

Purpose of this statement	To outline the Academy's Health and Safety Policy
Dated	
Contact	The Principal

➤ **Aims of Guidelines**

To outline Academy policy regarding all Health and Safety issues.

➤ **Guidelines**

The academy, is committed to safeguarding the health and safety of all its stakeholders. The Local Governing Body notes the provisions of the Health and Safety at Work, etc Act 1974 (s3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the academy premises or participating in academy-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the academy and is part of the good education of its pupils.

The aim of the Local Governing Body is “to provide a safe and healthy working and learning environment for staff, pupils and visitors”.

The arrangements outlined in this statement and the various other safety provisions made by the Governors cannot prevent accidents or ensure safe and healthy working conditions. The Local Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Local Governing Body 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 while on the academy premises or while taking part in academy activities.

➤ **Responsibilities**

○ **The Local Governing Body**

In the discharge of its duty the Local Governing Body, in consultation with the Principal, will:

- make itself familiar with the requirements of the Health & Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the academy

- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the academy
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- identify and evaluate all risks relating to:
 - accidents
 - health
 - academy 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. (Appendix A)

In particular the Local Governing Body undertakes to provide:

- a safe place for staff and pupils to work, including safe means of entry and exit
- plant, equipment and systems of work which are safe
- safe arrangements for the handling, storage and transport of articles and substances
- safe and healthy working conditions which take account of all appropriate
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory
- supervision, training and instruction so that all staff and pupils can
 - perform their academy related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Local Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the academy-related activities which they are carrying out. All training will be regularly updated
 - necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- adequate welfare facilities

So far as is reasonably practicable the Local Governing Body, through the Principal, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- the instruction and training that will be given to all stakeholders so
 - that they may carry out their duties in a safe manner without placing themselves or others at risk

➤ The Principal

As well as the duties that all staff have, the Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the academy and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Principal is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular the Principal will:

- be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the academy
- ensure, at all times, the health, safety and welfare of staff, pupils and others using the academy premises and facilities
- 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
- consult with members of staff, including the safety representatives, on health and safety issues
- arrange systems of risk assessment to allow the prompt identification of potential hazards
- carry out periodic reviews and safety audits on the findings of the risk assessment
- identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction on health and safety matters
- encourage staff, pupils and others to promote health and safety
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- encourage all stakeholders to suggest ways and means of reducing risks
- collate accident and incident information and when necessary, carry out accident and incident investigations
- monitor the standard of health and safety throughout the academy, including all academy-based activities, encourage staff, pupils 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
- monitor first aid and welfare provision
- monitor the management structure, along with the Governors.

➤ **Supervisory Staff**

All supervisory staff (heads of departments, co-ordinators etc.) will make themselves familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have, they will be directly responsible to the Principal or the member of senior staff as line managed to have overall day-to-day responsibility for the implementation and operation of the academy's health and safety policy within their relevant departments and areas of responsibility.

They will take a direct interest in the academy's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of work exist and are implemented throughout their department

- health and safety regulations, rules, procedures and codes of practice are being applied effectively
- staff, pupils and others under their jurisdiction are instructed in safe working practices
- new stakeholders working within their department are given instruction in safe working practices
- regular safety inspections are made of their area of responsibility as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- all plant, machinery and equipment in the department in which they work is adequately guarded
- all plant, machinery and equipment in the department in which they work is in good and safe working order
- all reasonable, practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- all the signs used meet the statutory requirements
- all health and safety information is communicated to the relevant persons
- they report, as appropriate, any health and safety concerns to the appropriate individual

➤ **All Colleagues**

All staff will make themselves familiar with the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- (as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions,) co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular members of staff will:

- be familiar with the safety policy and any safety regulations laid down by the Local Governing Body
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- see that all plant, machinery and equipment are adequately guarded
- see that all plant, machinery and equipment are in good and safe working order
- not make unauthorised or improper use of plant, machinery and equipment
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied

- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- report any defects in the premises, plant, equipment and facilities which they observe
- take an active interest in promoting health and safety and suggest ways of reducing risks

➤ **Hired Contractors / Others**

When the premises are used for the purposes not under the direction of the Principal then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Principal or the co-ordinator will seek to ensure that hirers, contractors and others who use the academy 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 academy premises or facilities are being used out-of-normal-academy hours for an academy activity then, for the purpose 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.

When the premises are hired to persons outside the employ of the Local Governing Body, it will be a condition for all hirers, contractors and others using the academy premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Local Governing Body and that they will not without the prior consent of the Local Governing Body:

- introduce equipment for use on the academy premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or pupils of the academy

All contractors who work on the academy premises are required to ensure safe working practices by their own stakeholders under the provisions of the Health and Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss 3-4 of the Health and Safety at Work, etc Act 1974.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Principal will take such actions as are necessary to prevent persons in his or care from risk or injury.

The Local Governing Body draws the attention of all users of the academy premises (including hirers and contractors) to S.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

➤ **Codes of Practice and Safety Rules**

In consultation with the Local Governing Body (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in academy.

From time to time the Department for Education (DFE), the Health and Safety Executive and other regulatory advisory bodies will issue codes of practice on particular topics for the

guidance of Principal and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Principal considers the inclusion of all or any such documents into this policy to be inappropriate, he/she will be required to demonstrate to the satisfaction of the Local Governing Body that he/she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

➤ Risk Assessment

The Principal will ensure that a risk assessment survey of the premises, methods of work and all academy activities is conducted annually (or more frequently, where necessary). This survey will identify defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Board of Governors.

➤ Emergency Plans

The Principal will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the academy. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a) save life
- b) prevent injury
- c) minimise loss

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the Local Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Local Governing Body.

➤ First Aid

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

The number of certificated first aiders will not, at any time, be less than the number required by law.

Supplies of first aid material will be held at various locations throughout the academy. These locations will be determined by the Principal. 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-academy activities.

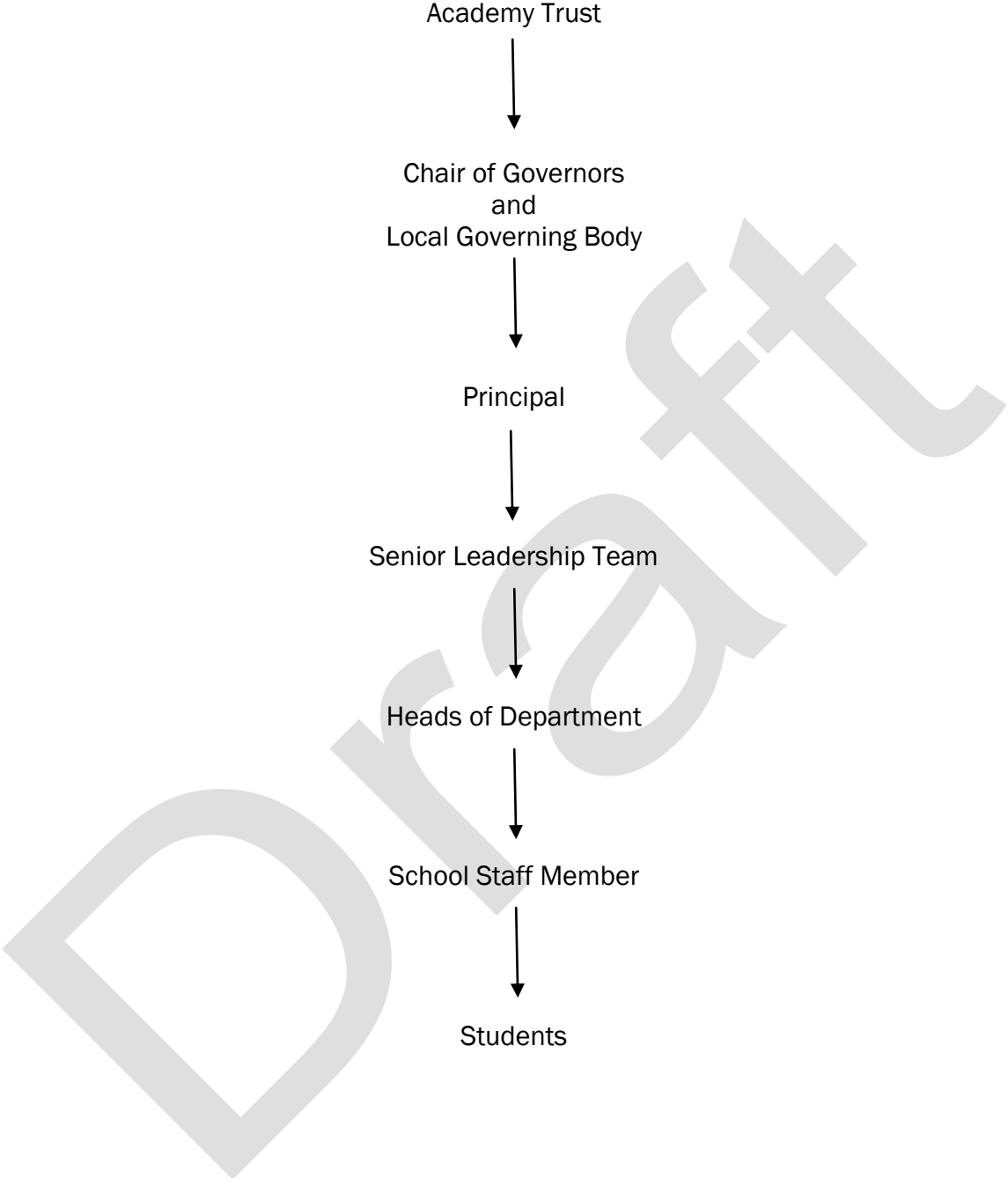
A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the academy premises or as part of academy-related activity.

➤ Responsibilities

Named Governor:	
Monitoring of the Policy:	The Principal
Reporting to:	The Local Governing Body
Next Review Date:	

Draft

Bradford Girls Health and Safety Structure



Statement of Intent

At Bradford Girls Academy we are committed to the health and safety of our staff, students and visitors. Ensuring the safety of our academy community is of paramount importance to us and this policy reflects our dedication to creating as safe Academy.

We are committed to:

- Providing a productive and safe learning environment
- Preventing accidents and any work related illness
- Compliance with all statutory requirements
- Minimising risks via assessment and policy
- Providing safe working equipment and ensuring safe working methods
- Including all staff and representatives on health and safety decisions
- Monitoring and reviewing our policies to ensure effectiveness
- Setting high targets and objectives to develop on culture of continuous improvement
- Ensuring adequate welfare facilities are available throughout our academy
- Ensuring adequate resources are available to address health and safety issues, as is reasonable practicable

Signed by:

Principal

Date: _____

Chair of Governors

Date: _____

Next Review Date: _____

Contacting the Emergency Services

- Following an accident/injury the first-aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the victim
- If there is no first-aider immediately available a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services

Fire Safety

- Procedures for ensuring safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff
- The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff
- The academy will test evacuation procedures each term
- The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for
- Fire fighting equipment will be checked on an annual basis by an approved contractor
- Fire alarms will be tested weekly from different 'break glass' fire points around the Academy and records will be maintained and held
- Emergency lighting will be tested on a six monthly basis and records will be maintained and held in the Academy office

Accident reporting

- All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible to the HR Manager using the standard Accident Report form

Reporting procedure

- Should an incident require reporting to the Incident Control Centre (part of the HSE) the Health and Safety Officer or person appointed on their behalf will file a report as soon as is reasonably possible
- The person will complete the RIDDOR FORM 2508 online here: <https://extranet.hse.gov.uk/lfserver/external/F2508IE> or,
- The person will complete the RIDDOR form 2508 and send off to the ICC within 5 days

ICC
Caerphilly business Park
Caerphilly
CF83 3GG

- Alternatively, the person will complete the RIDDOR form 2508 and report the incident via telephone on 0845 300 9923 (open Monday to Friday 8.30 am to 5.00 pm)

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