



# Viewley Hill Academy

## Health and Safety Policy

Approved by the Governors of Viewley Hill Academy on: 20.1.14

Date	Amendment	Signed
11.2.15	Governor review - no changes	
2.3.16	P5: Removal of EVC role from SBM as this lies with the HT; P8: PAT testing responsibility changed from caretaker to SBM; P10: Inspection of outdoor play equipment changed from annually to quarterly; P10: updated to signing in procedure to reference new electronic system P10: temporary staff will be issued with an access card; P11: information regarding panic button inserted	

## **General Statement of Policy**

### **Introduction**

Viewley Hill Academy recognises and accepts that every one of its employees, students and visitors is entitled to a safe and healthy environment.

It is the intention of the Governing Body of Viewley Hill Academy that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment, in particular:

- To maintain the Academy in a condition that is safe and without risk to health, with safe means of access and egress.
- To provide and maintain a safe working environment for staff, students and visitors, without risk to health, with adequate facilities and arrangements for their welfare at Viewley Hill Academy.
- To provide plant and equipment that is safe, without risk and is adequately maintained and serviced.
- To provide staff and students with information, training and supervision as is necessary to promote health and safety throughout the Academy site.
- To ensure the use, handling, storage and transportation of articles and substances are safe and without risk to themselves or others.
- To carry out risk assessments and continuous monitoring to ascertain potential risks to the environment in conjunction with health and safety throughout the Academy.

### **Declaration of Intent**

Viewley Hill Academy's policies and procedures will be reviewed as circumstances require reflecting best practice in all aspects of health and safety.

Viewley Hill Academy and its Governing Body recognise and accept these responsibilities and will ensure they remain a priority and an integral part of all the Academy activities.

Viewley Hill Academy's Health and Safety Policy will be reviewed annually and updated as often as is necessary to ensure compliance with all relevant legislation, codes of practice, guidance and best practice.

It is the intention of the Governing Body of the Academy that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.

## **Organisation**

### **General Responsibilities**

It is the policy of the Academy to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, students and other persons who may be affected by its operations.

### **Responsibilities of the Governing Body**

In discharging its responsibilities, the Governing Body will:

- make itself familiar with the requirements of the appropriate legislation and codes of practice;
- create and monitor a management structure for Health and Safety;
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy, and that it is implemented;
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made;
- identify and evaluate risks relating to possible accidents and incidents connected with the Academy's activities, including work experience.

In particular, the Governing Body undertakes to provide as far as is reasonably practicable:

- safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
- supervision, training and instruction so that all staff and students can perform their activities in a healthy and safe manner; and
- provide safety and protective equipment and clothing, with associated guidance, instruction supervision.

The Academy will appoint a governor responsible for health and safety who will work alongside the Head Teacher to make regular health and safety inspections of the premises and keep the governing body informed of health and safety issues.

### **Responsibilities of the Head Teacher**

The Head Teacher or their delegated representative(s) have responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Head Teacher will take all

reasonably practicable steps to ensure that the Health and Safety Policy is implemented.

They are responsible for ensuring risk assessments are undertaken, appropriate control measures are put in place and accurate measures are maintained.

They will be given training, support and sufficient time to undertake duties.

### **Responsibilities of Senior Leadership Team**

All Academy Senior Leaders will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.

In addition to the general duties that all members of staff have, they will be directly responsible to the Head Teacher for the implementation and operation of the Viewley Hill Academy's Health and Safety Policy within their relevant classrooms and areas of responsibility.

Academy leaders will take a direct interest in the Viewley Hill Academy's Health and Safety Policy and in ensuring that staff, pupils and others comply with its requirements.

### **Responsibilities of the Business Manager**

The day-to-day health and safety responsibilities of the Academy have been delegated to be dealt with by the Business Manager. Health & Safety responsibilities include:

- arranging, recording and monitoring fire drills;
- accident reporting procedures;
- reporting hazards and near misses;
- Repairs and maintenance records;
- coordinating the provision of the health and safety training needs;
- display screen equipment risk assessments;
- provision of personal protective equipment;
- COSHH assessments;
- ensuring follow up action on health and safety reports is completed;
- provision of health and safety information;
- first aid provision

## **Responsibilities of all members of staff**

All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

In particular, members of staff will:

- be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body;
- ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively;
- see that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment;
- use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- report any defects in the premises, plant, equipment and facilities that they observe to the Head Teacher or nominated deputy; and
- take an active interest in promoting Health and Safety and suggest ways of reducing risks.

## **Finance & Resource Committee**

The Academy will ensure that health and safety is a standard agenda item at the Finance & Resources Committee, this committee will monitor Health and Safety issues within the Academy. The Committee will report to the Full Governing Body Committee.

## **Health & Safety Arrangements**

### **Fire Safety**

Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include fire drills and the use of firefighting equipment.

All staff and pupils will be fully conversant with the Academy evacuation procedures and this information will also be shared with any temporary staff.

Evacuation procedures will be tested each term. The person responsible for arranging, recording and monitoring fire drills at least once a term is the Business Manager.

All firefighting equipment will be checked annually by an approved contractor and records maintained in the fire logbook.

The fire alarm will be tested weekly from different points when the site is not in use and records maintained in the fire logbook.

All emergency lighting will be tested monthly and records maintained.

### **Risk Assessments**

Risk assessments are carried out for the potential hazard in the Academy.

Risk assessments are carried out for:

- Display Screen Equipment
- Fire risk assessment
- Manual handling
- Violence to Staff
- Working at height
- Coshh
- Pregnant workers
- Educational visits.

Risk assessment are carried out by an appropriately competent person.

### **Reporting Accidents**

All accidents to staff, students and visitors will be reported, in writing, using the Academy's accident report forms.

Completed forms should be given to the School Administrator, who will manage the Academy accident records.

Certain accidents must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Head Teacher will ensure that the HSE is informed of reportable incidents.

### **Reporting Hazards and Near Misses**

All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows,

suspected gas leaks, wet or slippery floors immediately. Reports should be made to the Business Manager, who will then complete an urgent review with other members of the Academy team as necessary. All reported hazards and near misses are recorded and reported to the Finance & Resources Committee for review and discussion.

### **Repairs and Maintenance**

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to the Business Manager or Caretaker by means of the hazard reporting procedure.

Defective furniture should be taken out of use immediately and reported to the Caretaker who will arrange for its replacement or repair.

### **Severe Weather**

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by the Head Teacher.

### **Health and Safety Training**

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is the Viewley Hill Business Manager.

- Health and Safety Policy
- Educational Visits Policy Document
- Premises Asbestos Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff and other employees is the Business Manager.

### **Portable Electrical Appliances**

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is the Business Manager.

Staff must not bring onto the premises any portable electrical appliances unless they have been authorised to do so and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is the Business Manager.

### **Display Screen Equipment**

All employees who use a computer are classified as users of display screen equipment and an assessment will be made of their workstations by an independent qualified person. The person responsible for arranging this is the Business Manager.

### **Personal Protective Equipment (PPE)**

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing the Business Manager as soon as they become aware of a need to repair or replace PPE, which they use.

### **COSHH (Hazardous Substances)**

Inventories of hazardous substances used in the Academy are maintained by the Business Manager.

An independent qualified person will be responsible for undertaking and updating the COSHH risk assessments.

Equipment, materials and chemicals must be stored in the appropriate storage containers and specified storage areas.

### **Health and Safety Inspections**

The person responsible for organising and carrying out termly safety inspections, including planning inspection is the Business Manager. Members of the Governing Body will participate with safety inspections where practicable.

A report will be submitted to the Finance & Resources Committee and Full Governing Body Committee as necessary.

The persons responsible for ensuring follow up action on the report is completed is the Head Teacher and Business Manager.

### **Provision of Information**

The person responsible for distributing all health and safety information and for the maintenance of a health and safety information reference system is the Business Manager.

New employees will be informed of all relevant health and safety information as part of the induction process.

The Health and Safety Policy is available to all staff.

Risk Management documentation will be held electronically.

The person responsible for ensuring documents are available and up to date is the Business Manager.

### **Educational Visits**

The person responsible for ensuring that the appropriate policy, procedures, risk assessment and approval is obtained for educational visits is the Educational Visits Coordinator (EVC). At Viewley Hill the EVC is the Headteacher.

All extracurricular activities must be recorded with the EVC along with a list of participating pupils.

Educational trips and visits must be organised in accordance with the Academy's Educational Visits Procedures.

### **First Aid**

The Academy will ensure that there are adequate and appropriate equipment and facilities for providing first aid.

The Business Manager will ensure that the number of certified first-aiders and paediatric first-aiders will not, at any time, be less than the number required by law.

In addition, supplies of first aid material will be held at various locations throughout the Academy.

### **Outdoor Play Equipment**

The outdoor play equipment is provided for the use of Academy pupils only. All equipment will be used under appropriate supervision. The equipment is inspected by a competent contractor quarterly and a detailed inspection report sent to the Academy.

The person responsible for the selection and siting of outdoor play equipment is the Head Teacher.

## **Visitors to Viewley Hill Academy Site**

All visitors to the Academy will be electronically signed in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Academy.

No contractor may undertake work on the Academy site without permission from the Business Manager.

Contractors, include Middlesbrough Council Catering staff are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, pupils and visitors to the Academy.

Contractors should, where necessary comply with any Academy health and safety procedures (i.e fire evacuation procedure).

Whilst on site, all visitors and contractors must wear an Academy visitor's badge.

Any contractor's employees must wear an identifiable uniform and an identity badge at all times.

Peripatetic or temporary teaching staff will be issued with a temporary access card to indicate their presence in the Academy.

If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the reception or off the site, as appropriate.

## **Contractors**

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is the Business Manager.

The person in control of contractors will be the Business Manager.

## **Security**

All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, pupils and bona-fide visitors and contractors.

### **Stress and Well-being**

The person responsible for monitoring absence owing to stress related illness is the Headteacher. The Academy will support individuals who have stress and all staff will have access to workplace counsellors or specialist agencies as required.

### **Lone Working**

Viewley Hill Academy is responsible for ensuring risk assessments are prepared and implemented for lone working activities. There is a panic button available stored within the key safe. If an employee/contractor plans to work alone in school the caretaker should be informed and he will issue the button from the key safe.

### **Critical Incidents**

As part of its commitment for the well-being of staff, pupils and visitors, the Academy will set out a procedure which is to be adopted in the event of a critical incident occurring either on the Academy premises or on an activity away from the Academy site.

### **Emergency Plan**

The Head Teacher has developed an emergency plan which covers all foreseeable major incidents which could put at risk the occupants or users of the Academy. The plan indicates the actions to be taken in the event of a major incident.