

Title and Description	Health & Safety Policy (including Premises Management)
Date of last review	July 2016
Approved by	Local Governing Board
To be reviewed by	Community Working Group
Responsibility	Academy Business Director
Review period	Three yearly
Date of next review	July 2019

Health & Safety Policy (incl. Premises Management)

1. Introduction

- 1.1 The health, safety and welfare of all the people that work or learn at our school are of fundamental importance. The governing board takes responsibility for the health & safety of all our students, members of staff and others who visit our premises.
- 1.2 The Governing Board of the school recognise their corporate responsibility under the Health and Safety at Work Act 1974 to provide a safe and healthy environment for the staff, students and other people who come onto the premises.

2. Aims

- 2.1 The school aims to provide a safe and secure environment for staff, students and visitors. The school aims to equip students with the skills, knowledge and understanding to live positive, safe and healthy lives.

3. Principles

- 3.1 The Governing Board will take all reasonably practicable steps within their power to fulfil their responsibilities with regards to health and safety.
- 3.2 The Governing Board will operate within the structure and framework of Durham County Council, as detailed in the School Health & Safety Policy and procedures, and will where reasonably practicable apply all health and safety instructions and advice issued by relevant enforcing bodies.
- 3.3 Adequate facilities and arrangements will be maintained to consult with employees, trade union representatives and the relevant internal and external safety agencies, to encourage a joint approach to the management of health safety and welfare. Health and safety may be an area in which colleagues need to be aware of 'whistle blowing' procedures.
- 3.4 All employees have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to co-operate with the Governing Board and Head Teacher in fulfilling the schools' statutory duties.
- 3.5 The school curriculum and pastoral provision will provide students with opportunities to consider and adopt healthy and safe lifestyle choices.
- 3.6 Appropriate pastoral intervention will be provided when a student's actions endanger or negatively impact on the health and safety of themselves or others.

4. Implementation

- 4.1 The Governing Board has the delegated responsibility for the adoption and implementation of the health and safety management systems that comply with the principles set out in the Corporate Health & Safety Policy and Schools Health & Safety procedures. In order to fulfil this responsibility the Governing Board will, as far as reasonably practicable, ensure that:
 - Health & Safety management procedures and systems are incorporated as an integral part of their overall school management system, and are adequately given a level of consideration equal to other school issues;
 - the School Health & Safety Policy and procedures, as it relates to areas, activities and persons under the schools control is understood, implemented, maintained and monitored;
 - pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and County Council requirements and the strategic priorities of the school;

- where health, safety and welfare duties and responsibilities are delegated to school staff, appropriate and sufficient information, instruction and/or training is identified and organised. The details of these responsibilities are held within the Implementation, Procedures and Guidelines for Staff, students and visitors.

4.2 The curriculum will include provision to address:

- physical wellbeing, sexual and emotional health;
- internet safety; and
- safety in the workplace environment and in using potentially hazardous equipment or materials.

4.3 The implementation of this policy will pay due regard to other relevant policies and procedures including:

- Fire Procedures
- Security documentation
- Data Protection, Confidentiality and Information sharing Policy
- Anti-bullying Policy
- Dealing with sensitive issues

5. Monitoring & Evaluation

5.1 The Academy Business Director will review this Policy Statement annually and update, modify or amend it as is considered necessary (in consultation with the LGB) to ensure the health, safety and welfare of staff, pupils and others. Communication and liaison is maintained with all those who may need to be aware of the requirements of this Policy and its procedures.

5.2 A review of the Policy and its implementation is carried out at suitable intervals; and any problems or constraints in meeting these duties and responsibilities are brought, without delay, to the attention of the Headteacher.

6. Procedures and Guidelines for Staff, Students and Visitors

6.1 The school will ensure that risk assessments are conducted, recorded and implemented to guarantee so far as is reasonably practicable the provision and maintenance of:

- safe premises, plant and systems of work;
- safe methods of using, handling, storing and transporting of articles and substances;
- suitable and sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- a safe working environment with adequate arrangements for the welfare of employees and;
- safe access to, and egress from, places of work including procedures for evacuation in an emergency.

7. Organisation of Health & Safety Responsibilities

7.1 Governing Board

The Governing Board will operate within the structure and framework of Durham County Council, as detailed in the School Health & Safety Policy and procedures, and will where reasonably practicable apply all health and safety instructions and advice issued by the Local Authority and other enforcing bodies.

2. Headteacher

The Headteacher will co-operate with the Governing Board to ensure that:

- adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and procedures, are implemented within the school;
- where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;

- systems are in place to monitor the application and effectiveness of the health and safety procedures;
- at intervals agreed with the Governing Board, a review of Health & Safety in the school is carried out; and,
- they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

7.3 Employees

All employees have a responsibility to:

- observe the health and safety policy and procedures in school;
- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- observe the schools systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with;
- use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;
- make use of safety aids, appliances, equipment and protective clothing provided;
- report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;
- do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;
- do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation;
- familiarise themselves with the action to take in the event of fire or other emergency;
- seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or pupils in the school.
- Staff should report any potentially unauthorised visitors to the main office as soon as possible. Staff should not put themselves at risk by challenging intruders, but should ensure pupils are moved to a place of safety.

4. Students

Students have a responsibility to:

- keep themselves safe and not endanger the safety of other people;
- observe health and safety procedures whilst on the campus and on visits;
- not intentionally or recklessly interfere with or misuse any equipment provided in the interests of health and safety;
- report to staff any unsafe conditions, defects in the premises or equipment or any shortcomings in the health and safety arrangements.

8. **Health & Safety Procedures**

- Accident / incident / ill-health reporting
- Asbestos
- Biological Hazards including infected sharps
- Building Related Projects
- Confined Spaces
- Design & Technology
- Display Screen Equipment/Workstation Equipment
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- Hazardous Substances (COSHH)
- Induction
- Lifting Operations & Lifting Equipment
- Lone Working
- Moving & Handling (Objects)
- Moving & Handling (Pupils)
- New & Expectant Mothers
- Noise at Work
- Personal Protective Equipment (PPE)
- Risk Register and Top Level Assessment
- Science Teaching
- Traffic Management
- Violence and Aggression
- Work Equipment
- Work at Height
- Workplace (Health, Safety & Welfare)
- Young Employees

The school will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health & Safety at Work etc Act 1974 and other regulations.

The school will keep up to date with additions and changes to the School Health & Safety Policy & procedures where it relates to the work of the school.

9 **Safeguarding**

Please refer to the following policies and guidance:

- Child Protection, Safeguarding & Promoting the Welfare of Students Policy
- Implementation/Guidance on Procedures for Access to students by Visitors (Safeguarding Children)

10 **Educational visits and Off-Site Activities**

- Please refer to the schools Educational Trips and Visits Guidelines

Reviewed July 2016