



HEALTH AND SAFETY POLICY

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As a Church of England Academy, we are inclusive of all regardless of creed, colour, race, gender, sexual orientation or ability. We hope to transform the lives of our pupils, students and our wider community by putting our core values of love, integrity, generosity, hope and tolerance (LIGHT) into action. As such, all should feel welcome and respected. Schools are, in part, measured by academic success. Pupils and students know this. We must help and enable each pupil and student to succeed to the best of their ability by providing high quality lessons and an appropriate curriculum for our pupils and students.

INTRODUCTION

1. The John Wallis Academy is committed to providing safe and healthy working conditions for all people using the premises. This commitment extends to providing adequate resources to implement this policy, including a progressive improvement of health and safety performance.

The aim of this statement is to ensure all reasonably practical steps are taken:

- to establish and maintain a safe and healthy environment throughout the Academy.
- to establish and maintain safe working procedures for staff and students.
- to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- to ensure the provision of sufficient information, instruction and supervision to enable all people on the site to avoid hazards and contribute positively to their own safety training as and when provided.
- to maintain a safe and healthy place of work and safe access and egress from it.
- to formulate effective procedures for use in case of fire, medical and other emergencies and for evacuating the Academy premises.
- to lay down procedures to be followed in case of accident.
- to provide and maintain adequate welfare facilities.
- to ensure risk assessments are undertaken as necessary and recording items of significance.

This statement is issued to all employees for inclusion in the Staff Handbook. It must also be given to student teachers, supply teachers and others who may have reason to stay in the Academy for extended periods.

RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY

The Governing Body

- acknowledges that co-operation from all staff in health and safety matters is essential for controlling risks and complying with legal requirements; and
- recognises the role of safety representatives appointed by a recognised trade union and allow such representatives to investigate accidents and potential hazards, pursue staff complaints and carry out school inspections.

The Principal

- has the responsibility for all Academy safety organisation and activity.

Director of Finance & Operations and Premises Manager

- are the focal point for day-to-day references on health and safety and will provide advice or indicate sources of advice.
- co-ordinate the implementation of the approved safety procedures in the Academy.
- maintain contact with outside agencies able to offer expert advice.
- will stop any practices or the use of plant, tools, equipment, machinery, etc. considered to be unsafe, until satisfied as to their safety.
- will make or arrange inspection of premises, places or work and working practices on a regular basis and report on such inspections to the Governing Body.
- are to be kept informed of accidents and hazardous situations.
- will regularly review the provision of first aid in the Academy, the emergency regulations and make recommendations for improving the procedures laid down.
- will review regularly the dissemination of safety information concerning the Academy.
- will recommend necessary changes and improvements in welfare facilities.

All Employees

All teachers and support staff are expected to:

- know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- apply all required health and safety procedures when planning and taking students off site.
- observe good standards of dress consistent with safety and/or hygiene.
- exercise good standards of housekeeping and cleanliness.
- know and apply the emergency procedures in respect of fire and first aid.
- have a general responsibility for the application of the safety policy in their own department or area of work and are directly responsible to the Principal for the application of existing safety measures and procedures within that area of work.
- shall, if a First Aid box is allocated, check its contents regularly and request replacements for items used from the Welfare Assistant .
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals and boiling water).
- shall resolve health and safety problems any member of staff may refer to them and refer to the Premises Manager any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Premises Manager.
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work.
- shall, where appropriate, seek advice and guidance from expert sources.

- shall propose to the Premises Manager requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially hazardous.

The following people are responsible for safety in particular areas:

Person	Area
Director of Finance & Operations	Whole Academy Site
Premises Manager	Whole Academy Site
Primary Class Teacher	Primary Classrooms
Receptionist (Primary and Secondary)	All visitors and main reception areas
Restaurant Manager	Restaurant
Director of Science	Science laboratories and prep rooms
Subject Lead for Mathematics	Mathematics rooms
Subject Lead for Design & Technology	Technology rooms
Director of the Arts	Art rooms, Dance and Drama Studios
Subject Lead for Modern Foreign Languages	Language rooms
Subject Lead for English	English rooms
Subject Lead for Sport & PE	PE/games areas (internal + external)
Subject Lead for Business Studies & ICT	Computer rooms
Subject Leaders for Construction and Hair & Beauty	Vocational Centre
Subject Lead for History	History rooms
Chaplain	Runcie Building
Subject Lead for Geography	Geography rooms
Director of Enterprise and careers	Careers area. Work Experience arrangements
Educational Visits Co-ordinator (EVC)	Arrangements for Academy visits
Welfare Assistant (Primary & Secondary)	Medical room
Subject Lead for RE	RE rooms
Assistant Principal, SENDCo	SEND and Inclusion Area
PA to the Principal	Theatre and Conference Suite

Specialist written statements for Science and Technology or Practical Subjects are kept in the respective areas.

Special Obligations of Class Teachers

The safety of pupils/students in classrooms, laboratories and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils and students when they are in their charge. If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers s/he cannot accept responsibility, s/he should discuss the matter with the Person responsible for that particular area or subject and if then necessary with the Premises Manager before allowing such work to take place.

Class teachers are expected:

- to exercise effective supervision of the pupils and students and to know the emergency procedures and to carry them out.
- to know the special safety measures to be adopted in their own special teaching areas and to ensure they are applied.
- to give clear instructions and warning as often as necessary.
- to follow safe working procedures personally.
- to call for protective clothing, guards, special safe working procedures personally.
- to make recommendations to their Head of Department e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

The Pupils/Students

The pupils/students are expected:

- to exercise personal responsibility for the safety of self and class-mates.
- to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives, large jewellery and other items considered dangerous).
- to observe all safety rules of the Academy and in particular the instructions of teaching staff given in an emergency.
- to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.
- not to enter laboratories or workshops unless a teacher is with them.

NB All pupils/students should be made aware of the contents of this section as appropriate to their age.

Visitors, Contractors and External Organisations

Visitors and other users of the premises must be required to observe the safety rules of the Academy.

The Premises Manager, caretaker or member of staff responsible for the individuals or group will discuss the Academy rules and relevant hazards to them at the point of contracting the works and will discuss how any risks to the staff or students from their work can be avoided.

SUPERVISION OF PUPILS/STUDENTS

The duty rota refers to the supervision of pupils/students at the commencement/end of the Academy day and break times.

A member of the Senior Leadership Team has the overall responsibility for supervision during the lunch break.

Pupils/ Students taking medicines as part of a course of treatment (or parents in the case of Primary pupils) are asked to hand all medicines to the Academy office immediately on arrival at the Academy.

Pupils/students must be regularly reminded that they must not enter any area designated for use by building contractors.

ACCIDENTS AND FIRST AID

First aid boxes are provided for all departments, all practical rooms, the Finance Office and the mini-bus. Each box contains only first aid equipment and a list of contents. The Welfare Assistant keeps a central stock of first aid items and boxes are replenished as necessary. Special emergency "grab" boxes are situated in the Science Prep room, the Student Office, the Sports Hall and the Premises Manager's office. These boxes are only for emergencies and are kept sealed. **Their use must be reported to the Welfare Assistant.**

Defibrillators are located in the external area of the finance office in the main building (Secondary) and Primary Reception.

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed.

Note:

If a pupil/student becomes sufficiently unwell to need to remain in the appropriate medical room they must not be left unattended.

Following any accident, **however slight**, an accident report must be completed (see below).

First Aid Procedure

- First Aid should be rendered, but only as far as knowledge and skill permit. The casualty should be given all possible reassurances, and if absolutely necessary, removed from danger.
- First aid boxes are issued to key areas by the senior first aider.
- The First Aid room is in the Design and Technology corridor (Secondary) and by the front office (Primary).
- There must be sufficient qualified First Aiders with the HSE First Aid at Work Certificate. The HR Dept will maintain a list of First Aiders which will be displayed around the site. If circumstances necessitate it, staff with defibrillator training should be called.

- Transport to hospital. If an ambulance is required the emergency "999" (dial 9999 on school system) service should be used. It may be appropriate to transport a pupil/student to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. When a pupil/student is transported by private car, more than one adult should go with the casualty. Members of staff should use Academy vehicles for this purpose and should only use their private vehicle if they have applicable business insurance. There will be cases of a less severe nature than those requiring transport by ambulance. No casualty should be allowed to travel to hospital unaccompanied.
- The Director of Finance and Operations must be informed if an ambulance is called to site.

Accident Reporting

In the event of any accident (however minor), incident or violent event, and involving employees, visitors or pupils/students the reporting form **MUST** be completed. ([Accident Report Form](#))

- The affected person (or any person acting on behalf of the affected person) should complete and sign the form and then pass it to his/her line manager. . The completed form must be checked and agreed by the line manager and then passed to the Director of Finance and Operations. The DFO will consult with the Premises Manager regarding the accident and will consider whether an investigation is necessary.
- The original of the form must be retained in the accident file for a period of 12 months. After which it will be transferred to either the pupil/student file or staff personnel file.
- Incidents involving violence towards staff must be reported to the Principal.

All accidents should be reported and investigated because they can help to show trends that might help to prevent similar or more serious accidents.

A senior member of staff must always inform parents if their child has been involved in an incident or accident at work.

The following list is a guide to when an investigation would be required:

- anything causing any injury
- anything resulting in lost work or Academy time
- incidents apparently arising from insufficient supervision
- accidents caused by a third party
- any significant incident involving assault or violence.

Depending on circumstances notification will be to:

- Area Education Officer
- Health and Safety Executive (using RIDDOR on Line reporting)
- Insurance Company

Accidents and Incidents

Accident forms are monitored by Senior Welfare Assistant and the Premises Manager to gain an overview and ensure appropriate measures are taken to reduce the risk of future accidents. Without this overview a number of similar accidents could appear to individuals as isolated occurrences.

FIRE AND EMERGENCY PROCEDURES

- It is the responsibility of all members of staff to be familiar with Fire and Emergency procedures and carry them out when necessary. This will happen at least twice every year.
- A detailed record of all matters pertaining to fire safety is maintained by the Premises Manager. For information the following are carried out:

Description	Frequency	Responsibility
Means of escape: inspection	Daily	Caretaker
Fire drills + instruction	Termly	The Principal
Fire Warning System: check panel	Daily	Caretaker
Fire Warning System: test system	Weekly	Caretaker
Fire Warning System: inspection	Quarterly	Premises Manager
Fire Extinguishers: condition	Fortnightly	Caretaker
Fire Extinguishers: test	Annually	Premises Manager
Emergency Lighting: test	Monthly	Caretaker
Full System Test	Annually	Premises Manager

HAZARDS

For specialised information relating to: nature of hazard, location and guidance in Science or Technology the appropriate Departmental Health and Safety Statement should be consulted.

OTHER KEY AREAS

Waste disposal. Particular attention is given by Senior Science Technician to laboratory material (chemicals, broken glass etc.) and Welfare Assistant to clinical waste.

Housekeeping (including cleaning) standards and checking arrangements are continually monitored by the Cleaning supervisor

COSHH (Control of Substances Hazardous to Health) - When substances which come within COSHH regulations must be used, they will be stored securely under the personal responsibility of a member of staff. The smallest practicable quantities will be brought on site and if it is for a specific 'one-off' purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely.

Maintenance/testing of plant and equipment is carried out in accordance with Health and Safety regulations. All plant and equipment that requires maintenance checks and servicing must be identified, maintenance work carried out on a regular basis, and records kept. An annual planner is documented by the Premises Manager to facilitate this. Any problems with plant and equipment that staff discover must be reported to their line manager in the first instance.

Vehicle movement within Academy premises - drivers are required to exercise extreme caution and adhere to 5mph speed limit whilst on site. Pupils/students are not permitted in car park areas unless special permission has been given by a member of staff.

Young workers, trainees and pupils/students on work experience must be properly instructed, monitored and supervised. A specific risk assessment must be carried out for pupils/students on work experience. This will be overseen by the Academy Careers Advisor with the external placement organisation.

New employees must be given induction training before they start work and this should include access to first aid and fire safety.

The Premises Manager and/or the senior caretaker will liaise with contractors before and during work being undertaken, to ensure risks arising from the activities of both parties are taken into account.

Major contracts or repeat items of work will require a method statement and or a risk assessment to be provided to the Academy in advance by the contractor.

OTHER KEY MATTERS

Training

The Principal, who may delegate to a Vice Principal or Assistant Principal, is responsible for Staff Development. Training needs and opportunities relating to Health and Safety will be considered by the Principal in liaison with governors and senior staff.

With respect to the Offensive Weapons Act 1996 the Governing Body does not permit any firearms or other offensive weapons (interpreted as any device made, used or adapted to cause injury) to be brought on to or kept at school (this includes laser pointing devices).

Health & Safety Committee

The Academy has established a Health & Safety Committee, comprising of an Academy Governor, the Director of Finance and Operations and the Premises Manager as standing members. The committee will report into the Board of Governors and Terms of Reference have been produced.

SPECIAL ARRANGEMENTS FOR ACADEMY HOLIDAYS

Staff are instructed not to carry out any hazardous activity if they are alone in a particular area.

Examples include:

- working with acids in science
- using cutting machines in workshops
- climbing ladders

All staff must sign in and out of the Academy during the Academy holiday, and ensure premises staff know where they will be working. A system of regular internal calls (via radio or phone) should be established with staff who are working in departments on their own. Staff working alone must be contacted at least every hour by a nominated member of staff.

All visitors must sign in and out, giving times. A separate signing-in sheet will be kept for this purpose in reception.

All entry and exits must be via reception.

The front door accessing the Academy from the Main Reception area is also to be kept locked (access using security fob).

If you wish to come into the Academy during the holiday it is suggested you either check with the office in advance or telephone first.

A caretaker will always be on duty when another support member of staff is working. Only the caretaker or Premises Manager may need to be in the building on their own. In these circumstances a 'buddy' arrangement operates.

You are most welcome to come into the Academy during holidays. By signing in, the Site Team will know who is in the building. Without signing in it would be possible for a member of staff to enter the building unseen, have an accident, and be left without assistance.

REVIEW

This procedure will be kept under continual review.