



Health & Safety Policy

DRAFT VERSION

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1.0 STATEMENT OF INTENT

The Governing Body is committed to providing and maintaining a safe and healthy environment for staff, students and visitors to the Academy, by creating a positive ethos which will permeate the Academy community providing a truly proactive vision towards Health & Safety.

The Governing Body will implement a safety management system that will ensure that appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.

They will make certain that adequate training and resources are made available to allow staff to gain experience and become competent to implement and maintain the pertinent legislation. Where necessary the Governing Body will seek specialist advice to determine the risks to Health & Safety in the establishment and the precautions required to deal with them. They will ensure that suitable and sufficient risk assessments have been carried out and that significant findings are recorded and the results are made known.

The Governors shall ensure so far as reasonably practicable that the Academy is maintained in a condition that is safe and without risk to health and that access and egress from the Academy is similarly safe and without risk. They will make sure that safe systems of work are in place so that no hazard arises from the proper use, handling, storage and transportation of equipment and substances.

In order to comply with the Provision and Use of Work Equipment Regulations 1998, The Governors will ensure that work equipment is suitable for the purpose for which it is provided, maintained in good order and inspected, where appropriate, by a competent person. They will ensure that adequate Health & Safety information is available and that sufficient training and supervision is given.

The Governing Body shall ensure, so far as reasonably practicable that the Health & Safety of persons not in their employ is not placed at risk whilst on the premises or arising as a result of our activities.

The organisation and arrangements of this Health & Safety Policy shall include consultation between management and employees in accordance with the Health & Safety (Consultation with Employees) Regulations 1996.

The Policy will be part of a controlled system that will audit and review the Academy and the arrangements for Health & Safety detailed in this document on an annual basis. This monitoring shall be both active and reactive to determine immediate and underlying causes of failings. Performance will be measured against agreed standards to establish when and where improvements are needed.

All staff have legal duties under the Health & Safety at Work Act 1974 and under the Management of Health & Safety at Work Regulations 1999 not to knowingly or recklessly misuse or interfere with items provided for their Health & Safety. Further they have a duty to report, without delay, any working situation that might present a serious and imminent danger or any shortcomings in Health & Safety arrangements. Staff also have duties under this legislation to take care of their own health, safety and welfare whilst at work, and that of others who may be affected by their acts or omissions. All employees have a duty and a responsibility to ensure their statutory duties and obligations are fulfilled.

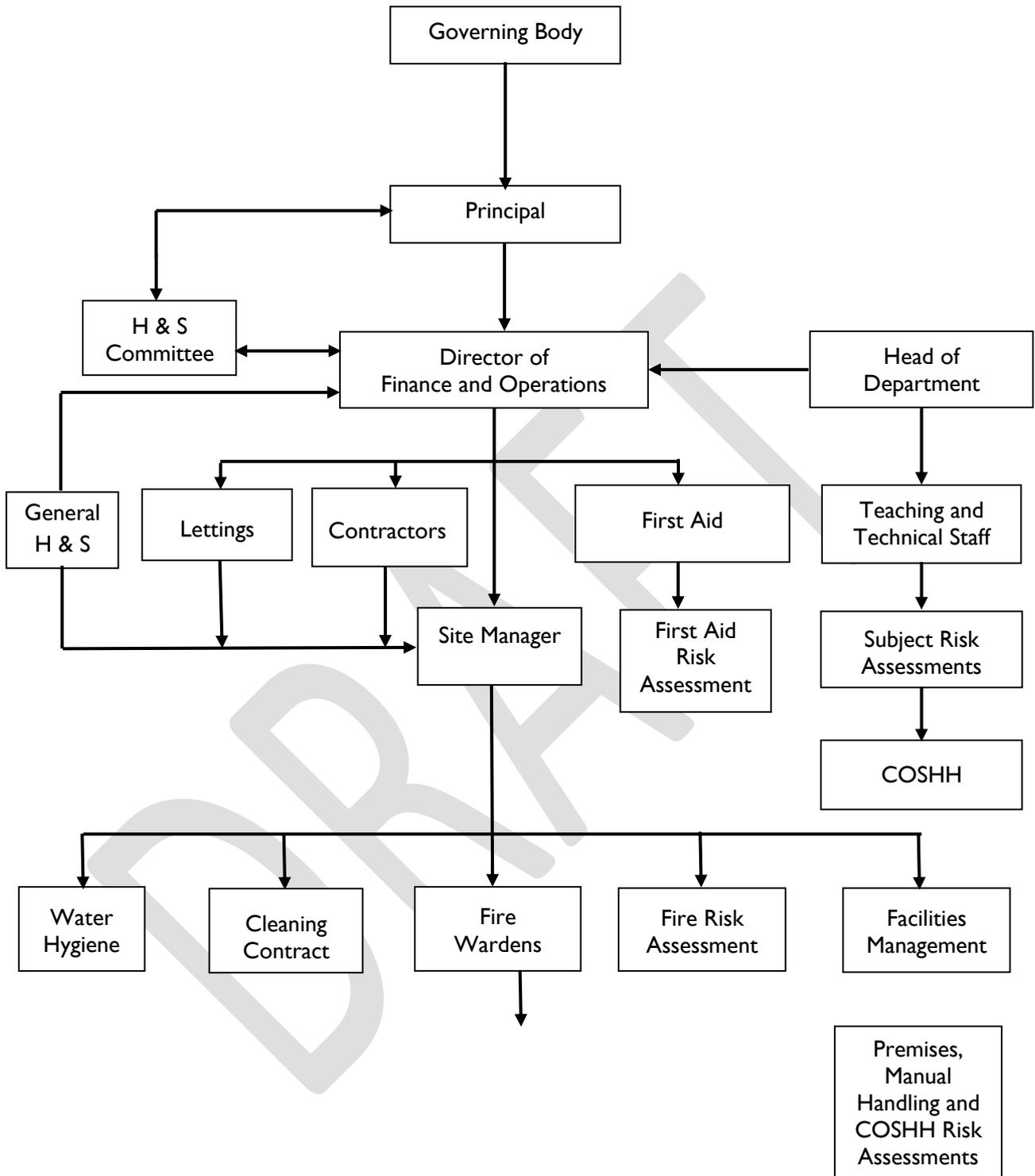
The overall high quality and cleanliness of the Academy's building and grounds will be evidence of a strong ethos of good housekeeping and attention to Health & Safety which all staff and students will be expected to uphold. The Academy's Health & Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

Signed

Date:

Chairman of Governors

2.0 ORGANISATIONAL STRUCTURE FOR HEALTH & SAFETY



2.1 Roles and Responsibilities

2.1.1 Governing Body

The Governing Body will:

- Make itself familiar with the requirements of the appropriate legislation and codes of practice
- Appoint a competent person who will ensure that all safety legislation, procedures, training and monitoring are adhered to on a daily basis
- Monitor to ensure that there is an effective and enforceable Policy for the provision of Health & Safety throughout the Academy, and monitor that it is implemented and effective
- Support the Principal in the production and implementation of this Policy
- Provide support to the Director of Finance & Operations, nominated person responsible for Health & Safety, and the Facilities Management team with regard to site specific safety

2.1.2 Principal

The Principal will:

- Ensure overall responsibility for Health & Safety within the Academy
- Ensure that this document and its contents are implemented
- Make certain that the necessary resources are provided to ensure that the Policy and any appendices are implemented
- Review this Policy and its associated documents on a regular basis
- Make recommendations to the Governors on ways to improve Health & Safety standards
- Consult and involve both Governors and Trade Union Representatives in all matters relating to the health, safety and welfare of the staff and students

2.1.3 Director of Finance & Operations - Nominated Person for Health & Safety

The Principal has designated the Director of Finance & Operations to be the Academy's nominated person for Health & Safety. He must ensure that the Academy is kept aware of its statutory duties and complies with all relevant legislation and codes of practice. His responsibilities will be carried out in partnership with an external Health & Safety Advisor, but are to:

- Be the focal point for day-to-day running of the Academy and implementation of this Policy
- Oversee Health & Safety within the Academy and report to the Governing Body/Health & Safety Committee
- Ensure that the necessary resources are made available to implement this Policy
- Ensure the Policy is regularly reviewed and that staff have access to it
- Monitor the effectiveness of the Health & Safety Policy, safety procedures and practices in relation to the Academy and its premises
- Maintain contact, where appropriate, with HEALTH & SAFETY EXECUTIVE and any other relevant body
- Keep Governors and staff informed of all new and developing legislation and other standards including dissemination of advice and information

- Advise where improvements in Health & Safety standards are appropriate
- Take the lead role in tendering and selection of contractors and approval for sub-contractors used
- Arrange for provision of written procedures for contractors
- Oversee the risk assessments from other teaching staff regarding Academy visits and work experience placements
- Ensure regular Health & Safety inspections are made, which cover buildings, equipment, services and fire arrangements to ensure conformity with regulations and Health & Safety Policy
- Maintain statutory safety records in addition to Health & Safety records required by the Academy
- Advise on possible hazards when considering the introduction of new machinery, new materials or processes, or changes in existing ones
- Liaise with the Site Manager to ensure that any piece of work equipment supplied by a third party with the intended use by the Academy staff conforms to the Provision and use of Work Equipment Regulations 1998. Ensure the appropriate risk assessments have been carried out by a competent person and the results known
- Oversee and review accident investigations and reporting to the Health & Safety Executive under the Reporting of Injuries Disease and Dangerous Occurrences Regulations (RIDDOR) as necessary
- Ensure, where necessary the appointment of competent persons in accordance with legislation
- Advise staff of their responsibilities for accident prevention and avoidance of health hazards
- Identify Health & Safety training needs and advise appropriately; in particular training should include:
 - Induction of new employees
 - Regular refreshers
 - Reviews on transfer or promotion to new duties
 - Reviews on introduction of new technology or changes to systems of work
- Ensure all records of training relating to Health & Safety are maintained and kept up to date
- Arrange for the provision of written safe systems of work
- Arrange for the provision of protective personal equipment based on risk assessment as required by the Personal Protective Equipment at Work Regulations 1992
- Ensure the provision of First Aid, fire and emergency procedures requirements
- Oversee the person nominated for the lead role in First Aid
- Oversee the first aid assessment of need
- Oversee the activities of the person nominated for the lead role in a fire
- Ensure that all risk assessments required by legislation are carried out by competent staff
- Oversee the risk assessments from other teaching staff including PE, DT, ICT, Art, Food Technology, Science, etc
- Liaise with staff who are given access to or work within premises of other organisations to ensure that none of the activities undertaken will put the health, safety or welfare of the Academy's staff or others at risk. Ensure suitable and sufficient risk assessments have been made and the Academy is aware of their findings
- Liaise with the external Lettings companies or owners of any premise on which the Academy staff and students are asked to work to ensure all health, safety and welfare requirements are met and that the Academy's staff and students are not put at risk

2.1.4 Site Manager

The Site Manager is responsible to the Director of Finance & Operations and shall have day to day responsibility for all Health & Safety matters on site other than teachers, pupils being taught or supervised by teachers and Health & Safety relating to lessons and extracurricular activities. Responsibilities are to:

- Be aware of his duties under this Policy and co-operate with the Academy in meeting its statutory duties
- Ensure the safety of buildings including external fixtures and fittings and all sports, playground and grassed areas
- Ensure that all current and new equipment meet statutory requirements and that any piece of work equipment supplied by a third party with intended use by the Academy staff conforms to the Provision and use of Work Equipment Regulations 1998
- Ensure that appropriate risk assessments have been carried out and the results known
- Ensure that any remedial action is carried out in a timely and reasonable manner and any unsafe equipment is safely immobilised
- Oversee the work of any contractors or sub-contractors who are engaged on any building or maintenance works within the Academy grounds
- Ensure that all Contractors are made aware of the safety procedures and hazards applicable to the areas in which they work
- Operate a Permit to Work System
- Review Safe Systems of Work of all Contractors to make sure that all work undertaken is carried out appropriately
- Be responsible for the Cleaning Supervisor and Cleaning Team and all cleaning activities including the production of COSHH risk assessments, where appropriate
- Produce risk assessments for all PPE used by them or any staff reporting to them
- Write and maintain Manual Handling risk assessments in accordance with the appropriate legislation
- Record risk assessments for all works that carry a significant risk of injury and ensure these are available for inspection
- Ensure all fire fighting detection systems and alarms are regularly inspected and tested and a log of the same retained
- Ensure all emergency lighting is regularly tested and inspected and a log of the same retained
- Ensure that all inspections and statutory requirements are met under the relevant legislation covering maintenance of the site and that, in so far as reasonably practicable, any risk to those who may be affected is reduced or removed

2.1.5 Vice Principals (Heads of Department)

All Heads of Departments will ensure, as far as reasonably practicable, that staff working for them have all the training and information they require to carry out their duties safely and to avoid hazards for themselves and others.

They will also ensure that risk assessments have been carried out for all activities and premises within which they work and that these risk assessments will be reassessed annually or whenever the following occurs:

- Change in legislation

- Change in control measure
- Significant change in work carried out
- Transfer to new technology
- Original assessment is no longer valid

The risk assessments will be recorded and records maintained and the significant findings of such assessments will be communicated to and be available for inspection by staff affected by them. All risk assessments will identify necessary protective and preventative measures to reduce the risk to the lowest reasonably practicable level.

Heads of Department must also ensure that:

- Staff, students, visitors and contractors are applying Health & Safety regulations, rules, routines and procedures effectively
- Where a member of staff identifies any condition, which, in their opinion, is hazardous, the situation will be reported immediately to their Line Manager and to the Site Manager
- Their staff take an active interest in promoting Health & Safety and suggest ways of reducing risks

2.1.6 Cleaning Team

The Cleaning Supervisor is responsible for the Cleaning team. Their responsibilities are to:

- Be aware of their duties under this Policy and to co-operate with the Academy in meeting its statutory duties
- Ensure they take reasonable care of themselves and others who may be affected by their acts or omissions
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of Health & Safety
- Report all accidents, dangerous occurrences and near misses immediately to the Academy
- Be fully conversant with fire procedures applicable to the area in which they are working
- Produce risk assessments for all PPE used by them or any staff reporting to them
- Ensure all equipment provided for personal is used and maintained in a condition fit for that use and any defects reported immediately
- Assume responsibility for all cleaning activities within the Academy including the production of COSHH and Manual Handling risk assessments, where appropriate
- Ensure that all current and new equipment and substances meet statutory requirements
- Ensure that where a member of staff identifies any condition, which, in their opinion, is hazardous, the situation is reported immediately to their Line Manager and to the Site Manager

2.1.7 Catering Team

The Catering Manager is responsible for the Catering Team. Their responsibilities are to:

- Be aware of their duties under this Policy, particularly the contents of the Food Hygiene Policy (section 27), and to co-operate with the Academy in meeting its statutory duties
- Ensure they take reasonable care of themselves and others who may be affected by their acts or omissions

- Not intentionally or recklessly interfere with or misuse anything provided in the interest of Health & Safety
- Report all accidents, dangerous occurrences and near misses immediately to the Academy
- Comply with all relevant hygiene procedures and ensure cleaning routines and food safety practices are maintained
- Be fully conversant with fire procedures applicable to the area in which they are working
- Ensure all equipment provided for personal safety is used and maintained in a condition fit for that use and any defects reported immediately
- Assume responsibility for all service catering activities including the production of COSHH and Manual Handling risk assessments, where appropriate
- Ensure that all current and new equipment and substances which come under the catering team's control meets statutory requirements
- Ensure that where a member of staff identifies any condition, which, in their opinion, is hazardous, the situation will be reported immediately to their Line Manager and to the Site Manager

2.1.8 Staff and Employees General

All staff and employees must be aware of their duties under this Policy and be aware that they have general duties with regard to Health & Safety. They can be summarised as follows:

- To ensure they take reasonable care of themselves and others who may be affected by their acts or omissions
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of Health & Safety
- To report immediately all accidents, dangerous occurrences and near misses
- To report any items of concern or potential hazards to the Site Manager or Nominated Person
- To co-operate with the Academy in meeting its statutory duties
- To be fully conversant with any fire procedures applicable to the area in which they are working
- To ensure all equipment provided for personal safety is used and maintained in a condition fit for that use and any defects reported immediately
- To liaise with the nominated person responsible for Health & Safety to ensure that new equipment or chemicals are not purchased until their hazards have been assessed in accordance with appropriate legislation
- To ensure that any equipment or facilities used during the course of their normal duties are fit and proper for the intended purpose and used in a safe, correct manner. This applies to all equipment and facilities arranged, provided and or otherwise approved by the Academy, provided by a third party with specific authorisation that employees of the Academy may use them or provided for unrestricted use by members of the public
- To check with the nominated person responsible for Health & Safety or the Site Manager, that any piece of work equipment supplied by a third party with the intended use by the Academy staff conforms to the Provision and use of Work Equipment Regulations 1998. Ensure the appropriate risk assessments have been carried out and the results known

2.1.9 Health & Safety Committee

Staff with Health & Safety responsibilities will meet on a termly basis and be known as the Health & Safety Committee. The primary objective of the Committee is to ensure that Health & Safety is given due priority and remains at the forefront of all the Academy's operations.

The terms of reference of the committee are as follows:

1. To provide a forum for Health & Safety issues affecting Bulwell Academy to be discussed.
2. To meet at least once per term
3. It is the responsibility of the Health & Safety Committee to draw Senior Management's attention to Health & Safety issues affecting the Academy, and to make suitable recommendations for improving relevant standards or the Health & Safety management systems.
4. The Agenda will incorporate:
 - i. A review of accidents over the previous period
 - ii. Departmental reports from members of the Committee
 - iii. Any correspondence or communication from the HEALTH & SAFETY EXECUTIVE or other authorities
5. Minutes from the meeting will be widely circulated and displayed on noticeboards.

3.0 ARRANGEMENTS FOR IMPLEMENTING POLICY

The arrangements for implementing the Health & Safety management system of Bulwell Academy are detailed within subject specific policies which give greater information on the procedures and protocols for compliance with the overall Health & Safety Policy and statutory duties

3.1 Policies and Procedures

1. Control of Hazardous Substances (COSHH)
2. Control of Contractors
3. Critical Incident
4. Departmental Policies: Science / Design and Technology
5. Display Screen Equipment
6. Duty of Care
7. Electrical Systems and Equipment
8. Field Work
9. Fire
10. Lone Working
11. Manual Handling Operations
12. Medical Policy
 - a. Anaphylaxis Policy
 - b. Asthma Policy

- c. Diabetes Policy
 - d. Epilepsy Policy
 - e. Medical Cover Policy
 - f. Sun Protection Policy
13. Inclement Weather
 14. Monitoring and Review
 15. Personal Protective Equipment
 16. Child Protection Safeguarding and Training
 17. Risk Assessment
 18. Slips, Trips and Falls
 19. Smoking
 20. Work Experience
 21. Working At Height
 22. Accident Reporting
 23. Maintenance
 24. Behaviour
 25. Legionella
 26. Health & Safety Training (including induction)
 27. Food Hygiene
 28. Stress
 29. Drugs and Alcohol

3.2 Register of Relevant Legislation

1. Health & Safety At Work Act 1974
2. Management of Health & Safety at Work Regulations 1999
3. Health & Safety (Display Screen Equipment) 1992
4. Provision and use of Work Equipment Regulations 1998
5. Control of Substances Hazardous to Health 2002
6. Personal Protective Equipment at Work Regulations 1992
7. Control of Asbestos at Work Regulations 2012
8. Ionising Radiation 1999
9. Control of Legionella Bacteria in water systems (L8) 2000
10. Electricity At Work Regulations 1989
11. Manual Handling Operations Regulations 1992
12. Health & Safety Regulations (Safety Signs and Signals) 1996
13. Gas Safety Regulations 1996
14. Health & Safety (Consultation with Employees) Regulations 1996
15. Regulatory Reform (Fire Safety) Order 2005

16. Health & Safety (First Aid) Regulations 1981
17. Safety Representatives and Safety Committees Regulations 1977
18. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
19. Lifting Operations and lifting Equipment Regulations 1998
20. Working at Height Regulations 2005
21. Control of Vibration at Work Regulations 2005
22. Construction (Design and Management) Regulations 2007
23. Disability Discrimination Act 2005

4.0 REVISION HISTORY

Version	Date	Changes	Approved
1	January 2015	New Policy prepared	

End of Document