

# HEALTH AND SAFETY POLICY

This policy was approved by the Full Trust Board:	September 2017
This policy will be reviewed in:	September 2018
This policy will be reviewed by:	Mr I Smith Director of Finance & Operations in consultation with the Finance & Operations committee

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## Section A – Introduction:



Health and Safety at Work Act 1974

# HEALTH AND SAFETY POLICY STATEMENT Of Dover Christ Church Academy

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### A1: Statement of Intent:

The Principal and Trustees believe that the health and safety and wellbeing of staff and students is of fundamental importance to create an environment within which students may thrive and fully develop their potential. An appropriate health and safety environment along with the relevant safeguarding and risk assessments that we undertake is one that will enable students to learn in a stimulating and safe environment.

The Principal and Trustees are committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on Academy premises, or engaged in off-site activities (e.g. Academy trips, sports events etc.).
- ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe plant and safe systems of work without risks to health.
- ensure safe use, handling, storage and transport of articles.
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

Signed:

Signed:

*Principal*

*Chair of Trust*

Date:

Date:

## **Section B – ORGANISATION**

### **B1: Employer's Responsibilities**

Dover Christ Church Academy as the employer has a statutory duty in respect of health and safety in the Academy and to ensure that premises and people are healthy and safe.

The responsibility is devolved by the Trust Board to the Principal, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Principal will ensure the overall implementation of the policy.

### **B2: Principal's Responsibilities**

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the Academy improvement plan, if necessary;
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the Trust Board on a regular basis;
- To monitor and review all health and safety policies and procedures.

**NB:** Tasks can be delegated to other staff members but the responsibility remains with the Principal.

### **B3 – Trustees’ Responsibilities**

- Responsibility for the health and safety of pupils lies with the Trust Board of the Academy, either as the employer of Academy staff or because it controls Academy premises (or both).
- The Trust Board will promote a strategic overview for health and safety.
- The Trust Board will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- The Trust Board will make adequate provision for maintenance of the Academy premises and equipment within the Academy’s budget.
- The Trust Board will support and monitor health and safety within the Academy.
- The Trust Board can consider appointing a governor or committee of Trustees to coordinate health and safety from a strategic point of view.

<p><b>Name of Appointed Health and Safety Governor: David Leah via the Finance and Operations Committee</b></p>
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### **B4 – Staff Responsibilities**

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the Principal or their line manager.

### **B5 –Director of Finance and Operations**

- Has responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.

## **B6 – Safety Representatives**

Safety representatives have the following functions:

- Represent employees generally and when consulted about specific matters that will affect the health, safety and welfare of the employees
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace
- Present the findings of investigations.
- Inspect the workplace;
- Meet the Principal and/or Director of Finance & Operations in order to bring Health & Safety matters to their attention.

<b>Names of Employee Representatives:</b>
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<b>Iain Smith, Jamie Lees, Becky Land</b>
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## **B7 - Consultation with Employees**

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

## **B8 – Information, Instruction and Supervision**

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster can be found:

<b>Location of Poster:</b>
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<b>The Staff Kitchenette, Hair &amp; Beauty Salon, Sports Hall</b>
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- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Principal or other delegated key members of staff.
- The Principal will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

## **B9 – Competency for Health and Safety Tasks and Training**

- Induction training will be ensured for all members of staff by the Principal.
- Training will be identified, arranged and monitored by the Principal and the Trust Board.
- Staff are also responsible for drawing to the attention of the Principal their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

**The person responsible for holding the records is:**

**The HR Manager (Becky Land)**

## **B10: Monitoring**

- The Principal or the delegated responsible person will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the Academy building and grounds three times a year.
- The Director of Finance & Operations is responsible for investigating accidents although the accountability lies with the Principal.
- The HR Manager is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Principal.
- The Principal is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.
- The Trust Board will support and monitor health and safety within the Academy ensuring Health and Safety matters are a standing agenda item for Finance & Operations committee meetings.

## Section C – ARRANGEMENTS

### C1: Academy Activities

- The Principal or the delegated responsible person will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the Trust Board and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Principal or their delegated responsible person.
- The Principal or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

#### **Curriculum Safety Risk Assessments:**

*Including PE, Design and Technology and Science together with any other activities requiring appropriate assessment.*

### C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to the Academy reception, where appropriate arrangements for the signing in and out and identity badges will be provided, noting registration numbers as appropriate.
- All visitors shall be made aware of the Academy's fire arrangements in the event of a fire.
- All visitors shall be made aware of the Academy's emergency procedures.

### C3: Fire and Emergency Procedures

- The Principal or the delegated responsible person is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Fire Wardens are appointed and are allocated specific areas of responsibility
- Instructions to employees distributed by email
- Emergency evacuation will be practiced three times a year and a record will be kept:

#### **A record will be kept by:**

**Iain Smith - Director of Finance & Operations**

- Kent Fire and Rescue will be contacted automatically by Seacom (Fire alarm system provider with a confirmation call by the Caretaker or Fire Marshall

## **C4 Fire Fighting**

- Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.
- All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire.

**Name of Responsible Person for Fire Safety:**

**Director of Finance & Operations**

## **C5: Maintenance of Fire Precautions:**

The Principal will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

## **C6: Bomb Alerts**

Bomb alerts will be dealt with in accordance with the Academy's emergency planning arrangements.

- The Principal or the delegated responsible person is responsible for ensuring appropriate bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff

## **C7: First Aid Arrangements**

- The Principal or the delegated responsible person will ensure that there are an appropriate number of designated and trained first aiders in the Academy.

**A list of first aiders and contact details can be found:**

**In the Main Reception, Staff room & Sports Hall**

- The Principal will ensure that there are an appropriate number of first aid boxes, with instructions.

**The first aid boxes are located:**

**In the Finance Department, Aspen Unit, DT Technicians office & Science Technicians office**

- All reportable incidents under RIDDOR '95 will be reported to the HSE by the Academy.
- Parents will be invited to complete the consent form for medical treatment in accordance with DFE guidance.

### **C8: Information Technology**

- The Principal or the delegated responsible person will ensure that suitable arrangements are in place for the use of Information Technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).

### **C9: Legal Requirements for Premises**

- The Academy will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The Academy will comply with the arrangements of the Education (Academy Premises) Regulations 1999 with regard to Academy facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

### **C10: Safe Handling and Use of Substances**

- The Principal or the delegated responsible person is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Principal or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Principal will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Principal will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

### **C11: Inspection of Premises, Plant and Equipment**

- The Principal or the delegated responsible person will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, Trustees, and caretaking staff and the Principal, Vice Principals or Director of Finance & Operations
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.

### **C12: Asbestos Management**

- The Director of Finance & Operations will arrange for an asbestos management survey to be carried out every three years in line with KCC policy. The Principal will ensure that the KCC asbestos management policy is followed. An asbestos register will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The Principal or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

### **C13: Legionella Management**

- The Director of Finance & Operations will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the Academy is responsible for. Therefore all identified remedial works will be incorporated into the Academy's maintenance programme.
- Monitoring of the water system is also a statutory requirement and the Academy will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

#### **C14: List of Documents to complement this Policy**

- Asbestos Register – (located in Reception)
- List of substances relating to Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE) guidance
- Fire risk assessment, evacuation plan including responsibilities of the fire wardens
- Legionella prevention and management document
- Stress management policy
- Lone working policy & risk assessment
- Manual handling policy & risk assessment
- Violence and aggression policy & risk assessment
- Working at height policy & risk assessment
- Vehicle and Pedestrian movement risk assessment
- Pond risk assessment
- Health & Safety of pupils on educational visits