



# Fairchildes Academy Community Trust

## Health and Safety Policy

2020

### 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 of the trust. (Fairchildes Primary School, Rowdown Primary School and Monks Orchard Primary School).

The Board of Trustees of Fairchildes Academy Community Trust recognise and accept their responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all pupils, staff and others using Trust premises or participating in school-sponsored activities.

FACT regards good Health and Safety practice as a vital part of its business. The overall objective of its policy is to minimise the number of instances of occupational accidents and illnesses. The ultimate objective is to not have any such instances. The Trust will endeavour to do all that is reasonably practicable to ensure the health and safety of its employees, volunteers and any other person that could be affected by the organisations undertakings, however, health and safety at work is the responsibility of each and every individual associated with the Trust. All of the employees and volunteers are required to be constantly vigilant and concerned for the welfare of others along with their own personal safety.

Maintenance of healthy and safe schools is a shared responsibility. The Trustees will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

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

## **Duties of the board of trustees**

The Trustees, as the employer, have a legal responsibility to:

- provide a written health and safety policy
- assess risks to employees, students, visitors and any other people who could be affected  
by their activities
- arrange for the effective planning, organisation, control, monitoring and review of preventive  
and protective measures
- ensure they have access to competent health and safety advice
- consult employees about their risks at work and current preventive and protective measures.

In the discharge of its duty the Board of Trustees, in consultation with the CEO, will:

- make itself familiar with the requirements of the **Health and Safety at Work Act 1974**, the **Management of Health and Safety at Work Regulations 1999** and any other health and safety legislation and codes of practice which are relevant to the work of the Trust's schools
- ensure that the policy for the provision of health and safety throughout the Trust is effective and enforceable
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made

The Trustees retain ultimate responsibility for health and safety across the Trust, although tasks may be delegated in accordance with this policy.

## **Duties of Academy Committee (Previously known as Local governing body)**

The governors of each academy within the Academy Committee play an important role in ensuring strategic direction and will work in close partnership with the Finance & Business Director, Head of schools and Senior Management Team of their academy and other staff of the Trust to support and promote good health and safety management.

AC shall ensure that all decisions they make are in line with the Trust's health and safety policies and procedures and any statutory provisions set out in legislation.

In the discharge of its duty the AC, in consultation with the Head of school, will:

- make itself familiar with the requirements of the **Health and Safety at Work Act 1974**, the **Management of Health and Safety at Work Regulations 1999** and any other health and safety legislation and codes of practice which are relevant to the work of the school
- identify and evaluate all risks relating to:
  - accidents
  - health
  - school-sponsored activities (including work experience)
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- create and monitor the management structure for health and safety within their Academy
- Nominate one of its members to the role of Health and Safety Governor
- Nominate a member to undertake termly health and safety inspections in conjunction with the Site Manager. This may be the Health and Safety Governor or another governor, and need not necessarily be the same person each time.

### **DUTIES OF THE HEALTH AND SAFETY LEAD**

The Finance and Business Director, as the Health and Safety Lead, is responsible for providing competent health and safety advice and support to the Trustees, CEO, AC and Head of school, advising and assisting the Trustees in the discharge of their legal duty by:

- Ensuring familiarity with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and any other health and safety legislation and codes of practice which are relevant to the work of the Trust's schools
- Taking all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met
- Periodically assessing the effectiveness of the Trust's Health and Safety Policy and ensuring that any necessary changes are made and brought to the attention of the CEO and Trustees
- Monitoring the effectiveness of health and safety management across the Trust through appropriate level meetings and periodic practical reviews
- Ensuring a structure of reporting is in place at all levels, including governance, to ensure ongoing accountability, attention to maintaining high standards of health and safety practice and detecting, reporting and acting on any problems that arise.

The day-to-day management of health and safety matters within individual academies may be delegated to a suitably qualified and competent person, for example the Site Manager or Caretaker.

### **DUTIES OF THE HEALTH AND SAFETY CO-ORDINATOR**

The health and safety co-ordinator in each academy would normally be the Site Manager or Caretaker.

The role of the Health and Safety Coordinator is to assist with day-to-day health and safety matters and ensure the practical implementation of the Trust's health and safety policies and procedures, including:

- To coordinate the annual health and safety risk assessment process and maintain a register of health and safety risk assessments
- To make provision for all statutory and routine checks, inspections and maintenance of the premises and plant
- To manage the keeping of records of all health and safety activities
- To advise the Finance & Business Director and Head of School of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors and to take remedial action where appropriate
- To ensure that staff are adequately instructed in safety and welfare matters
- To undertake regular health and safety inspections including termly walkabouts with a nominated governor
- To oversee the security of the site and grounds.

### **DUTIES OF ALL EMPLOYEES**

The law requires employees to:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- co-operate with their employers on health and safety matters
- do their work in accordance with training and instructions
- inform the employer of any work situation, hazard or defect representing a serious and immediate danger, so that remedial action can be taken

In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils.

## **DUTIES OF VISITORS, HIRERS AND CONTRACTORS**

- Visitors and other users of Trust premises will observe the safety rules of the Trust.
- On arrival, they will record their details at Reception and be issued with a visitor pass.
- When the premises are used for purposes not under the direction of the Head of school then the person in charge of the activities for which the premises are in use will have responsibility for safe practices.
- The Head of School or Site Manager will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- When the school premises or facilities are being used out of normal school hours for a school-sponsored event or activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- It will be a condition for all hirers, contractors and others using Trust premises or facilities that they are familiar with this policy, that they comply with all Trust safety directives and that they will not take any action that may create hazards for persons using the premises or the staff or pupils of the school
- All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head of school will take such actions as are necessary to prevent persons in his/her care from risk of injury.

## **STAFF INDUCTION AND TRAINING**

New staff will receive an induction covering all relevant aspects of health and safety upon joining the Trust. Staff who work in high risk environments, such as site staff, are given additional health and safety training.

All staff will be offered health and safety training appropriate to their duties and responsibilities, such as fire marshal duties or driving the minibus.

## **Organisation**

The provision of a safe and healthy workplace is the concern of all those working within it. The Academy Committee 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 Head of Schools, 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 Head of School with the support of the Finance and Business Director 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 Finance & Business Director delegates the day-to-day management of health and safety to the Site manager of within his area.

The Head of school delegates to all other staff (teaching and non-teaching) 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.

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 of school and Finance and Business Director.

## **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 of School, Finance & Business Director, Heads of Departments and Line Managers to ensure that relevant risk assessments are maintained and kept up to date.

FACT has outsourced Provision of an '**External Competent Person**' working with the Responsible Persons on site to complete:

- All required Health & Safety Policies
- Risk Assessments

- Control actions
- Action Plan Provision of advice to the Responsible Person(s) on any Health & Safety Issues.

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Risk assessment is a continuous process and will principally be task or activity centred.

### **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. Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury

All employees are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention.

**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.**

Incidents that are potentially reportable to the Health and Safety Executive (HSE), as set out in Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) Regulations. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Certain specified injuries such as fractures, other than to fingers, thumbs and toes, and serious burns
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done

### **FIRST AID**

- Regular emergency first aid courses are held for all staff
- The arrangements for First Aid provision will be adequate to cope with all foreseeable major incidents.
- Supplies of first aid material will be held at various locations throughout the schools. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- Adequate and appropriate First Aid provision will form part of the arrangements for all out-of-school activities.

- A record will be made of each occasion any member of staff, pupil or other person received first aid treatment.
- 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.
- **Asbestos:** The Schools within the 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 school 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 school'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 school's Employing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- **COSHH:** The Trust 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 of Schools or the Finance and Business Director 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 school 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 school will ensure that the hirer has public liability insurance and will share with the hirer all relevant trust's 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 school to administer medicines. However, the Academy recognises that children with medical needs have the same rights of admission to the school and therefore the school 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 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 Head of School, 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 & Director.

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 Trust 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 Trust will take all reasonable steps to identify and reduce hazards to a minimum but all 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 -----

Chair of the trust -----RosAnne Ellis

