



# Policy Document

## Health and Safety

2015-2018



Document title				
HEALTH AND SAFETY				
Status			Committee/Board	
Statutory Policy			Finance, Audit and Premises Committee	
Review date			Date adopted	
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For public access on request <i>Tick as appropriate</i>			Lead Academy Staff/Director	
Post		Online		Business Manager/H&S Link Director
Notes				

## INTRODUCTION AND STATEMENT OF INTENT

Huish Episcopi Academy recognises and accepts that every one of its employees, students and visitors to the Academy is entitled to a safe and healthy environment.

It is the intention of the Directors of the Academy that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.

All employees have both a duty and responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The Academy's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

The use of the term "the Academy" makes reference to both Huish Episcopi Academy and Huish Leisure Ltd.

## THE LAW

Health and Safety in schools is governed by legislation and associated regulations. These are enforced by the Health and Safety Executive (HSE).

### Academies

In academies, statutory health and safety responsibilities are the responsibility of the directors as the employer. This includes the business function of Huish Leisure Ltd.

### The role of the Academy Board

In discharging its responsibilities, the Academy Board will:

- Make itself familiar with the requirements of the appropriate legislation and codes of practice;
- Set and maintain high standards for health and safety management throughout the organisation, creating an appropriate management structure to implement these standards;
- Institute an effective health and safety policy, advise employees of it and ensure that it is implemented;
- Have a critical incident/emergency contingency plan;
- Ensure, **so far as is reasonably practicable**, the health, safety and welfare of all staff; the health and safety of students in school and on off-site visits, including work experience; the health and safety of visitors to schools, volunteers involved in any school activity and all leisure centre users.
- Assess the risk of all activities, both in school, in the leisure centre and off-site; introduce measures to manage those risks, and inform employees about those measures;
- Ensure that staff are competent and trained in their health and safety responsibilities; and are actively involved in health and safety;

- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk;
- Ensure that contractors undertaking work on the Academy site do so to the required health and safety standards.

In practice, the Academy Board may delegate specific health and safety tasks to others at the Academy. **However, the Academy Board retains the ultimate responsibility no matter who carries out the tasks.**

## **THE ROLE OF EMPLOYEES**

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The Principal, who has delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the Academy Board's health and safety policies and procedures are carried out.

### **1 THE DIRECTORS OF HUISH EPISCOPI ACADEMY WILL:**

- 1.1 Provide, as far as reasonably practicable, a safe and healthy environment for all persons who work at, attend or visit the Academy, including customers of Huish Leisure;
- 1.2 Ensure, as far as reasonably practicable, the health and safety of students, staff and volunteers on off site visits and activities;
- 1.3 Seek improvement to working conditions according to priorities within existing resources, and sustain a role to monitor standards at the school as an essential part of good safety management.
- 1.4 Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- 1.5 Recognise the role of safety representatives appointed by recognised trades unions and will co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.
- 1.6 Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised. A Health and Safety Working Group has been established, with representatives from across the school workforce and a representative from the Academy Board. This group will meet on a termly basis.
- 1.7 Ensure that staff have access to training to ensure their competence for their tasks.
- 1.8 To accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow best practice in the selection

of competent contractors and seek assistance when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.

- 1.9 Report all incidents/accidents/near misses using report forms and/or the Accident Reporting Module in EEC Safety Suite and ensure appropriate follow up action has been carried out.
- 1.10 Ensure that risk assessments are carried out within the Academy and use an identified method of recording (eg EECLive) and are reviewed as appropriate. These risk assessments are also available within the Health and Safety folders in Teacher Public and Sports Public.
- 1.11 With the Principal, to review on an annual basis, all accidents and other incidents reported to the school to identify trends and make a summary available to parents.
- 1.12 Ensure that incident investigations are carried out in sufficient detail.
- 1.13 Consult with the student council and inform pupils of their responsibilities for Health and Safety.

The following individuals are recognised as safety representatives at the school.

Name (1)	Business Manager
Name (2)	Site Manager
Name (3)	Health & Safety Co-ordinator
Name (4)	Leisure Centre Manager
Trade Union	Vacant

## **2 ORGANISATION IN SUPPORT OF HEALTH AND SAFETY**

- 2.1 Schools can be organised in a variety of ways. The Academy's organisational structure for the management of Health and Safety in the Academy can be found in Table A. The key members within the framework are responsible for seeing that their Area of responsibility/Department staff follow the Academy's policy, and in particular in respect of:
  - 2.1.1 The identification and control of risks associated with any hazardous or dangerous substances.
  - 2.1.2 The selection of equipment which is suitable for its purpose, and ensuring that it is properly used.
  - 2.1.3 Identifying and securing the training needs of members of their Area/Department
  - 2.1.4 The provision of suitable personal protective equipment when its need is identified, and ensuring that it is properly used.
- 2.2 The Principal and Directors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.

- 2.2.1 They will ensure that staff have the necessary skills and qualification on appointment, or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.
- 2.3 The Directors will monitor safety performance within the Academy and provide an annual summary of their findings. With regard to premises issues this will include a check of the buildings.
- 2.4 The Directors have appointed a Director to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention.
- 2.5 A Health and Safety Working Group will meet termly to discuss health and safety issues at the Academy;
- 2.6 Assistance on health and safety issues is provided by:
- The County Health and Safety Unit of Somerset County Council, with whom the Academy currently has a service level agreement, fulfils the role of the 'competent person' as required by HSE.

### **3 Appointment of Appropriate Persons**

All academies should appoint appropriate persons for their delegated areas of responsibility within the school (see Table A).

### **4 Guidance for Schools, including Academies**

The following guidance, produced by Somerset County Council, is available for schools and academies to use for their own standards as part of the service level agreement mentioned above:

- Guidance for Schools Volume 4
  - Outdoor Education and External Visits Website
  - CLEAPPSS (Advisory service providing support in science and technology website)
  - Health & Safety on iPost
  - Outdoor Education National Guidance website
- 4.1 The Directors, through the Principal, adopt the standards of the following publications:
- Safe Practice in Physical Education, published by BAALPE - 2012
  - Building Bulletin 100: Design for Fire Safety in Schools: DCSF 2007  
link:  
[http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100\\_onlinerevision.pdf](http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100_onlinerevision.pdf)
  - Health and Safety of Pupils on Educational Visits: published by Department for Education 2011, link:  
<http://www.education.gov.uk/schools/adminandfinance/healthandsafety/f00191759/departamental-advice-on-health-and-safety-for-schools>

- Guidance on First Aid for Schools: published by Department for Education, 2011; link: <http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>
- Supporting Pupils with Medical Needs: published by Department for Education, 2011; link: <https://www.education.gov.uk/publications/standard/publicationDetail/Page1/PPY194>
- Right Directions  
<http://www.rdhs-ltd.co.uk>
- Managing Health and Safety in Swimming Pools  
<http://www.hse.gov.uk/pubns/books/hsg179.htm>

The Academy has developed resources for all staff regarding health and safety which can be found within the Teacher Public and Sports Public folders on the Academy's computer system.

TABLE A

## DELEGATED AREAS OF RESPONSIBILITY WITHIN HUISH EPISCOPI ACADEMY

<b>Principal</b>	Andrew Davis
<b>Delegated Senior Manager: Responsible for Health &amp; Safety:</b>	Amanda Eastwood (Business Manager)
<b>Manager responsible for Health &amp; Safety within Huish Leisure Ltd</b>	Carrie Childs (Leisure Centre Manager)

Area	Name of person responsible
<b>Accidents/Incidents (near misses):</b>	
Incidents/Injuries	Principal
<b>Emergency Procedures:</b>	
Critical/Major incidents	Principal
Emergency Procedures	Business Manager
Contingency Plan	
<b>External Visits:</b>	
External Visits	External Visits Co-ordinator (Business Manager)
<b>Medical:</b>	
Hygiene control	Site Manager
Infection control	School Nurses
Medicines in school	School Nurses
New and expectant mothers	Principal Business Manager Line Managers
Pupils with medical needs	SENCO/Medical Room
<b>Risk Assessments:</b>	
Safeguarding	Child Protection Officer
Computer Use/E Safety	Head of ICT ICT Network & Resources Manager Child Protection Officer
COSHH	Site Manager
Employee or volunteer drivers	Business Manager
First Aid	Business Manager/School Nurses
<b>Sites and Buildings:</b>	
Asbestos	Site Manager
Electrical safety – Portable Appliance Testing	Site Manager
Equipment maintenance: Lifting equipment PE equipment CDT equipment LEV	Site Manager
Fire Safety & Arson Prevention:	Principal
Gas Appliances	Site Manager
Minibus Safety	Grounds person/Site Manager/Business Manager
Pressure systems	Site Manager
Safety Glazing	Site Manager
<b>Leisure Centre:</b>	
All community activities – non curriculum	Leisure Centre Manager



## CURRICULUM DELIVERY

All teachers carry a responsibility for the Health & Safety of students attending their lessons. This is generally covered by the phrase 'in loco parentis.'

Over and above this, Subject Leaders (Heads of Department) have a Health and Safety responsibility in respect of the design and planned implementation of the curriculum within their subject and for the planned use of equipment and resources.

Some subjects, due to their very nature, carry higher risks than others. Where this is the case, Heads of Department are responsible for ensuring that appropriate risk assessments are carried out. Subjects where higher levels of risk have been identified are:

- Physical Education
- Science
- Design Technology
- Art and Design
- Drama

All Heads of Departments must ensure that risk assessments are carried out for fieldwork, study visits and other educational off site activities being conducted by their departments.

TABLE B

## ESTABLISHMENT: HUISH EPISCOPI ACADEMY

Documents relating to this Policy are listed below along with the locations in which they can be found:

<b>Document</b>	<b>Location (eg office, web address)</b>
<b>Guidance for Schools Volume 4</b>	Principal's Office Business Manager's Office <u>Guidance for Schools: Volume 4</u>
<b>Outdoor Education and External Visits Website</b>	<u>Outdoor Education and External Visits Website</u>
<b>Safe Practice in Physical Education, published by BAALPE - 2012 Edition</b>	Principal's Office Business Manager's Office
<b>Building Bulletin 100: Design for Fire Safety in Schools: DfE 2007</b>	Principal's Office Premises Manager's Office
<b>Health and Safety of Pupils on Educational Visits: published by DfE 1998</b>	Business Manager's Office.  Educational Visits folder on Teacher Public drive - Guidance
<b>Guidance on First Aid for Schools: published by DfE</b>	Principal's Office Business Manager's Office Medical Room
<b>Supporting Pupils with Medical Needs: published by DfE</b>	Principal's Office Business Manager's Office SENCO's Office
<b>Huish Leisure Ltd - Health &amp; Safety</b>	Leisure Centre Reception Sports Public
<b>Huish Episcopi Academy Safeguarding Policy 2014</b>	Teacher Public/School Policies & Procedures
<b>Keeping Children Safe in Education (April 2014)</b>	Teacher Public/School Policies & Procedures

The monitoring/review arrangements in place are summarised below:

**ACTIVE MONITORING:**

**External Monitoring**

- Safety Audit/Inspection Report (Corporate Health & Safety Unit & RD Health & Safety Ltd)
- Accident/Incident Report (various)
- Safety Representation Reports (Recognised Trade Union/Professional Association)
- Fire Risk Assessment
- Legionella Risk Assessment

**Internal Monitoring**

- Health & Safety Working Group
- Directors' Annual Report
- Finance & Premises Committee inspections
- Huish Leisure inspections by the Academy
- Huish Leisure Support Services Meetings (monthly)
- Annual Report on Safeguarding to Directors
- Student Achievement Meetings (fortnightly)
- Staff Safeguarding meetings (bi-annual)
- Child Protection lead meetings (fortnightly)
- Meetings with director responsible for safeguarding (half termly)
- Fire drills and analysis
- First Aid incidents
- EECLive software regarding Risk Assessment
- Display screen equipment assessments
- Monitoring of water temperature and checking of water storage tanks regarding Legionella risk
- Portable Appliance Testing – electrical items
- Fire monitoring website
- Environmental Health Report
- Contractors Reports
- Occupational Health Service Reports
- Insurer's Reports
- Accident/Incident Investigations

**REACTIVE MONITORING:**

**External Monitoring**

- Corporate Health & Safety Unit

**Internal Monitoring**

- Health & Safety Working Group
- First Aid incidents/near misses
- Fire alarm incidents
- Responding to equipment safety reports
- Safeguarding investigations

**PLANNED REVIEW:**

Annual Safety Self Review  
Audits

**COMMUNICATION & CONSULTATION:**

The framework and arrangements for communicating with employees and consulting on levels of performance in health and safety (and any proposals for change which might affect the health and safety of those involved) are as follows:

Guidance for Schools – Volumes 4 and Outdoor Education and External Visits Website  
CHSU H & S Circulars and Guidance notes to schools.  
Exposure  
Identified person/persons responsible for Health and Safety.  
Health & Safety Policy.  
Health & Safety Working Group  
Staff meetings  
Huish Leisure Duty Officer & Staff Meetings  
Annual review of Safeguarding policy

The Directors and Principal will draw this policy to the attention of all staff, and review as necessary in the light of any changes.

Signed ..... Chair of Academy Board .....

Dated .....

Signed ..... Principal .....

Dated .....

Approved by Finance, Audit and Premises Committee: 12 March 2015  
Date for review (3 years): March 2018 (unless changes required earlier)