



Fairchildes Academy Community Trust

Health and Safety Policy

Introduction

Fairchildes Academy Community Trust as the employer has the overall responsibility for the health, safety and welfare of all staff and pupils in the academies (Fairchildes Primary School and Rowdown Primary School) who may be affected by using the academy premises or participating in academy sponsored activities.

Fairchildes Academy Community Trust recognises that, decisions about workplace health and safety should take into account the views/priorities of the workforce and the management.

FACT will support its academies in putting in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil the trust's monitoring role and to initiate and review health and safety policies and procedures, the board of directors at trust wide level will cover all the academies within the trust.

The Local Governing Bodies of academies within Fairchildes Academy Community Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Head Teacher and Senior Management Team of their academy and other staff of the Trust to support and promote good health and safety management. Local Governing Body will report to the board members of the trust.

Although overall accountability for health and safety lies with the trust, the Head Teacher is responsible for the day-to-day health and safety of staff and pupils in individual academies. The Head Teacher will then delegate some functions to other staff, in particular the Finance & Business Manager and Site Managers/Site Officer etc.

The following Health and Safety Policy, Procedures and Guidance is required for adoption by both academies. For Clarity there are other linked policy /procedures for individual academy, such as Fire Evacuation procedure, Disaster recovery Plan etc.

Policy and Intent

The Local Governing Body (LGB) of Fairchildes Primary School and Rowdown Primary School recognise and accept their corporate responsibility under the Health & Safety at Work

etc. Act 1974, to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who may come onto the premises. The LGBs consider the achievement and maintenance of a high standard of health, safety and welfare throughout the school to be a primary objective.

The LGB will take all reasonably practical steps within their power to ensure the health, safety and welfare of all the academy staff, employees, pupils, visitors, contractors and any other person affected by its activities.

The LGB is required to draw up the necessary arrangements to secure compliance with all health and safety requirements and to ensure that such information is circulated appropriately.

Where appropriate, the LGB will seek any necessary expert advice to determine the risks to health and safety within the school and the precautions required to deal with them.

The LGB calls the attention of all members of staff within the school to their duty under section 7 of the Health & Safety at Work etc Act 1974 to co-operate with management in health and safety matters by carrying out their duties in a safe and healthy manner, following safe working procedures, using adequate equipment kept in good order and reporting all hazards at the earliest opportunity.

Organisation

The provision of a safe and healthy workplace is the concern of all those working within it. The Local governing body has expressed a commitment towards the maintenance of a high and improving standard of health and safety and will manage the available resources and review the performance of staff. However, it delegates the day to day responsibility for and management of health and safety to the Headteacher, who is required to develop a positive health and safety culture within the school by ensuring that there is:

- a) good communication with staff
- b) control of risk through the clear allocation of responsibilities
- c) formal and informal opportunities for the active co-operation and involvement of all staff through departments and by the encouragement and support of trade union safety representatives
- d) promotion of competence in health and safety matters through the provision of appropriate training of staff.

In particular, the Headteacher with the support of the Finance and Business Manager will:

- a) set up such arrangements in the school as will comply with all health and safety legal requirements.

- b) lead by example to ensure, at all times, the health, safety and welfare of students, staff and others using the academy premises or facilities or services or attending or taking part in academy-sponsored activities.
- c) monitor the standard of health and safety throughout the academy, including all academy-based activities, encourage pupils, staff and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others
- d) ensure safe working practices and procedures throughout the academy including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- e) receive reports from enforcement officers and advisory bodies and where appropriate, take relevant actions to address issues raised.
- f) encourage students, staff and others to promote health and safety and to suggest ways and means of reducing risks
- g) establish a system for the reporting, recording and investigation of accidents and ensure that all reasonable steps are taken to prevent a recurrence.
- h) establish a system for the reporting of hazards, which come to the attention of staff in the course of normal duties.
- i) ensure that all visitors, including maintenance personnel, or contractors, are informed of any hazards on site of which they may be unaware. Ensure that such maintenance, or other work, does not affect pupils and staff.
- j) ensure that all new employees are informed about safety arrangements, given a copy of the school's Health and safety policy upon joining and the opportunity to read it before starting work.
- k) identify staff training needs.

The Headteacher delegates the day-to-day administration of health and safety procedures to the Finance and Business Manager. The Finance & Business Manager delegates to the Site manager the day-to-day management of health and safety within his area.

The Headteacher delegates to all other staff the day-to-day management of health and safety in accordance with the policy. In particular, they will:

- a) check that their classroom or work area is safe.
- b) check that all equipment is safe before using it or permitting another person to use it.
- c) ensure that safe procedures are followed, particularly any which have been laid down for specific observance within the school.
- d) make use of any personal or other protective equipment provided and not misuse any such equipment.
- e) participate in inspections and in health and safety committees, if appropriate.
- f) bring problems, or hazards or report incidents to the attention of the appropriate manager

Arrangements for implementing the policy

Each Academy will review the health and safety policy on a regular basis and bring any revisions to the attention of pupils and staff where applicable.

The premises are audited annually, for condition of decoration, state of repair, suitability for purpose of use, health and safety, security or other requested facility.

b) Priorities are established by means of scoring the requirements, and balanced with the budget for the year; a timetable of works is agreed with the Head Teacher and Finance and Business Manager.

Risk Assessment

The underlying process, which informs this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded in writing. It will be the responsibility of the Head Teacher, Finance & Business Manager, Heads of Departments and Line Managers to ensure that relevant risk assessments are maintained and kept up to date.

- **Academy Partnerships:** Academy linked partners and hirers, will exchange health and safety policies and procedures with the Academy and ensure that the health and safety of all Academy staff and users will be protected to a level, which is reasonably practicable and equivalent in standard to that provided by the Academy. In particular, partners will be required to provide Academy staff and others, who might be directly affected, with sufficient guidance and advice on any risks or procedures that will be new or unusual in comparison with the Academy's routine activities.
- **Accident/Incident Reporting:** every injury must be reported and recorded in-line with the identified procedures. Any injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity that the incident occurred. **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of, or in connection with work.**

Regular emergency first aid courses are held for all staff. Phone calls are always made to parents for head wounds.

Plastic, disposable gloves are available for staff to use. If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two members of staff. In a non-emergency situation, staff can

transport a child, but should ensure they have adequate insurance cover, otherwise a taxi must be used.

- **Animals in School:** only the following small mammals can be kept in school – gerbil, hamster, rabbit and guinea pig (pupils' medical conditions to be checked) Fish may also be kept.
No dogs are allowed in the school grounds.
- **Asbestos:** the Academy will take all necessary steps to avoid the possibility of uncontrolled release and exposure by carefully controlling building and refurbishment projects to its estate. The arrangements in place will be in accordance with statutory guidance and advice.
- **Buildings/Premises:** we will ensure that our Academy is kept in a condition which is safe for staff, students and others who may be present, in accordance with statutory requirements, including statutory inspection and maintenance of workplace plant and equipment.
- **Consultation:** Members of staff with concerns should normally raise them with their Line Manager. Staff should feel free to contact the appropriate trade union appointed safety representative. The Academy welcomes the support of trade unions in health and safety matters and will continue to work and consult with safety representatives appointed by trade unions in the implementation of sensible health and safety practices.
- **Contractors:** contractors carrying out work for the Academy will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the Academy's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements to ensure that the Academy's Employing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- **COSHH:** the Academy recognises its fundamental duty to provide safe systems of work, and a safe and healthy working environment. This is particularly important when staff are using substances and chemicals, some of which may be hazardous. We aim to reduce the risk of using hazardous substances by carrying out COSHH risk assessments and then establishing appropriate control measures.
- **Curriculum Safety:** all programmes of study require that children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure

safety. Staff will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for children to use.

- **Electrical Safety:** The Health and Safety at Work etc Act 1974 impose general duties on employers to ensure the health and safety of employees and others. The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety. All of these apply in schools.

Competent Persons will undertake maintenance or repair of electrical installations and portable appliance testing (PAT)

Under no circumstances will academy staff work on live electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. Certification of the training would be required as proof.

Day to day testing of electrical equipment could be the task of a delegated member of staff e.g., Site Manager who have had the necessary training and equipment for this task.

Only people who have the necessary professional training and skills required should carry out more complex work on testing and maintenance.

- **Fire Safety:** Fire extinguishers and blankets are located at strategic points within the school as advised from time to time by the Fire Brigade, or Safety Officers. All staff should familiarise themselves with these points. Maintenance is regularly undertaken by outside contractors. In case of need, the Fire Brigade is to be summoned by telephones situated around the school. Access to a phone must be available at all times when the school is occupied. Procedures for the evacuation of all building consequent to an alarm are displayed in all classrooms and contained in the staff handbook, which is in the possession of all teaching staff. All staff are reminded of the need to keep corridors, passageways and emergency exits free of obstruction at all times. Fire drills are held once each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.
- **Educational visits** the school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. Required adult to pupil ratios are always adhered to. Risk assessments for school trips are always carried out by the member of staff responsible for organising the trip.
- **First Aid:** the Academy is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries. It will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the Academy are met. First Aid boxes are located in the medical rooms. A duplicate key is held by the site officer and is available after normal school hours

- **Inspection and Monitoring:** the Head Teacher/School Business Manager will put in place the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that workplace precautions remain suitable and sufficient. The central component of this process is the undertaking and reviewing of periodic risk assessment and safety review document(s) for the Academy.
- **Legionella:** The academy will take all necessary steps to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.
- **Lettings/shared use of premises:** the The academy will ensure that the hirer has public liability insurance and will share with the hirer all relevant Academy health and safety information. The hirer will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.
- **Medication Arrangements:** there is no legal duty requiring the Academy to administer medicines. However, the Academy recognises that children with medical needs have the same rights of admission to the Academy and therefore the Academy has produced detailed arrangements for managing this.

Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents or carers will be expected to visit, perhaps during the lunch break, to administer the medication themselves or they can sign a medical form giving permission for medicine to be administered by staff in school.

Children who have long-term medical needs often require special arrangements. Parents or carers must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school. Staff involved in administering the medication will receive training, usually from the school nurse.

- **Moving and Handling:** any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff.
- **Personal Safety:** certain personal safety issues may arise, such as lone working, work affecting new and expectant mothers, young people and volunteers. We will seek to ensure that such issues are appropriately risk assessed, controlled, supervised and managed.

- **Security:** The school gates are closed at all times during the school day. Pushpads and keypads on doors prevent entry. The main Entrance is clearly sign posted from the gates .All staff and pupils are encouraged to be aware of strangers on the premises. All visitors must sign in and will be given identification badges. If a visitor is unknown and not wearing identification then they should be challenged by an adult. In the event of anything suspicious or a child or staff member being at risk of injury then the Headteacher or a member of the SLT must be called for immediately. Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action.
- **Training and Information:** training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained by the Finance & Business Manager.

From time to time, the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics. The Head Teacher will normally incorporate such codes into this health and safety policy and procedures.

It is only by the adoption of safe methods of work and good practice by every individual that everyone's personal health and safety can be ensured. The Academy will take all reasonable steps to identify and reduce hazards to a minimum but all students and staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the academy premises or while taking part in academy-sponsored activities.

Approved by the trust on ---03/03/2016-----

Chair of the trust -----RosAnne Ellis