

Gosberton House Academy Health and Safety Policy

March 2016

General Statement of Health and Safety Policy

This statement covers the activities of Gosberton House Academy. It is to be read in conjunction with the general statement of Health and Safety policy issued by Lincolnshire County Council. Gosberton House Academy recognises the importance of safety, health and welfare, in the successful operation of all its activities. It believes in the active participation of every person within the organization, in order to achieve and maintain the highest practicable standards of accident prevention.

It is the intent of the Principal and Governors of the Academy to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Principal and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the Academy. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

The Principal and Governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the Academy. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Principal and governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

Organisation and Responsibilities

The Governing Body

The Governing Body in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- ensure that the LEA's Health and Safety Policy is complemented by the Academy's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents.
- ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the Academy.
- Ensure there is adequate provision both in staffing, facilities and resources to allow the Academy to meet both its legal and moral obligations with respect to health, safety and welfare.

Principal

The Principal has overall responsibility for safety policy, organisation and arrangements throughout the Academy and in particular the Principal will:

- the health and safety policy is implemented on day to day basis;
- provide liaison with the Inspectors: MAT, LEA, DfES and HSE with regard to safety aspects;
- budget for safety and health matters;
- risk assessments are carried out and measures are implemented to control the significant risks and comply with health and safety legislation;
- the significant findings of the risk assessments are recorded;
- health and safety standards are monitored informally on a day to day basis and formally monitored three times a year, keeping records of the findings and any actions required;
- staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;

- any problems with implementing and maintaining appropriate health and safety standards are reported to the *Governing Body* along with details of significant injuries to staff, pupils and visitors;
- specialist help and assistance is obtained where necessary.

The Deputy Head Teacher shall fully understand the above responsibilities, and with the Senior Leadership Team, support the Head Teacher effectively and provide the necessary leadership in her absence.

Site Manager

The Site Manager is responsible for:

- Monitoring of the premises and associated services, systems and equipment, including fire safety tests, is carried out in a scheduled and structured manner.
- The administration and maintenance of records, drawings and plans relating to the inspection, servicing, planned and unplanned maintenance of the premises and equipment.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Plant, machinery and equipment is inspected, examined and tested to ensure it remains in a safe condition.
- Established the competency of companies or individuals (contractors) to provide professional services meeting required Health and Safety standards, prior to engagement.
- The activities of contractors are adequately monitored and controlled.
- Appropriate information on significant risk is given to visitors and contractors.

All Staff

Are responsible for:

- taking reasonable care for their own health and safety and that of others who are affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy and the measures detailed in the risk assessments;

- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Principal any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

Subject Leaders

Each subject leader is responsible for:

- developing policies based on LCC/MAT guidance documents for their specialist area.
- updating colleagues within the Academy in any change in practice.
- issuing safety guidance for their curriculum area.
- carrying out risk assessments for their specialist areas.

Pupils

Pupil are supported:

- to exercise personal responsibility for their own health and safety and that of others;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules and charters of the Academy.

Arrangements

The Management of Health and Safety at Work Regulations 1999 specifically require that Academics assess the risks from their activities and implement arrangements to control them and to comply with health and safety legislation. The significant findings of these risk assessments must be recorded.

The arrangements for controlling risks from Academy activities are set out in the risk assessments which are recorded separately. Other arrangements are below.

First Aid Arrangements

It is the policy of the Academy to train as many teachers and teaching assistants as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/Academy trips etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and a person has been made responsible for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so

that, in the event of an injury or acute illness, these can be located quickly.

At least two person who has a current paediatric first aid certificate must be on the premise at all times when children are present. There must be at least one person on outings who has a current first aid certificate. When FYC children go on outings at least one person should hold a current Paediatric first aid certificate. First Aid training is approved by the MAT/ LA and consistent with guidance set out in the Practice Guidance for the Early Years Foundation Stage.

There are currently two members of staff who have the first aid at work training.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Department of Health poster 'Guidance on infection control in Schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the Sluice.

Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in a book kept in the Sluice.

All employee injuries and significant injuries to pupils will be recorded on report form PO3 (available on Netlinc), a copy being kept on file and a copy sent to the Health and Safety Team.

The Principal is responsible telephoning the Incident Contact Centre (ICC) 0845 300 9923) in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 3 day' absence are injuries to staff do not not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team (01522 836713) shall be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self employed persons working on Academy premises must be reported in the same way as for Academy staff.

Some incidents which do not result in injury must also be reported to the MAT/ ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the First aid will be followed by all staff.

For more details of first aid arrangements see First Aid Policy

SNOW and ICE

In icy conditions, and especially when snow has fallen, the Site Manager will endeavour to clear, and maintain a safe environment so far as reasonably practical. Footpaths and routes around the Academy will be maintained in a safe condition.

See Snow clearing map.

Fire

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the Academy if the fire alarm sounds - assume every alarm could be for real. Never re-enter the building while the alarm is still sounding of before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building

Everyone must walk swiftly - not run - and take no belonging with them.

When outside the building assemble the pupils at the assembly point. This assembly point is on car park near field.

Check that all pupils/visitors/volunteer helpers, etc are accounted for.

The Business Manager (or in their absence another member of the office team) must take the registers and visitors book.

Kitchen staff/Keystage 1/office/Class 3/L.G to take first aid. If possible L.Gregory (or in her absence another member of staff) to take medication box containing Inhalers.

Staff must report to the senior member of staff whether all of their pupils/visitors/volunteer helpers, etc are safely out of the building.

In the event of child, staff member or student having a disability which will cause them to need additional support to follow a fire evacuation: A pre-planned PEEP will be developed, This PEEP will be agreed by person with the disability/family and SLT.

In each room there is a map showing the safe exit routes.

Each staff member must know the correct route for evacuating the class which they are teaching.

All staff are responsible for maintaining clear access to that escape routes.

Staff will be responsible for evacuating volunteers helpers or other visitors to their classrooms in times of emergencies.

The Principal (in her absence Deputy) will sweep through the building .

The Principal will organise fire drills as appropriate, but at least once a term, and (ideally) before the end of the first week of each term. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Principal.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Principal for immediate remedial action.

Emergency evacuation notices are displayed in all classrooms. The Principal will ensure

that these notices are displayed in a prominent position as part of the premises inspection..

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

Critical Incident Management

A critical incident team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident.

Critical Incident Team:

The Principal

Deputy Principal

Assistant Principal[s]

Business Manager

Site Manager

Function of the Critical Incident Team:

- to act as the decision-making authority for the management of an incident.
- to develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation.
- to establish and maintain a Critical Incident centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- to assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.
- to test the critical incident plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

[For more information about the Critical Incident Plan see Critical Incident Policy](#)

Bomb Incident Management

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Crisis Management Team will liaise with the Police, LEA and Fire Brigade and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Principal or a member of senior management in their absence.

Health Issues

Smoking. - (see also the County Council Policy on No Smoking)

Gosberton House Academy site is a Clean Air Campus

Alcohol and Drug Abuse. - (see also the County Council Policy on Drugs and Alcohol)

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the Academy and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work. Staff who need to have medication in Academy will store this in the Locked Staff Medication cabinet.

Stress. - (see also the MAT/ County Council Policy on Dignity at Work)

Stress has been shown to result in "physical symptoms" such as exhaustion, poor sleep, anxiety, palpitations, hyperventilation, and general malaise. However it has also been shown that some stress is necessary on a day-to-day basis, to stimulate us, keep us alert, and prevent boredom.

If you have any concerns regarding your workload and the effects it may be having on your health then do not hesitate to discuss these with your manager. All discussions are confidential and as such no other member of staff will be informed of any meetings unless with your consent.

Expectant and Returning Mothers . - (See also MAT/ LEA Policy on New and Expectant Mothers)

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Procedure

Female staff (full and part-time) are required to inform their Line Manager as soon as possible.

The Line Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alters in any way.

The Risk Assessment shared with the expectant member of staff. This risk assessment is reviewed as and when required during the pregnancy.

A member of the SLT is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

Visitors

The Principal and governors must accept the responsibility for health and safety of visitors to the Academy, including contractors.

All visitors to the Academy will be asked to sign in at the Academy office and sign out when they leave. Each class teacher will accept responsibility for specific students, volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

Monitoring Health and Safety

Health and safety standards must be monitored by the senior management team in conjunction with the Academy governors by the following:

- SLT will include health and safety as part of the agenda of their regular staff meetings;
- SLT (usually LG) Site Manager and the governor who oversees Health and Safety will carry out an annual inspection;
- the Principal/deputy will conduct an annual inspection with a trade union safety representative if required;
- the governors agenda and Principal's report to the governors will both have health

and safety as standing agenda items.

Inspections.

To maintain and improve standards throughout the Academy a three times years premises inspection will take place and records kept. The Academy will be inspected by Governors Site Manager and Deputy teacher).

Auditing.

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the LEA will complete a health and safety audit every year.

Statutory Notices

The following statutory notice are displayed in the Staffroom;

'Health and Safety Law' poster.

Health and Safety Representatives and Consultation

Lee Gregory has been appointed as the employee health and safety representative and will be consulted during the preparation and review of the Academy's health and safety procedures. Facilities and time off from normal duties will be provided so that Miss Gregory can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations.

Health and safety is a standing item on the agenda of all employee and full governors' meetings.

Employee Induction Procedures

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the Academy's health and safety arrangements, particularly;

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.
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Risk Assessment Procedures

Risk Assessments form an integral part of GHS H+S policy statement. These should be read alongside this document.

Risk assessments will be reviewed every year or when circumstances change.

This policy is to be read alongside with:

Critical Incident Policy

FIRST AID POLICY

ANTI RADICALISATION POLICY (PREVENT DUTY)

Fire Safety Policy

SignedChair of Governors

SignedPrincipal

Date March 2017

