

# **BRIDGE SPECIALIST ACADEMY HEALTH AND SAFETY PRACTICES & PROCEDURES**



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## HEALTH AND SAFETY DUTIES

### Statutory Duties

1. The Health and Safety at Work etc. Act 1974 places duties on employers to safeguard so far as it is reasonably practicable, the health, safety and welfare of their employees (Section 2) and the health and safety of persons not employed but who may be affected by work activities such as pupils and visitors (Section 3). Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations.
2. Persons who have control of the premises have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for users who are not their employees, e.g. pupils and visitors (Section 4).
3. Employees have a duty to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff, pupils and visitors. They must also co-operate so that employers can comply with their statutory duties (Section 7).

### General Responsibilities

The Governors of Bridge Specialist Academy accept and understand their duties in controlling school premises and their statutory responsibilities for health and safety. In view of this it is particularly important that the Governing Body and individual employees work together to establish health and safety objectives and to ensure that each is aware of their own responsibilities, with the aim of running the school without risk to health and safety.

### SECTION 1 – Governors' Health and Safety Policy Statement

**The Governing Body recognises its responsibility to promote a culture where Health & Safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work. The Governing Body shall, so far as is reasonably practicable, take all reasonable measures to ensure the health, safety and welfare of staff, pupils and other persons on the premises, in accordance with the Health and Safety at Work Act 1974.**

Without prejudice to the generality of the above, the Academy will ensure so far as it is reasonably practicable that:

- Plant equipment and systems of work are safe and without risks to health;
- The handling and storage of articles and substances will be safe and without risk to health;
- Appropriate information, instruction, training and supervision to assist all employees, pupils and visitors to avoid hazards and contribute positively to their own health and safety whilst on school premises.
- The site is maintained in a safe condition and without risks to health;
- A safe work-place and safe access and egress;
- Adequate welfare facilities and suitable protective clothing and equipment are provided as necessary;
- Adequate arrangements in place for the welfare of staff, pupils and visitors.

The Academy acknowledges that no policy can be completely effective without the full co-operation of all concerned. It will therefore seek to gain this degree of commitment from staff, pupils and visitors through participation, encouragement and support.

The Academy will ensure it has access to competent H&S advice.

## **SECTION 2 – Organisation of Health and Safety Matters**

### **GOVERNORS**

Governors will ensure that: -

- Health & Safety Policy and Codes of Practice are fully implemented;
- Risk Assessments of work activities are undertaken and a written record of the assessments is kept;
- The Academy has access to competent Health & Safety advice;
- Health & Safety is included in the terms of reference of the Governing Body's Resources Committee;
- Staff with delegated responsibility for carrying out the arrangements for health and safety are fully aware of their role;
- Regular Health & Safety inspections and monitoring are undertaken and reports complied with;
- A positive H&S culture is established and maintained, with staff training taking high priority;
- All reasonable facilities and information is provided to Governors, inspectors of the Health and Safety Executive and any other health and safety official.

### **HEADTEACHER**

The Headteacher is responsible, as far as is reasonably practicable for:-

- Ensuring Health & Safety is an integral part of the management of the Academy;
- Ensuring that policies and procedures are known, understood and followed by all members of staff, including temporary and supply;
- Risk Assessments of work activities are undertaken and a written record of the assessment is kept and reviewed annually or sooner if required to ensure they remain valid;
- Ensuring staff who have been nominated for Health & Safety are fully aware of their responsibility for such delegated tasks and have been provided with the necessary training;
- Ensuring that adequate arrangements exist for the reporting of accidents and potential hazards, and that such reports are forwarded to Governors;
- Reporting all known hazards immediately to the Health & Safety Representatives and stop any practices or the use of any plant, tools, equipment, machinery etc. they consider unsafe until satisfied as to their safety.
- Ensuring arrangements for inspection of the Academy premises, places of work and working practices on a regular basis;
- Maintaining appropriate safety documents and records;
- Reviewing annually and make recommendations for improving the procedures laid down and for the training of personnel:
  - The provision of first aid in school
  - The emergency regulations
- Ensuring that staff organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved;
- Ensuring that contractors working on the premises are closely monitored and that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises;
- Ensuring that all purchases have been assessed for suitability and compliance with the Provision and Use of Work Equipment Regulations 1998.

## **BUSINESS MANAGER**

The Business Manager of the Castle Trust is responsible to the Headteacher for the detailed adoption of the Academy's Health and Safety Policy.

The Business Manager will ensure that all plant and equipment is regularly inspected and maintained in safe working order, that any defective equipment is removed from use immediately and that health and safety implications are considered in connection with the security, cleaning and maintenance of the building. The Business Manager will monitor contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, pupils and visitors.

## **STAFF**

All staff are responsible for the detailed adoption of the Academy's Health and Safety Policy within their area of work.

All staff will assist, as far as is reasonably practicable:

- In the monitoring of health and safety by inspecting their area of work on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and pupils;
- By informing the Business Manager of any hazards to health and safety they are meet in the course of their work;
- By ensuring that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- By ensuring that pupils and any other adult working with them are aware of emergency procedures;
- By ensuring that any personal protective clothing and equipment provided, worn/used and maintained as necessary;
- By ensuring that adequate supervision is maintained at all times;

All staff must:

- Take reasonable care for their Health & Safety at work and that of other persons who might be affected by their acts or omissions;
- Adhere to and comply with statutory regulations and agreed procedures for safe working, observe safety rules or instructions relevant to particular work or locations and to use protective clothing and safety equipment that is provided;
- Exercise effective supervision of pupils and to know the emergency procedures in respect of fire, bomb threat, first aid and to carry them out;
- Report to the Business Manager immediately or as soon as practicable, any defects with equipment, machinery or the workplace in general in line with school procedures;
- Report any near misses or Health & Safety concerns to the Business Manager;
- Not misuse anything provided for Health & Safety purposes;
- Co-operate fully with management in respect of complying with Health & Safety requirements;
- Be responsible for completing and adhering to risk assessments which are specific to their places of work or activities that they may undertake;
- Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonable practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Ensure that suitable clothing, including footwear is worn for the activity/task. For their own safety staff must NOT wear the following inappropriate items,:
  - Flip flops

- Wedges
- High heels
- Open toe shoes/sandals
- Jewellery or items around the neck

## **PUPILS**

All pupils are expected to:

- Comply with the rules for behaviour as much as is reasonably possible;
- Comply with all the information that is provided both verbally and written relating to Health & Safety;
- Not misuse anything that is provided for Health & Safety;
- In the case of an emergency, listen to and obey instructions given by staff; Ensure the correct uniform and kit, including footwear, is worn for the activity / task where is reasonably possible. The Academy cannot take responsibility if incorrect footwear is worn.



## **SECTION 3 – Health and Safety Arrangements**

In the establishment of all Academy procedures due regard has been given to advice taken from the Health & Safety Team competent advisors.

### **Reporting of Accidents and Incidents**

All accidents including near misses resulting in injury to both adults and pupils must be reported to the Business Manager and recorded on an accident/incident log available from the Business Manager.

### **First Aid**

All staff, are responsible for dealing with minor incidents requiring first aid. A first aid box containing basic equipment is located in each classroom and in the school office.

### **Fire Safety**

The Business Manager will ensure that a Fire Risk assessment takes place at appropriate intervals. All staff will be made aware of:-

- The location of the fire alarm exits
- The location of the fire assembly points
- Fire and evacuation procedures.

Fire safety and fire awareness training for employees is conducted on the first INSET day of each academic year and forms part of basic induction.

The school has several members of staff trained as fire wardens who will sweep designated areas when a fire alarm is sounded. A fire evacuation practices will be carried out at least 3 times per year and a log will be kept of the outcome in the fire log book by the Caretaker.

Visitors will be made aware of fire evacuation procedures upon arrival.

### **Electrical Equipment**

There has always been a requirement to satisfy H&S legislation. In 1989 the Electricity at work Regulations came into force, which clarifies the need to maintain electrical systems safely. The Academy undertakes PAT testing annually.

### **PE Equipment**

All PE equipment is checked annually by an approved contractor and all recommendations regarding the repair/replacement of equipment are followed prior to the equipment being used. In addition, each member of staff will carry out a visual inspection prior to use. If defects are noticed then these must be reported to the Business Manager who will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

### **Chemicals Safety**

The Academy will follow COSHH procedures to ensure the careful selection, use, storage and transport of all potentially harmful substances.

The Caretaker, under the supervision of the Business Manager, will be responsible for these matters.

## **Asbestos**

The Academy undertakes asbestos surveys by an approved contractor as required and recommendations regarding encapsulation/removal are followed. In addition the Caretaker undertakes regular visual monitoring inspections to ensure the integrity of the material.

## **Legionella**

The Academy complies with the statutory requirement for legionella checks.

## **Risk Assessments**

The Academy's risk assessment process is on-going. Risk Assessments are undertaken for hazards, activities and locations. All staff have access to these and are reminded on a regular basis to make themselves familiar with them.

## **No Smoking Policy**

It is the policy of the Governing Body that The Bridge Specialist Academy is a no-smoking school. Smoking is not permitted in any area of the Academy or grounds by staff, parents or visitors to the Academy. No smoking signs are clearly displayed around the building.

## **School Visits**

During the planning of off-site visits staff must give high priority to Health & Safety issues, and pre-visits are expected, wherever possible. Appropriate pupil/teacher ratios are expected to reflect the age of the children and the nature of the trip. A risk assessment must be completed by the lead teacher of all trips and approved by the Business Manager prior to the trip taking place. Overseas visits must be recorded on EVOLVE as LA approval is needed prior to the visit commencing. At all times only transport using individual safety belts will be used.

## **Visitors on Site**

Visitors on site during the school day will work under the close supervision of allocated member of staff. DBS clearance will be required before any visitor can be left alone in the company of children. Visitors will be made aware of any relevant health & safety issues / procedures.

## **Contractors**

Contractors will work under the close supervision of the Business Manager or Caretaker so as not to endanger the health and/or safety of children or adults in school. Contractors will be made aware of any relevant health & safety issues / procedures.

## **Hot Works**

The Academy operates a Hot Works Policy.

## **Medical Needs & the Administration of Medicines**

Designated staff will only administer medicines authorised by a Doctor as part of a Health Care Plan and following appropriate training and advice. (See separate policy)

## **Infectious Diseases**

The Academy follows the Health Protection Agency guidance on infection control in schools and other childcare settings.

## **Manual Handling**

Manual Handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling.

However, those staff for whom manual handling is a requirement of their post (i.e. Caretaker and Cleaners) specific training will be provided.

## **Working at Height**

All staff and contractors will follow the agreed safe systems of work when working from height. For those staff for whom working at height is a requirement of their post (i.e. Caretaker and Cleaners) specific training will be provided.

## **Security**

The premises of Bridge Specialist Academy and the equipment within it are protected as far as is reasonably practicable. In addition, the premises are kept in a well-maintained, attractive condition and kept free of graffiti, litter and other disfigurements.

## **Wellbeing**

The wellbeing of staff is seen as an integral part of the Academy's Health & Safety responsibility. All staff have the right to a reasonable work life balance and to expect the appropriate support or intervention when they experience health or personal difficulties.

All staff have fortnightly supervision with the school's art therapist and peer supervision once a week.

An ethos of mutual respect and support is promoted amongst all staff.

All sickness absence will be managed in accordance with the school's policy a copy of which can be obtained from the Business Manager.

## **SECTION 4 – Monitoring of Health and Safety Review Arrangements**

A full Health and Safety Inspection will be carried out annually by the Business manager and members of the Resources Committee. Findings will be recorded and shared at the next meeting and action to be completed minuted.

The Headteacher will report progress towards the actions in their report to Governors.

The Fire Risk Assessment will be annually or immediately reviewed following an incident or as a result of an issue raised by members of staff.

The Academy's Health and Safety Policy will be reviewed annually and presented to the Summer Term meeting of the Resources Committee.

The school will continue to give high priority to Health and Safety issues.

The School will arrange to assist with Interim Audits and conduct Academy Health & Safety Audits.

