



*A member of
Interserve Academies Trust*

Crawshaw Academy

Health & Safety Policy

April 2015

This document sets out the health and safety management system, policy and organisational responsibility for health & safety at Crawshaw Academy ('the Academy'), detailing our organisations commitment to and arrangements for providing a safe working and learning environment.

Last Review Date:

Next Review Date:

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1. The Health & Safety Management System Framework

The successful management of health & safety in our academy is a key priority of the Principal, senior managers/leaders and the Local Governing Board. Our health & safety management system and health & safety policy document demonstrates;

- Our clear commitment to the safety and well-being of employees, students and visitors/other users of our academy
- Compliance with legal requirements and the enhancement of our reputation.

The academy will devise and develop appropriate policies, procedures and systems with the support of and access to information provided by our external health & safety advisors, which support the key principles contained within the Health & Safety Executive document HSG65 Managing for Health and Safety of Plan, Do, Check, Act. This will ensure that our Academy;

- Achieves a realistic balance between the documented systems implemented and the physical behaviours of managers and staff
- Treats health and safety management as an integral part of good management generally, equal to other business objectives, ensuring we clearly demonstrate a sustained and systematic approach to health & safety management.

Our Academy health & safety management system will incorporate the following key elements:

Policy: An effective health & safety policy which sets out the key procedures and overall direction taken by our academy and will contribute to the efficiency, effectiveness and continuous improvement of our organisation, it will demonstrate senior management commitment as well as clearly defining key roles and responsibilities of everyone within our academy. We will seek to actively consult with trade union representatives regarding our policy.

Organising: The Principal and Local Governing Board will ensure a strong and effective management structure is in place and maintained to proactively deliver our policy, there will be regular consultation on health and safety matters with all relevant stakeholders and a shared understanding by both managers and staff of the academy's desire to promote a positive and risk aware culture.

Planning & Implementing: Our academy will have a systematic approach to the implementation of our policy, by ensuring we have in place an effective management system integrating health and safety performance standards, targets, priorities and training across all disciplines within our academy. Planning processes will use a risk assessment methodology, setting clear objectives for the effective identification and control of significant hazards and the mitigation of risk.

Training: will be provided at a level suitable to the individual and the tasks they perform. This will be in addition to general awareness training as part of our induction programme for all new staff and or volunteer workers. Specialist training identified as appropriate to the post or through training & development plans or risk assessments will be provided. Details of all training attended must be reported to the General Manager to ensure training records are kept up to date and the requirements of refresher training can be appropriately monitored.

Measuring, Auditing & Reviewing Performance: We will measure our academy's performance, so we can clearly identify when, where and what improvements are needed. We will achieve this through both internal review and external auditing of policies, premises and activities, in addition to monitoring accident and incident information. Both internal and external findings and reports will be provided to both governor and staff representatives on at least an annual basis.

2. Policy Statement (Academy Statement of Intent)

The Principal, senior leadership team, Local Governing Board and staff at our academy are committed to providing a safe and healthy environment for all users of the Academy. We all take responsibility for being vigilant to and aware of possible risks. Students and adults alike are encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately. We will keep an active balance between security and safety and the maintenance of a comfortable and welcoming environment.

Our Health and Safety Aims are:

- To ensure that the academy is considered as a safe and healthy place in which to work and study.
- To take all necessary steps to comply with relevant health & safety legislation.
- To provide plant, equipment, resources and systems of work that are safe and minimise the risk to health as far as is reasonably practical.
- To raise awareness among all users of the academy as to their responsibility for managing the health & safety of themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees and authorised volunteers to avoid hazards and contribute positively to their own health and safety at work.
- To ensure the dissemination of all relevant information from appropriate bodies and organisations to the correct user[s].
- To regularly monitor and review safety procedures throughout the academy to ensure continuous improvement in health and safety performance.
- To create, maintain and update a central repository of relevant health and safety information and guidance, using information provided through our health & safety advisors and other relevant professional bodies.
- To regularly review, update and appropriately communicate our health & safety principles and policy at least annually.

Signed	Date:
Principal	
Signed	Date:
Chair of Local Governing Board:	
Date for Next Review:	

It is everyone's responsibility to ensure they are familiar and comply with this policy.

A copy of this document is available:

- In the Academy Policy files (T:\Health and Safety Database\Policies & RMStaff/Policies/staff and HR

- On the academy website (electronic)
- From the General Manager (Paper/electronic)

3. Organisation & Responsibilities

Protecting the health & safety of staff, students and members of the public who may be affected by the Academy's activities is an essential part of risk management and must be led by the Principal, Trust Directors & the Local Governing Board. Health & safety legislation (e.g. The Health & Safety at Work etc. Act 1974) as well as a general duty of care to others, means that both individuals as well as collectively (as the organisation) can be held responsible for a breach of these duties. Our health & safety management system, associated policies/ procedures, documents and defined key responsibilities are designed to underpin good health and safety management in our Academy.

3.1 Key Identified Responsibilities

A) Overall responsibility for the management of health and safety in the academy is that of the duty holder who is: The Principal.

B) Day to day health & safety management responsibility in the following key areas is:

Premises & Site Safety/Security:	The Senior Site Officer
Catering:	The Catering Manager
Cleaning:	The Senior Site Officer
Science:	Head of Science
D&T (including Art):	Head of Design & Technology
Food Technology:	Head of Food Technology
Physical Education:	Head of PE
ICT (Network & Infrastructure):	Head of IT
Educational Visits:	Educational Visit Coordinator
Work Experience Placements:	Director of Upper School

3.2 General Responsibilities

The Local Governing Board will:

- Ensure that adequate funding is provided to enable the academy to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of another (e.g. the landlord/3rd party contractors etc.), the Local Governing Board, through the Principal, will ensure problems are highlighted and any hazard or risk minimised.
- Deal with any health and safety problems brought to them by the Principal, staff or parents, through their termly meetings or any emergency meetings, as necessary.
- Formally approve the "site-specific" health and safety policy.
- Ensure that a process is in place to bring the academy Health and Safety Policy to the attention of all staff and authorised volunteers.
- Confirm compliance with statutory policies and procedures.
- Appoint a lead governor with Health & Safety responsibility.
- Ensure there is a robust process in place for providing suitable training.
- Satisfy themselves of the adequacy of consultation that takes place between managers, staff and Trade Union Representatives ensuring everyone contributes to safe working.

The Principal Will:

- As Duty Holder ensure the Academy complies with all relevant health & safety legislation and ensure that staff have access to this and all other relevant policies, procedures and other information as is legally required and that such documents are updated to reflect changes in legislation and guidance.
- Ensure that health and safety is incorporated into the planning and organisation of all Academy functions, activities and tasks undertaken.
- Ensure that adequate communication takes place between managers and employees to allow everyone to contribute to safe working.
- Manage the induction and appraisal process via the HR Manager.
- Provide Staff/Team/Manager Meetings.
- Ensure a Health and Safety Committee meeting is held once per term.
- Provide Information through electronic means.
- Satisfy them self that appropriate staff carry out suitable and sufficient assessments of hazards and risks within their areas of responsibility, (curriculum and non-curriculum), and that findings are recorded and acted upon in order to reduce risk.
- Be satisfied that suitable arrangements are in place for the reporting, recording, investigation and analysis of accident, incident and near miss information.
- Ensure staff members are competent to carry out duties expected of them through the provision of adequate training, instruction, information and supervision for all members of staff and authorised volunteers.
- Encourage staff and governors to promote health & safety and meet with staff and governor representatives on safety matters as appropriate.
- Ensure health & safety is on the agenda at all appropriate management and governor meetings, reporting on any findings from audits/inspections/accidents and any recommendations made.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working.

The General Manager Will:

- Make sure that senior managers and or external advisors and or agencies are made aware of areas of concern in relation to the academy safety arrangements.
- Ensure internal Safety Tours, Audits & Inspections take place at suitable frequencies & any recommendations are fed back to the Senior Leadership and Local Governing Board.
- Raise awareness of and promote a positive culture with regard to health & safety matters to all members of staff employed by the academy and manage the day to day operational aspects of health & safety delivery.
- Provide appropriate and relevant guidance and information on health & safety management, policy and procedure, liaising with the academy's external consultants, and providing a link between management, staff, contractors and Local Governing Board.
- Ensure relevant induction training of all new staff is in place, undertaken & documented.

- Ensure training records clearly identify training required and provided.

All managers, staff & authorised volunteers will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the Academy policies, procedures and risk assessments and follow any information, instructions or guidance documents made available to them by their manager.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether on site, as part of extended provision and or on educational visits.
- Attend health and safety training courses/events/meetings as appropriate.
- Undertake suitable and sufficient risk assessments within their areas of responsibility/ for activities to be undertaken as directed by their manager /supervisor.
- Bring to the attention of the Senior Site Officer on site and or other appointed person any accidents, near misses, dangerous equipment, premises defects or situations which may occur whilst on site or on educational visits.
- Report to their line manager and or the Senior Site Officer any problems that they feel they cannot deal with themselves.
- Have the responsibility to do what they can to take care of themselves, their colleagues, students and visitors. In particular employees must co-operate with their managers and not interfere with safety procedures implemented to protect people from harm.

In addition all heads of department /departmental managers have a responsibility for ensuring they have in place a documented safe system of working within their departments/area of responsibility that; ensures the learning and or working environment, machinery, chemicals and resources are maintained in a safe manner.

Others persons visiting our academy will:

Students and other regular visitors, contractors and users of our Academies facilities will be required to observe the safety procedures in place, information and instructions provided, take reasonable care of themselves and others and cooperate with Academy staff. The Principal will ensure that suitable arrangements are in place to inform others visiting the site of the health and safety arrangements in place and the expectations placed upon them during their visit. In addition person(s) hiring the facilities will also be provided with a safety induction.

Health and Safety Committee

- To review all accidents, incidents and near miss information and statistics.
- To ensure lessons learned are communicated to all employees.
- To review the ongoing effectiveness of this Policy, Organisation and Arrangements for health and safety.
- To ensure updates in the laws regarding health and safety are communicated in an effective and timely manner throughout the business.
- To review the health and safety training provision within the Academy.
- To ensure that employees from all of the Academy's Departments are represented at the Health and Safety Committee.

4. Operational Management Arrangements

Detailed arrangements for the delivery of health & safety for our academy are contained within a series of guidance documents, handbooks and other information sources made available.

Accidents

All accidents to our staff, students or visitors will be recorded and investigated, at a level appropriate to the nature of the incident and or the injury sustained, to discover root causes and how any similar incident can be avoided.

The General Manager will ensure that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive, are reported to the HSE incident centre and where appropriate to the academy's Health & Safety Consultant, our health & safety consultant will where appropriate provide advice and or investigate significant accidents on our behalf.

All staff have a responsibility to report and record accidents in line with our academy policies and procedures. Staff will be made aware through the staff handbook and induction process of the procedures & requirements for reporting and recording accidents. Our accident forms are held by Student Services.

The Senior Site Officer will review any significant accident reports to identify any patterns or trends. In addition referring relevant reports to the Principal/ other senior managers to decide if policies, risk assessments or procedures should be reviewed.

Administration of medication

Our academy will take all reasonable steps to safely store medicines and make them available to the students for whom they are prescribed. There are, however, no legal or contractual requirements for staff to administer medication. If students cannot self-medicate and a parents/carers cannot attend then first aid staff may volunteer to support the student. Any staff member volunteering will be provided with suitable training and the relevant documentation (e.g. care plan). Records of medicines administered will be kept.

Asbestos

Asbestos is a naturally occurring mineral that has previously been used in the construction of buildings (especially before the year 2000). It was mainly used because of its fire proofing and insulation qualities. Our Academy does contain some Asbestos Containing Materials (ACMs). The Principal has duty holder responsibilities under the Control of Asbestos Regulations 2006; however the day to day management on site is delegated to the General Manager/Senior Site Officer.

Our academy acknowledges that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if asbestos is disturbed or unrecorded asbestos discovered all work in the area will cease until further testing has taken place.

We take the management of asbestos seriously in our Academy, in order to minimise the risk of exposure we routinely remind staff of its presence, undertake routine monitoring of the condition of ACMs, and instruct qualified and competent contractors to undertake asbestos survey reports on our behalf. We maintain an Asbestos Register and an Asbestos Management Plan on site, which is readily available to all who need to consult it and contractors, must sign the relevant part of it before commencing work.

Control of hazardous substances

Our academy recognises that the Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health. The COSHH regulations do not solely apply to cleaning products. Consideration will also be given to cleaning, decoration, maintenance works, janitorial supplies, science, design and technology, art and other relevant curriculum related substances.

The academy holds a central register of all hazardous substances on site as well as individual departmental inventories.

Individual departmental managers are responsible for ensuring that appropriate staff are informed and suitably trained regarding hazardous substances. In addition teachers will brief students where appropriate on the safe use of substances.

Data sheets are available within relevant departments on site for all hazardous substances that are being used, these are kept in locations where hazardous substances are stored and or used. Additionally separate COSHH risk assessments are carried out for the work processes which involve those substances which are particularly hazardous to health and these address the storage, use, handling, transportation, first aid and fire measures to be followed along with any environmental considerations.

The Senior Site Officer is responsible for ensuring that data sheets are provided to relevant staff on site and that appropriate assessments have been carried out. The purchasing of hazardous substances will only be done through companies that provide correct documentation, labelling and where appropriate, training. Only products purchased by the Academy through approved suppliers are to be used in the Academy by staff/volunteers or students.

DSE

Those staff identified as 'regular users' will be subject to a documented DSE assessment on taking up their post, a review will take place if their duties or working environment change significantly. In addition occasional users will be provided with general advice in the Staff Handbook.

Driving at Work

Staff who drive on academy related business, in their own vehicle or in academy owned/leased vehicles are required to follow the procedures and guidance provided within the Driving at Work handbook and follow all relevant procedures and risk assessments.

Educational Visits

Our academy recognises that risks as well as benefits exist in any curriculum related off site activity, we therefore have a robust educational visits procedure and approval process in place. Relevant staff are appropriately trained to ensure they adhere to the expected standards for planning, approving and supervising all off site activities.

Electricity

Our academy acknowledges that electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair work. The Electricity at Work Regulations 1989 requires that all electrical systems and appliances are periodically inspected and maintained.

Fixed installations i.e. sockets, light fittings and general wiring throughout the Academy will be tested at least every five years by a competent and qualified electrician.

Portable electrical equipment will be inspected, tested and maintained in accordance with current Health & Safety Executive and the Institute of Electrical Engineers Guidance.

Where personal electrical equipment brought in by staff is permitted by their senior manager it will be classed as academy equipment and should not be used until it has been PAT tested.

The Senior Site Officer is responsible for arranging the testing and maintenance of portable electrical appliances in our academy (including that brought in from home by staff). The test certificates and recommendation documentation are retained by him.

The fixed electrical installation and portable appliance testing in our academy is undertaken by contractors certified by the National Inspection Council for Electrical Installation Contracting (NICEIC).

Fire Safety

An outbreak of fire in the academy can be extremely serious. Under the Regulatory Reform (Fire Safety) Order 2005, there is a legal requirement for each building to have a suitable, sufficient and up to date fire risk assessment. This will identify all sources of heat with the potential to cause fire, along with considerations relating to the use and storage of combustible materials in addition to identifying precautionary measures in place to minimise the risks.

The Senior Site Officer is responsible for ensuring that a suitable and sufficient Fire Risk Assessment has been carried out, that the findings have been appropriately communicated and that any significant hazards identified have been addressed, in addition that there is a process in place for reviewing/updating this on a regular basis, including when 'hot working' is taking place in our Academy.

Fire drills in our academy are carried out at least once per term and are recorded in the academy Fire Precautions Log Book. In addition a fire drill will be undertaken every six months for 3rd parties hiring our facilities.

The Principal is responsible for ensuring that fire drills are carried out, that the findings are recorded and acted upon and that the Fire Precautions Log Book is readily accessible.

We will also record the following in our fire precautions log book; the routine checking of fire doors, fire alarm and emergency lighting testing and maintenance, fire extinguisher maintenance and Fire Officers visits.

The Fire Precautions Log Book and a copy of our Fire Risk Assessment is kept in The Senior Site Officer's office.

In addition we will ensure that suitable arrangements are in place with regard to emergency evacuation procedures, (including the completion of Personal Emergency Evacuation Plans PEEPS as necessary), that fire evacuation routes and fire doors are clearly marked and routinely inspected and that where fire marshals are appointed they are provided with suitable training. In addition all staff and students will be periodically provided with fire awareness training.

First Aid

Our academy recognises that under the First Aid at Work Regulations 1981, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. First aid staff will be made aware of any staff or student with medical conditions or allergies. In order to provide first aid provision the following arrangements are in place at our Academy:

- During the normal academy day a duty first aider (3 day trained) is available to attend incidents supported by additional trained key staff in high risk areas.
- All off site visits – Dependent on the size of the group, at least one first aid trained adult supports visits whilst away from the academy (minimum 1 day trained except for residential, high risk or outside the UK visits, when a 3 day trained member of staff is recommended).

Gas

Under the Gas (Installation and Use) Regulations 1994, there is a requirement for all gas appliances (central heating boilers, gas water heaters, cooking and catering equipment etc) to be checked, serviced and maintained by a competent (Gas Safe registered) Contractor on an annual basis.

The Senior Site Officer is responsible for arranging the testing and maintenance of gas appliances and equipment and ensuring that up to date records are held. He is also responsible for ensuring any recommendations are actioned and that certificates are retained.

Health & Safety during Practical Lessons

Our academy recognises the educational benefits of using practical equipment during lessons, learning is enhanced through conducting experiments, using tools, machinery or apparatus.

However the following precautions are to be considered by staff involved in order to minimise the safety risk to students;

- Pre use check of substances, tools and equipment/apparatus to ensure they are suitable and safe for use by younger people.
- Review of the risk assessment by the teacher and or technician.
- Review of staffing levels to ensure they are suitable to maintain adequate supervision at all times.
- Inform students of the safety rules and procedures before the practical element of any lesson begins.
- Always instruct and supervise students carrying or moving equipment or apparatus.
- Provide and enforce the wearing of suitable personal protective equipment.

Legionella Risk Management

Whilst Legionnaires' disease is an uncommon disease it can have a serious effect on a person's health. In order to safeguard against the risk to health our Academy has adopted a Water Hygiene Management Control System, using a risk assessment based approach in conjunction with appropriate in house monthly documented checks and a quarterly, bi-annual/annual inspection and water sampling test through a competent external contractor as appropriate, where remedial action is identified this is addressed as necessary, in order to meet the relevant statutory requirements. The Risk Assessment will be reviewed at a frequency not less than 2-yearly or sooner if there are alterations made to the Academy layout or changes of use to parts of the premises which may affect the Water Hygiene regime.

Lone Working/Working at Height/Manual Handling

Whilst these activities will be discouraged wherever practical to do so we recognise that from time to time staff will work alone, or at height or undertake manual handling tasks. We will identify those individuals likely to undertake such tasks and ensure that suitable instruction, training, information and risk assessments are in place.

New & Expectant Mothers

Female employees are advised to notify their manager in writing of pregnancy or when returning to work having recently given birth, to ensure their tasks will not cause any detrimental health effects. Such information will be treated in the strictest confidence.

A New and Expectant Mothers Risk Assessment will be undertaken to identify any specific hazards/risks and implement suitable and sufficient control measures. The New and Expectant Mothers Risk Assessment will be regularly updated at agreed intervals to reflect any changes; including health advice provided by the employee's GP or Midwife.

Risk Assessment

Our academy acknowledges that risk assessments are a legal requirement particularly under the Management of Health and Safety at Work Regulations 1999, although most health and safety legislation requires a risk assessment approach to controlling hazards.

We will formally record our risk assessments, in part this will be through using curriculum lesson planning/schemes of work and or other curriculum related documentation, as well as by using general risk assessment documents available. Copies of risk assessments must be held in both the area they relate to as well as centrally by the General Manager/Senior Site Officer. In addition we will also undertake activity, person or situation specific risk assessments and where appropriate document Safe Systems of Working (SSOW) as and when required. Risk assessments will be reviewed periodically (depending on the significance of the risks involved), following an accident, on the introduction of any new process/equipment/ substance, changes in the law or as a result of staff raising concerns or any other significant change in circumstances.

All Educational visits undertaken by our academy will also be subject to a written risk assessment and reference made to our specific off site activities procedures document.

Site Security & Safeguarding

Our academy recognises the importance of having suitable arrangements in place to manage general site security and safeguarding issues. We will:

- Ensure arrangements exist to maintain adequate levels of security and safety at all times, communicating our arrangements to all relevant site users.
- Ensure activities that take place do not compromise security arrangements or the safe access/egress of site users.
- Ensure clear and concise procedures are in place to manage a range of emergency situations and that these are appropriately communicated, to ensure that all relevant site users are aware of the actions to take in an emergency situation.
- Safeguarding and security arrangements in place are communicated to all site users and are periodically reviewed to ensure they remain suitable.

Any issues regarding damage to or security of the premises should be reported to The Senior Site Officer

Staff Wellbeing & Health Surveillance

We recognise that stress caused either in the work place or by external factors can occur from time to time and we are committed to providing support and advice wherever possible if this occurs. If appropriate staff can access a range of occupational health and or health surveillance services to help support them. If anyone feels they would benefit from support and advice in respect of their wellbeing they should contact, the HR Manager, for further advice.

Use of Machinery

Only those persons with appropriate training and who can use equipment safely should do so, in addition manufacturers information must be made available to staff. All machinery will conform to relevant safety standards and subjected to routine inspection, maintenance and servicing. Any students using machinery will only do so whilst under the direct supervision of competent and experienced staff.

Violence at Work

The Academy takes violent or aggressive behaviour against staff seriously. General guidance on managing potentially violent situations is provided in the Staff Handbook / via relevant risk assessments and staff must report any such instances so suitable follow up action can be taken.

Working in Noisy Environments/Using Vibrating Equipment

These activities will be minimised where possible, and staff encouraged to take regular breaks from such activities. Where staff are subject to regular exposure, noise and vibration testing will be undertaken and the findings discussed with the individual employees involved.

Workers under the Age of Eighteen

A specific Risk Assessment will be undertaken for workers under 18 which considers:

- The extent of training provided, their inexperience/immaturity & lack of risk awareness.
- The fitting and layout of the workplace, and the range and use of work equipment.
- The nature, degree and exposure to processes and or physical/biological/chemical agents and or work/environments beyond their capabilities.
- The level of supervision required.