



# King's Group Academies Health and Safety Policy

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## 1. Statement of Intent

King's Group Academies believe that ensuring the health and safety of staff, students and visitors is essential to the success of the academy.

We are committed to:

- providing a safe and healthy working and learning environment;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement
- ensuring adequate welfare facilities exist at the school;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A health and safety management system has been created to ensure the above commitments can be met. All governors, staff and students will play their part in its implementation.

## 2. Organisation

### 2.1 Introduction

To comply with the Governing Board's Statement of Intent the academy's normal management structure have additional responsibilities, as detailed below.

An organisational chart showing the school's health and safety management structure is detailed in appendix 2.1(T/F).

### **2.1.1 The Governing Board:**

The Governing Board has the following responsibilities and must ensure that: -

- a clear written policy statement is created which promotes the correct attitude towards safety for staff and students.
- responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities.
- persons have sufficient experience, knowledge and training to perform the tasks required of them.
- clear procedures are created which assess the risk from hazards and produce safe systems of work.
- sufficient funds are set aside with which to operate safe systems of work.
- health and safety performance is measured both actively and reactively.
- the academy's health and safety policy and performance is reviewed biennially.

### **2.1.2 The Principal:**

The Principal has the following responsibilities and must ensure that: -

- they must fully commit to the Governing Board's Statement of Intent for Health, Safety and Welfare.
- a clear written local Policy for Health and Safety is produced.
- that the Policy is communicated to staff and others requiring the information.
- appropriate information on significant risk activities is given to visitors and contractors.
- appropriate consultation arrangements are in place for staff and their representatives.
- all staff are provided with adequate information, instruction and training on health and safety issues.
- risk assessments of the premises and working practices are undertaken.
- safe systems of work are in place for identified risk factors.
- emergency procedures are in place.
- equipment is inspected and tested to ensure it remains in a safe condition.
- records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents and investigations.
- arrangements are in place to monitor premises and performance.
- all accidents are investigated and any remedial actions are implemented.
- they report to the Governing Board at least annually on the health and safety performance of the school.

### **2.1.3 The School Health and Safety Co-ordinator:**

The School Health and Safety Co-ordinator has the following responsibilities: -

- co-ordinate and manage the annual risk assessment process for the school.
- co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- make provision for the inspection and maintenance of work equipment throughout the academy.
- advise the Principal of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- Carry out any other functions required by the Principal or Governing Board.

#### **2.1.4 Teaching/Non-teaching Staff Holding Positions of Special Responsibility:**

This includes deputy principals Principal/assistant principals Principal, curriculum co-ordinators/subject leaders, admin staff, lunchtime staff, technicians and caretakers. They have the following responsibilities:

- apply the school's Health and Safety Policy requirements to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements
- carry out health and safety risk assessments of the activities they are responsible for
- ensure that all staff under their control are familiar with any health and safety procedure for their area of work
- attempt to resolve health, safety and welfare problems from members of staff or refer them, to the Principal. Any problems that cannot be resolved locally should be forwarded to the Local Authority Health and Safety Department for advice
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and make a record of these inspections
- ensure, so far as is reasonably practicable, the provision of information, instruction, training and supervision to enable employees and students to avoid hazards and contribute positively to their own health and safety
- investigate any accidents that occur within their area of responsibility
- keeping the Principal informed on the health and safety performance of his/her department or area of responsibility (this could be facilitated by quarterly briefings, an annual report, etc. dependent on direction from the Principal).

#### **2.1.5 Teachers:**

Teachers are expected to: -

- exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies.
- follow particular health and safety measures in their own teaching areas as laid down in the relevant Guidance or Procedures.
- give clear oral and written instructions and warnings to students when necessary.
- follow safe working procedures.
- require the use of protective clothing and guards where necessary.
- make recommendations to the Principal or Health and Safety Co-ordinator on health and safety equipment and any improvements to plant, tools, equipment or machinery that may be necessary.
- integrate all relevant aspects of safety into the teaching process and, where necessary, give specific lessons on health and safety in line with national curriculum requirements for safety in education.
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- report all accidents, defects and dangerous occurrences to the School Office.

#### **2.1.6 Health and Safety Representatives:**

Safety Representatives can either be appointed through their union under the Safety Committees and Safety Representatives Regulations 1977 or volunteer to be a Representative of Employee Safety under The Consultation with Employees Regulations 1996

The Governing Board recognises the role of appointed Health and Safety Representatives. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They must be consulted on health and safety matters affecting all staff. They are also entitled to certain information, e.g. about accidents

and to paid time off to train for and carry out their health and safety functions. However, they do not carry out health and safety duties on behalf of the Principal or Governing Board.

### **2.1.7 All Employees:**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must: -

- comply with the academy's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- co-operate with school management in complying with relevant health and safety law.
- use all work equipment and substances in accordance with instruction, training and information received.
- report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- report all incidents in line with current incident reporting procedure.
- act in accordance with any specific health and safety training received.
- inform their Line Manager of what they consider to be shortcomings in the academy's health and safety arrangements.
- exercise good standards of housekeeping and cleanliness.
- co-operate with appointed Safety Representative(s).

### **2.1.8 Students:**

Students, allowing for their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of dress consistent with safety and/or hygiene.
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **3. Procedures and Arrangements**

### **3.1 Introduction**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Board's Statement of Intent.

### **3.2 Risk Assessments:**

- a) General risk assessment - will be co-ordinated by the Principal/Site Manager as relevant
- b) New and expectant mothers risk assessment - will be carried out by the Health and Safety Co-ordinator
- c) Curriculum activities assessment - Risk Assessments for Curriculum activities will be carried out by teachers to be co-ordinated by faculty heads.
- d) Fire safety assessment - A site-specific fire risk assessment will be carried out by the Site Manager & Local Fire safety advisor.
- e) Manual handling assessments - Manual handling risk assessments will be co-ordinated by the Site Manager
- f) Computers and Workstation assessments - Workstation DSE assessments will be carried out by our chosen contractor.
- g) Hazardous substances – the Site Manager is responsible for identifying and assessing hazardous substances within their area of responsibility. Violence - Assessment of the risks of violence to staff will be carried out by the Principal.

### **3.3 Emergency Procedures:**

**3.3.1** The academy has a detailed Critical Incident & Emergency Response Plan

**3.3.2** Fire and evacuation procedures

**3.3.3 First aid:**

First Aid procedures are detailed in the Appendices to this document e.g.

- a) Location of First Aid boxes (TBC)
- b) Certified First Aiders (TBC)

**3.3.4 Incident/accident reporting:**

Details of the school accident reporting procedures are contained within Appendix 3.3.4(T/F)

**3.3.5 Bomb hoaxes and bomb alerts:**

The Principal, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident. The control point from where such an incident will be handled is the Academy Office.

The signal (alarm) for evacuation of the building (if necessary) will be the fire alarm sounding /flashing and normal evacuation procedure should be followed. (TBC)

**3.3.6 Gas leaks:**

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone 'British Gas Transco (Telephone number: 0800 111 999).

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

**3.3.7 Chemical spills:**

- a) All staff should follow guidance contained in the CLEAPPS Hazards.
- b) Other areas should follow procedures as identified in relevant COSHH assessments

## **4. Health and Safety Training**

**4.1** Health and safety induction training will be provided for all new employees by the Site Manager under the direction of the Principal.

**Note:** A range of courses are offered by the Local Authority and these can be found on the Services to Schools. The following professional bodies offer school specific training:

- CLEAPPS offer a range of courses for Science and Design & Technology
- The Association of British Theatre Technicians (ABTT) offer a range of courses for drama
- National Society for education in Art and Design (NSEAD)
- Training & Development Agency for Schools (TDA) national CPD database
- Design & Technology Association (DATA): Teacher accreditation scheme

**4.2** Staff will receive regular and/or updated health and safety training as required.

## **5. Inspection and Testing and/or updated Health and Safety Training as required**

### **5.1 Statutory inspections:**

All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by appropriate contractors.

### **5.2 Portable electrical appliances:**

Inspection and testing of portable electrical appliances will be carried out by an approved contractor.

### **5.3 Equipment maintenance – curriculum:**

Subject Leaders will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented.

### **5.4 Ladders and access equipment:**

The Site Manager will be responsible for inspection and maintenance of ladders and other access equipment.

## **6. Health and Safety Monitoring**

### **6.1 Inspection of premises:**

- a) General workplace Inspections will be co-ordinated by the Site Manager in conjunction with the Principal.
- b) Monitoring inspections of individual classrooms will be carried out by teachers or Senior Leaders.

## **7. Consultation and Communication of information**

### **7.1 Consultation:**

- a) The Governors' sub-committee meet at least termly to discuss health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by academy management.
- b) The Trade Unions' appointed Safety Representative(s) on the staff are displayed in the Staffroom.

### **7.2 Communication of information:**

- a) The Principal will ensure that systems are established so that staff and students are familiar with the arrangements set out in this document.
- b) The Health and Safety Law poster is displayed in the Academy Office.
- c) Health and safety advice is available in/from the academy. This will be the Academy H&S Co-ordinator or the Local Authority Health and Safety Officer

## **8. Premises Management**

### **8.1 Supervision of students**

- a) Arrangements for supervision of students are detailed in Appendix 8.1(T/F).

### **8.2 Security and visitors: Procedures are detailed in Appendix 8.2((T/F)**

### **8.3 Building maintenance:**

- b) General building maintenance is carried out by the Site Manager.

- c) The Site Manager will be responsible for ensuring that all identified general building maintenance is carried out by either the site team or other approved contractors.

#### **8.4 Control of contractors:**

- a) All contractors must report to the Academy Office where they will be requested to sign the Visitors Book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.
- b) The Site Manager is responsible for monitoring areas where the contractors' work may directly affect staff and students and for keeping records of all contractor work.

### **9. Other Procedures**

#### **9.1 Emergency response management:**

- a) The Local Authority's 'Emergency Response' guidelines are followed and staff are made aware of the advice given, in conjunction with the school site-specific emergency response procedures.

#### **9.2 Managing medicines:**

- b) Prescribed medication will be administered to students following guidance contained in the administration of medicines policy. All Admin Staff and members of the senior leadership team have been nominated as responsible persons for control of administration of medicines to students.

#### **9.3 Educational visits:**

- c) Educational visits will be organised following guidance contained from the DfE

### **10. Reference Documentation**

**10.1** All reference documentation relating to this policy and the School's H&S management systems can be accessed via the school local Authority – Services to Schools.

**10.2** Other related documentation is as follows:

\*Portsmouth Local Authority Manual of Personnel Practice

\*KAB Management and Curriculum Policies

### **11. Management of policy**

The King's Group Academies Trustees has overall responsibility for the maintenance and operation of this policy. They will maintain a record of concerns raised and the outcomes. King's Group Academies policies will be reviewed regularly and will include an evaluation for impact on workload and working hours.