



HEALTH AND SAFETY POLICY

Ratified by Governors/Principal:	Resources, Finance and Employment Committee (REF)
Current ratification date:	Spring 2015
Review frequency:	Two years
Next review date:	Spring 2017
Responsibility of:	June Foxtton

1. HEALTH AND SAFETY POLICY STATEMENT

It is a legal requirement that all health and safety policies have a statement of intent.

Corporate Health and Safety Policy Statement of Intent

- 1.1 Freebrough Academy acknowledges that the Health and Safety at Work, etc., Act 1974 (the Act) and in particular The Management of Health and Safety at Work Regulations 1999 (as amended) provide the minimum standard for securing the health, safety and welfare of all employees at work. The Academy recognises and accepts that it has a legal responsibility to provide so far as is reasonably practicable for the health, safety and welfare of all their employees and also that they have certain duties towards students, visitors, and members of the public who from time to time use the Academy premises.
- 1.2 It is the policy of the Governing Body to take all necessary steps through a risk management approach to meet its responsibilities under the Act, Regulations made under the Act and approved Codes of Practice and it will therefore take appropriate steps:
- a) to provide and maintain, as far as is reasonably practicable, safe and healthy places of work, safe plant and machinery, safe systems and methods of work and adequate facilities and arrangements for the welfare of all employees and students,
 - b) to provide a safe environment for all visitors to the Academy bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the facilities,
 - c) to provide safe access to, and egress from, places of work including procedures for evacuation in an emergency,
 - d) to provide safe methods of using, handling, storing and transporting of articles and substances,
 - e) to manage risks to all employees, students and others (including the public) in so far as they come into contact with foreseeable work hazards,
 - f) to develop risk awareness amongst all employees and students,
 - g) to provide all employees and students with the information, instruction, training and supervision that they require to recognise and manage risk,
 - h) to consult and co-operate with partners working with the Academy in delivering its services to ensure that foreseeable health, safety and welfare risks arising from such working are suitably and sufficiently managed,
 - i) to consult on health and safety matters with all relevant teaching and other staff in the Academy through the Academy Health and Safety Group,
 - j) to ensure that this Policy is used as a practical working document and that its contents are fully publicised,
 - k) to keep the details of this Policy under regular review and in line with changing safety practices and current legislation.
- 1.3 The Academy's Health and Safety Group, with the help and advice of health and safety professionals as required, will provide all necessary guidance and information to employees at the Academy, collectively and individually.
- 1.4 The Governing Body is determined that excellent standards of health, safety and welfare risk management should be achieved within the Academy.
- 1.5 The Governing Body wishes to remind employees that under section 7 of the Act:

"It shall be the duty of every employee while at work –

a) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work

And

b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with."

1.6 Any member of staff who fails to observe the requirements of any part of the policy will be the subject of disciplinary proceedings in accordance with his/her Contract of Employment.

1.7 This statement of intent will be supported by operational procedures to support the policy. These include Fire Evacuation procedures and First Aid procedures as well as risk assessments as appropriate.

1.8 The Governing Body will, as far as reasonably practicable, ensure the Health and Safety policy, as it relates to areas, activities and persons under their control is understood, implemented, maintained and monitored.

2. HEALTH AND SAFETY ORGANISATION

2.1 The objectives of the Academy health and safety policy are;

- a) to promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, and other statutory instruments and approved codes of practice,
- b) to ensure a safe and healthy working environment for all staff and students and that there are sufficient facilities and arrangements for their welfare,
- c) to protect employees, students and all visitors to the Academy (including contractors) from any foreseeable hazards,
- d) to ensure adequate training, instruction, supervision and information is given to all employees in order that they may work safely in so far as is reasonably practicable,
- e) to ensure a safe and healthy working environment for all staff and students and that there are sufficient facilities and arrangements for their welfare,
- f) to ensure that awareness with regards to all aspects of safety is fostered by all staff, students and visitors,
- g) to ensure that full and effective consultation on all matters is encouraged, in particular through the Health and Safety Group.

2.2 Premises - The premises covered by this policy include any educational provision operated by Freebrough Academy.

2.3 Responsibilities

2.3.1 The Governing Body is responsible for maintaining an overview of the Academy's risk management procedures, including the management of the health and safety and welfare of staff, students and visitors. It will receive regular reports from the Health and Safety Group.

- 2.3.2 The Principal, or in the absence of the Principal, the Deputy Principal (Resources), is responsible to the Governing Body for the health and safety of the employees, students and where appropriate members of the public and others in relation to the running of the Academy, the Academy's premises and the activities carried out.

The Principal will nominate a Health and Safety Manager and a Fire Safety Manager.

The Principal will monitor the effectiveness of this Policy and its implementations at all levels. Where significant modifications are considered necessary the Principal will bring these to the attention of the governing body. To achieve this, the Principal must have the co-operation of staff at all levels.

- 2.3.3 The Deputy Principal (Resources) will make arrangements as far as is reasonably practicable to ensure that the;

- a) risks to health, safety and welfare are identified, assessed and appropriate control measures determined,
- b) Academy procedures are implemented and an appropriate policy for the control of health and safety risks is in place,
- c) delegated duties and responsibilities are appropriately assigned,
- d) health and safety performance is monitored,
- e) general health and safety advice given to all new staff as part of the induction process,
- f) where training needs are identified they are adequately addressed,
- g) risk management procedures are implemented and reviewed,
- h) a Health and Safety inspection is carried out annually.

- 2.3.4 Directors of Learning - DICE, Health and Sport, Performing and Creative Arts are responsible for ensuring as far as is reasonably practicable the safety of staff, students and other persons in their Faculty.

- 2.3.5 The Site Manager is responsible for

- a) advising on the measures needed to carry out work safely, co-coordinating any safety advice given in the Academy by professional health and safety advisors and those with executive authority, monitoring safety in Academy (and in particular the implementation of the Governing Body's arrangements for Health and Safety and the recommendations of Health and Safety Inspection Reports), and reporting any breaches of the safety regulations to the Deputy Principal (Resources),
- b) acting as Fire Officer and responsible for providing such technical advice on fire precautions and prevention as is within his competence,
- c) advising on all matters relating to electrical safety

- 2.3.6 All employees of the Academy are responsible for the health and safety arrangements in relation to themselves and anyone under their supervision. In particular they should monitor their own work activities and take all reasonable steps to;

- a) co-operate with the Academy when it is carrying out its statutory health and safety duties and to comply with the Health and Safety Policy,
- b) not interfere with anything provided in the interests of health or safety,
- c) notify the Site Manager if they consider the condition of buildings, grounds, furniture equipment to be unsafe,

- d) carry out activities in accordance with training, instructions, policies and procedures,
- e) exercise effective supervision over all those for whom they are responsible, including students, giving adequate safety information as appropriate,
- f) observe standards of dress consistent with safety and/or hygiene,
- g) request / provide appropriated protective clothing and safety equipment as necessary and ensure they are used,
- h) ensure that classrooms and other areas are tidy and good housekeeping practices followed,
- i) ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards,
- j) minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation,
- k) notify a nominated First Aider of any accident, incident or near miss in which they are involved which occurs on Academy premises and has led or may lead to injury, illness or damage,
- l) ensure that anyone injured on Academy premises receives attention from a nominated First Aider or if relevant emergency services called,
- m) make themselves familiar on a continuing basis with means of escape, fire alarm systems and evacuation procedures.

2.3.7 Contractors have a responsibility for themselves and their employees to comply with the Academy health and safety policy and health and safety procedures.

The Site Manager is responsible for co-ordinating all Planned and Emergency call outs. Premises team hold an approved list of contractors (shared with admin and HR) and are responsible for checking public liability insurance. All contractors have to sign in and wear the ID issued at all times, they must sign out on leaving.

Visitors - it is the duty of all personnel within the Academy to ensure the health and safety of all visitors, in most instances visitors will be accompanied by staff. All visitors are required to observe the safety rules of the Academy, where appropriate visitors will receive appropriate training from the site manager. All visitors have to sign in and wear the ID issued at all times, they must sign out on leaving.

3. HEALTH AND SAFETY GROUP

3.1 The Academy will have a Health and Safety Group, the following staff should be members;

- Business Manager
- Directors of Learning - DICE, Health and Sport, Performing and Creative Arts
- Senior First Aider
- Site Manager
- Health and Safety Advisor (RCBC)
- Other staff as appointed by the Principal

The Group will meet at least termly; its brief is to consider all matters relating to health and safety in the Academy. Minutes from this committee will be reported to the Resource, Employment and Finance Committee.

4. RISK ASSESSMENTS

- 4.1 Responsibility for assessing and controlling risks rests with all employees of the Academy. However Directors of Faculty have responsibility for risk areas under their management and the Site Manager for all premises related risks.

5. FIRST AID/ACCIDENTS

- 5.1 Adequately trained and sufficient first aiders will, as far as is reasonably practicable, be available within the Academy to ensure the appropriate care of anyone sustaining injury.
- 5.2 First Aid procedures, including reporting of accidents, and a list of appointed first aiders will be made available to all staff.

6. FIRE PROCEDURES

- 6.1 Fire procedures, including fire evacuation, will be made available to all members of staff. Fire evacuation procedures, fire prevention training and fire alarm testing will all be carried out in accordance with current legislation, all documentation is retained by the Site Manager.

7. SMOKING

- 7.1 Smoking and the use of electric cigarettes is not permitted on the Academy site.

8. REVIEW

This policy will be reviewed when there are changes in the law, or in accordance with the schedule drawn up by the Principal and agreed by the Governing Body.