety audits paying particular attention to the building structure, services, access to/egress from the Academy, main circulation areas etc.;
- ensuring that other site supervisory staff are adequately supervised;
- Identifying any particular health and safety training needs of supervisory staff in the group.
- ensuring that staff within the group are not involved in activities outside their limitations;
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- Ensuring that all staff work in accordance with safe working practices issued by the Academy, the DCSF etc.
- to assist the fire officer ensuring all fire risk assessments/checks are up to date and recorded in Fire Risk Assessment File and Fire Log Book
- to continuously review and monitor the Facilities Manager Book/File

All Employees [including Temporary & Volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Governing Body and senior management of the Academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

All employees are required:

- to participate in the risk assessment process and comply with findings;
- to report all defects in the condition of the premises or equipment to which they become aware;

- to report all accidents, incidents of violence and near misses according to the procedures included in Part 3 of this document;
- be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- to make use of all necessary personal protective equipment provided for safety or health reasons;
- To, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.
- follow all relevant codes of safe working practice and local rules;
- report any unsafe working practices to the Curriculum Director/Lead Professional, Health and Safety Coordinator

Students

All students must be encouraged to follow all safe working practices and observe all Academy safety rules.

All students will:

- follow all instructions issued by any member of staff in the case of an emergency;
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and Safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. If there is a period of time between the appointments, The Academy has the option to use the Safety Representative named below, who is willing to act on the unions behalf and is affiliated to the local authority. Where the Governing Body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee represented relating to that employees health and safety or welfare at work;
- to make representations to the Principal via the Health and Safety Coordinator on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;

- to attend any safety committee meetings;
- To co-operate with the employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Names of Trade Union appointed Safety Representatives

Name	Union	Area Covered
Mr Jules Donaldson	NASUWT	North East 2
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-----	-----	-----
-----	-----	-----

Health and Safety Committee

The Academy should establish a Health and Safety Committee which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, students and others who may be affected by the Academy's activities. Membership of the Committee comprises of: See Appendix 4

The Health and Safety Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within the Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident Reporting, Recording & Investigation

Accidents to staff, students or visitors are recorded on an Academy accident form and duly logged. The staff and visitors/student accident report sheets are kept by HR & Admin Manager and the First Aid Log Book is based in the medical room. The Academy follows National Guidance with regard to the notification of serious accidents.

Asbestos

The Site Manager who is the competent Asbestos co-ordinator holds the Asbestos Record System Manual in his office; it is available for consultation with staff or

contractors working on site. The Site Manager makes contractors aware of their responsibilities, and he also oversees other works within the Academy and is aware of the details contained within the asbestos record. Potential or real interference to asbestos materials is reported to the Health and Safety Coordinator and the HSE guidelines are strictly adhered to.

Contractors

The Academy follows the advice of the Buildings Surveyor with regard to the selection of contractors, but also uses its own known specialists for other minor works. Contractors are requested to sign in/out at reception, and are also asked to complete paperwork related to their work, including the completion of a hot work permit, where appropriate. Major contracts are managed by the Principal and/or Facilities Manager/Finance Director. Close liaison is maintained between the contractor and the Academy.

Curriculum Safety [including out of Academy learning activity/study support]

All visits out of Academy require a Risk Assessment to be completed. The Strategic Director monitors this. Relevant Local Authority paperwork is also completed and forwarded where appropriate and signed by the Chair of Governors. All staff are asked to adhere to good practice contained within the various local and national guidelines for visits and copies are available for staff to refer to within Academy.

Drugs & Medication

If parents request that their child receives medication whilst in the Academy they are asked to contact the Welfare Officer/First Aider via the main Academy reception. Medication is kept in a secure lockable cupboard and is then administered during the Academy day by the staff responsible.

Electrical Equipment [Fixed & Portable]

Portable electrical equipment is tested annually by means of a rolling programme by a competent trained member of the Facilities team. Damage to any equipment is reported to the relevant Curriculum Director/Lead Professional and then to the Health and Safety Coordinator, either verbally or through the central repair system. Staff are discouraged from bringing their own electrical equipment into Academy, unless it has been tested.

Fixed installation equipment is maintained and tested every 5 years through the Authority's Electrical Section based at Municipal Buildings, Bars Road, Cradley Heath. This will continue to operate under the Service Level Agreement with the Authority in relation to property matters. Should this arrangement change, the provision of this service will be removed.

Fire Precautions & Procedures [and other emergencies incl. bomb threats]

All staff have access to the Academy Fire Procedures, the Health and Safety Coordinator monitors Level 1 risk assessments, and fire drills are carried out every term. Records of the fire drills are kept, and staff are always asked for comments on the success or otherwise of the drill. All staff and Students are advised of the need to follow Fire Route signs and Curriculum Directors/Lead Professionals are asked to supervise

the clearance of their immediate teaching areas. Regular Academy visitors know the assembly point and other visitors are escorted by their host. Fire extinguishers are maintained on contract by Mayfair Fire, the fire alarm is tested weekly by the Facilities Team, and emergency lighting is tested monthly by Sandwell Homes. The fire alarm system is tested on a three monthly basis by Sandwell Homes. This will continue to operate under the Service Level Agreement with the Authority in relation to property matters. Should this arrangement change, the provision of this service will be removed.

First Aid

Details of trained first aid staff are found in the First Aid Procedures Manual, copies of which are published in various locations throughout the Academy.

First aid boxes are kept throughout the Academy, particularly in the more vulnerable areas of Science, Technology and PE. The Academy duty receptionist acts as the main point of contact for all first-aid requirements. The Facilities Manager is responsible for the checking of the first-aid boxes and monthly records are maintained. Should an ambulance be deemed necessary the first aider will summon one in conjunction with the reception office. Attempts are always made to inform parents and if they are unable to accompany a child to hospital the Academy makes every effort to allow a member of staff to accompany them.

Glass & Glazing

When windows are broken, all replacement glass is BS 6206 laminate and is clearly marked as such. Monitoring the glazing around the Academy is carried out regularly by the Site Manager and his team.

Hazardous Substances

The Academy follows authority and national guidelines with regard to the use of hazardous substances, and their use is kept to a minimum. Hazard data sheets are kept by the relevant department/staff, a copy of which is kept in the Fire Log and a copy with the Fire Marshall, who in the event of a real situation, greets the Fire Service on arrival in Academy. Storage of such substances follows manufacturers' advice and COSHH assessments will be carried out.

Health and Safety Advice

The Facilities Manager has been appointed Health and Safety Coordinator and has undergone relevant training within Sandwell Authority.

Housekeeping, Cleaning & Waste Disposal

The Academy contracts out Cleaning Services to carry out cleaning duties. General Academy refuse is kept in a secure skip and kitchen waste is disposed of in a skip kept outside the main Academy kitchens.

Handling & Lifting

Staff are asked for suggestions to minimise handling and lifting, but the nature of the Academy Facilities deems it necessary for some to be carried out. Deliveries to the

Academy are usually made directly into the Academy reception area or re routed to the Delivery Room. The Facilities team, all of whom have had relevant manual handling training, ensure that these are delivered directly to departments or to an appropriate location in order to minimise the unnecessary handling of stock.

Jewellery

Students are allowed to wear a watch and only small sleeper or stud earrings are permissible. A maximum of one sleeper or stud per ear. We do not allow any other form of "Pierced Jewellery" such as eyebrow studs or nose studs to be worn in Academy (which includes the journey to and from Academy.) If a cross and chain is worn it should be underneath the blouse or shirt. No other jewellery (apart from the Q3 pin badge and ID badge) is allowed.

All jewellery is removed for PE lessons.

Lettings/shared use of premises

The Academy lettings form gives advice and instructions to those who may use the Academy in the evening or at weekends. All hirers are aware of their responsibilities with regard to health and safety through a procedures sheet which is signed and received before a letting takes place, the Facilities team ensure that only relevant areas of the Academy are opened, where practical, for such events. The relevant Entertainment Licence is held by the Academy for those events that require it.

Lone Working

Staff are discouraged from working alone, but where it is necessary they are reminded of the need to follow safe practice and Academy guidelines.

Maintenance / Inspection of Equipment

Ladders	-	Senior Facilities Supervisor		Termly
Fume Cupboards	-	Academy Repair Account	-	14 months
Fire alarm (manual)	-	Facilities Team	-	Weekly
Fire alarm (automatic)	-	Sandwell Homes	-	3 monthly
Fire Extinguishers	-	Sandwell Homes	-	Annually
PE Equipment	-	Gymfix	-	Annually
Emergency Lighting	-	Sandwell Homes	-	Monthly

Monitoring the Policy

The Health and Safety Coordinator has the delegated responsibility for monitoring all matters relating to Health and Safety.

Personal Protective Equipment (PPE)

Staff that require such equipment are provided with it. Advice on the use and maintenance of such equipment is sought from Health and Safety Unit at the Local Authority.

Reporting Defects

Copies of the form for reporting a hazard or defect within the Academy are available in the staffroom and the Admin Team's Office - all staff are requested to list their concerns. These are checked on a daily basis by the Site Manager and on a weekly basis by the Principal. All defects are recorded on an Academy database.

Risk Assessments

These are carried out where deemed necessary. Initial responsibilities lie with the relevant Curriculum Director/Lead Professional. Non-subject specific risk assessments are monitored by Site Manager.

Academy Trips/ Off-Site Activities

Advice on Academy visits is available from the Strategic Director who also centrally keeps copies of all risk assessments that have been undertaken. The Academy follows National and Local Authority Guidance, and all relevant documentation for the Authority is completed.

Academy Transport

Non Applicable

Smoking

The Academy is a dedicated non smoking site in all areas.

Staff Consultation

The Health and Safety Committee is a sub committee of the Governing Body which meets twice per term. Health and Safety issues are discussed as part of this Committee. All staff are invited to raise health and safety concerns with Health and Safety Coordinator which will then be discussed at the meetings.

Should more urgent problems arise between meetings, they are addressed as quickly as is practicable through informal consultation.

Health and Safety is an Agenda Item on all Strategic Directors Meetings, a regular item on Executive Group Agenda and minuted items at staff briefings.

Staff Health & Safety Training and Development

The Facilities Manager is also the Health and Safety Co-ordinator and has undergone training in Health and Safety IOSH Managing Safety. Line managers are charged with disseminating health and safety information to their staff, and should be specific guidance be required, advice is sought from the Authority.

Staff Well-being / Stress

The Academy responds sympathetically to difficult personal situations and offers support whenever it is able.

Supervision [including out of Academy learning activity/study support]

Staff are requested not to leave students unattended during curriculum time. At all other times i.e. Academy trips, Local Authority guidelines are followed e.g. 15 students to one member of staff, depending upon the nature of the visit.

Use of VDU's / Display Screens

The Health and Safety Coordinator is responsible for undertaking DSE Equipment Risk Assessments. The Academy has a policy in place for the payment of eyesight test and for providing payment towards the costs of corrective appliances if deemed necessary

Vehicles on Site

Students are discouraged from walking across car parks or vehicle entrance. The nature of the Academy site makes it difficult to completely segregate vehicles and staff/students, but the students are regularly reminded of the out-of-bounds areas.

Violence to Staff / Academy Security

The Academy takes security and the safety of students and staff very seriously. Visitors and contractors are directed to reception where they are asked to sign in/out. Systems are in place, which allow staff to report incidences of verbal or physical violence, should they occur.

The Academy has adopted a Zero Violence Policy.

Working at Height

The Site Manager is aware of guidelines as regards to the use of ladders. Ladders are kept in good order and visual inspections are carried out before use. All ladders and platforms are chained and locked when not in use. Students are not permitted to use ladders on Academy premises, and contractors should carry out their own risk assessment and adhere to safe practise when working at height.

Work Experience

The Work Experience Coordinator has responsibility for organising suitable and safe work experiences for students. DCSF guidelines are strictly followed and relevant insurance information is always sought; the placement is not allowed to go ahead unless all is in order.

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

APPENDIX 1

Health & Safety

Employees Housekeeping Instructions

1. When using electrical equipment always, before use, ensure that you do a visual electrical test before use. This can be done by checking; the plug, the socket and making sure the wire and connections are not damaged in anyway. If you find any problems you should report it to the health and safety co-ordinator as soon as possible.
2. Check that the workplace is free from hazards at the beginning of each day.
3. Do, daily if possible, a visual electrical check on all appliances – quickly look at plug, wiring etc. anything that appears risky, do not use and report to the Health & Safety Co-ordinator immediately.
4. Always put articles away immediately after use.
5. Clear up or report spillages immediately to your Line Manager or Site Team.
6. Do not allow objects to protrude into walkways.
7. Ensure that waste materials are properly stored and are removed on a regular basis.
8. Ensure that special arrangements are made for the removal of unusual or extra large objects or substances.
9. Do not store articles or substances anywhere other than in designated areas.
10. Ensure the workplace is tidy, and articles and substances have been put away at the end of the day.

If contractors are working in your office area, ensure that their “Method of Work” covers all safety aspects for your safety and of others. (If in doubt speak to your Line Manager or contact the Facilities Team).

Report all accidents, by requesting an accident form from the Health and Safety Co-ordinator. Accidents involving fractures/breakages of limbs should be reported to the Health and Safety Coordinator straight away in order to report to the HSE within 24 hours of accident.

Make sure that you update and adhere to the Department Risk Assessments that should be available to you via your Manager.

APPENDIX 2

Health and Safety Incident Report Form

PART A

TO BE COMPLETED BY, OR ON BEHALF OF,
INJURED OR AFFECTED PERSON

(Form to be completed by an employee for a member of the public or pupil)

(Please tick one box)

A3 Academy Employee	Member of Public	Contractor	Pupil	Voluntary Worker
If you are a contractor, what is the name of your company?				

1 WHAT TYPE OF INCIDENT ARE YOU REPORTING? (Please tick one box)

Accident	Violence or Aggression	Near Miss
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2 DETAILS OF INJURED OR AFFECTED PERSON

Surname:	Check No: Academy Employees Only
Forename(s):	Job Title:
Home Address:	Usual Workplace:
Post Code:	Works Telephone No:
Date of Birth: Male/Female	Line Manager:

3 DETAILS OF INCIDENT

Date:	Time: am/pm	Was there an injury? Yes/No
Describe the injury (State left or right as appropriate)		
Address where the incident happened		
Exact location of incident		
Describe the incident fully (including description of possible causes or defects in premises) Continue on an attached sheet as necessary:		

4 WITNESSES

Names and addresses of witnesses (if any)

5 IF IT WAS AN INCIDENT OF VIOLENCE OR AGGRESSION (STAFF ONLY)

Name and address of assailant (if known)				
Date of Birth: Or estimated age of assailant		Gender of Assailant: Male/Female		
Was the	Physical	Verbal	Racial	Sexual

incident:						
Were the Police involved? Yes/No Crime Number:						
Name of Police Officer & Officer Number:						
What support has been offered to you since the incident?						
Assailant Ethnicity:	White	Afro Caribbean	Asian	Oriental	Mixed Race	Unknown

6 SIGNATURE OF PERSON COMPLETING FORM

Signature:	Print Name:	Date:
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PART B - TO BE COMPLETED BY RELEVANT MANAGER/PRINCIPAL

1 OUTCOME AND TREATMENT

What treatment was given immediately? (Please tick)	
None	First Aid
Referred to GP	Taken to Hospital
Detained in Hospital	For 24 hrs or more
Has the incident caused sickness absence?	If Yes state first date of absence
Yes/No	_____
	Last date of absence

NOTE: If absence has lasted or is expected to last for more than 3 days Contact your Health & Safety Officer and forward this form immediately.	

2 MANAGER'S/PRINCIPAL'S INVESTIGATION

What in your view caused the incident? (Please include known defects in premises or equipment)

A more detailed investigation may be required. Please list any actions taken in respect of the incident and detail support you have offered to injured or affected persons.

3 MANAGER'S/PRINCIPAL'S SIGNATURE

Signature:	Print Name:
Job Title:	Telephone Number:

PLEASE PASS THIS COMPLETED FORM TO YOUR HEALTH AND SAFETY OFFICER (SEE GUIDANCE NOTE)

FOR SAFETY OFFICE USE			
Notifiable	Yes/No	Date HSE informed	Date received
Investigation reqd:		Investigation carried out by	
Yes/No			
Safety Rep Notified		Recorded for statistics	
Yes/No			

APPENDIX 4

Health and Safety Committee:

Principal

Governors/Trustees

Facilities Manager

Safety Representative

Site Team

Strategic Director (Arts)

Staff Representative

Finance Director