

Arco Academy

Health and Safety Policy



Date: August 2018

Review Date: August 2019

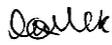
(1) Policy Statement

Although the LA's Health and Safety Policy is the over-arching document, this policy applies specifically to Arco Academy.

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Arco Academy and Head Teacher discharge their duties under the Health and Safety at Work etc. Act 1974.

The Management Team of the School and Arco Academy are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

Signed... 

Head Teacher, Arco Academy

Dated...August 2018.....

(2) Roles and Responsibilities

Arco Academy has ultimate control of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for the day to day running of the school. They will:

- Promote a positive, open health and safety culture in school
- Report to Advisory board and SLT (senior leadership team) on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Facilities Manager every week to ensure any building/grounds issues are dealt with in a timely manner

Senior Management within the school will support the Head Teacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The **Site Manager** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm

- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
 - Fully co-operate with health and safety arrangements during larger building project
- All School Staff will:**

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the school rules and procedures on discipline, **Pupils will:**

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

The **LA's** Health and Safety team provides free advice and guidance to schools on their duties. You can [contact them](#) by email with any questions.

(3) Arrangements

Accidents and Incident Reporting

- You can report an accident via the online reporting facility, also known as the Incident Contact Centre. You can access forms and information on the [Health and Safety Executive \(HSE\)](#) website.
- You can find more information on the [types of reportable incidents](#) that must be reported by visiting the HSE website.

Administration of Medicines

- Medication is only administered to pupils when the parental consent form has been completed
- The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in a locked cupboard in the school office
- The only exceptions to this are asthma medication and 'EpiPen' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

Asbestos

- All staff have been made aware of the location of any asbestos in school
- All contractors must sign to say they have seen the register before starting work on site

Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum
 - The Site Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site
 - The associated procedures and control measures will be funded and enforced
- Curriculum Safety** [including out of school learning activity/study support]
- Requirements for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science Equipment.
 - Arrangements for the control of safety in specific subjects such as PE, Science, Technology/CDT,
 - Specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safe Practice in Physical Education and School Sport]

Display Screen Equipment

- For members of staff with 'desk-based jobs' the Council's procedure for carrying out workstation self-assessments on an annual basis will be followed
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use

Educational Visits

- All off site trips will be subject to risk assessment and the advice of the Council's Educational Visits Adviser will be closely followed

Electrical Testing

- All items of portable electrical equipment in school are inspected and checked annually

Employee Health and Wellbeing

- The Council's Employee Wellbeing Service support the school and staff are referred as outlined in the Council's Sickness Absence Policy

Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practiced and documented once a term by the fire officer
- Evacuation times and any issues which arise are reported to Arco Academy
- Fire extinguishers are checked annually by The Site Manager
- A separate fire safety policy and risk assessment has been produced

First Aid Provision

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

Gas Safety

- Frequency of inspections and examination by competent person, who maintains the record of inspection

Glass & Glazing

- All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard

Housekeeping – Storage, cleaning & waste disposal

- Arrangements to ensure premises have sufficient and safe storage systems. That the premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins and waste electrical appliance disposal/recycling arrangements in accordance with the WEEE regulations

Jewellery

- Policy on pupils wearing earrings and other jewellery as instructed to pupils. Loosely worn jewellery is prohibited and watches must be removed during any physical exercise. Students are allowed to wear stud earrings on ear lobe only whilst at school.

Lifts & Hoists

- All passenger lifts and hoists for disabled pupils are inspected by a competent engineer on a six-monthly basis
- Lifting equipment not used to lift people is inspected on an annual basis

Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

Monitoring the Policy and results

- Arco Academy will carry out a bi-annual H&S checklist, other checks or workplace inspections to monitor implementation of policy by staff, monitoring accident reports/trends, complaints.
- Arco Academy is responsible for ensuring the implementation of new and updated policies.

Mobile Phone Policy

- No Mobiles phones policy. Pupils will hand in mobiles at the start of the day where it will be stored in individual's folder and handed back at the end of the day.

Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day

Playground Supervision

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

Pregnant Members of Staff

- The LA's procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

Risk Assessment

- The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds
- They are all available on the school central server for staff to inspect and refer to as necessary

The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments. All risk assessments are reviewed on a bi-annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).

Slips Trips and Falls

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

Smoking

- The school has a no-smoking policy for staff and students.

Snow and Ice

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school

Stress at Work

- Proactive - the Council's templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.

Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Pupils will be supervised all times - this includes but not limited to changing rooms, lunch, break times and bus stop walks.

Staff Consultation and Communication

- H & S Committee meetings (or meetings where H & S is regular agenda item), terms of reference, how staff can raise issues of concern and make suggestions for health and safety improvements will be held at least every 6 months.

Training

- All staff members will need to undergo safeguarding and health and safety training prior to teaching.
- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process

Violence at work / Lone Working

- A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place
- Incidents of threatened or actual violence will be reported through the Incident Reporting process.

Visitor/Staff/Students

- Arco Academy has a visitors/students/staff protocol, all of which can be found in the registration folder at reception upon arrival. This should be read by all before entering the building. Student and staff protocols can also be found in appropriate hand book.

Water Quality/Temperature/Hygiene

- Arrangements are in place for ensuring water hygiene samples and checks take place as required by the premises Water Quality Manual, who is responsible for recording and updating the Manual, where the manual is located

Work Experience

- Persons working in Arco Academy premises who are employed by other organisations are expected to follow Arco Academy's Health and Safety Policies, with regard to the safety of employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.
- Arco Academy has partnered with reputable organisations, who specialise in work experience placements in secondary schools. Arco Staff will visit pupils at least once a week during work experience.

Working at Height

- Working at heights risk assessments have been completed for the school
- Appropriate record keeping and safe systems of work are kept in the working at heights file.
- All site/caretaking staff who undertake working at heights have been on a half day training course.
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
 - Use appropriate access equipment - step ladders, kick stools etc.
 - Wear flat shoes whilst putting up displays
 - Not climb on furniture to put up displays

(4) KPI Review

Key Performance Indicators

It is important that managers can monitor the health and safety performance of the school in order to determine where progress is being made and where further actions and resources may be required.

- Health and Safety Policy/Statement Reviewed/Updated bi-annually
- All Risk Assessments reviewed (including those for specific departments);
- No. of Accidents/Incidents (Children and staff) - Analysed for trends;
- No. of Ill health cases due to work (e.g. stress or repetitive strain injury);
- No. of Safety Committee Meetings;
- No. of Safety Meetings with staff and/or union reps;
- No. of Management Inspections (at least one per term);
- No. of Fire Evacuations completed (at least one per term) - Including feedback;
- No. of Fire Alarms (Tests and False Alarms);
- No. of Safety Training courses identified/completed /recorded(who/when);
- Health and Safety Report Completed

- Results of any Corporate Safety Audit/Inspection (use for new targets)

The above performance indicators will be discussed termly at Health & Safety Inspection meetings.