



# **JOSEPH LECKIE ACADEMY**

## **Health & Safety Policy**

**This policy is reviewed e.g. annually**

Approved by Governors: 08/06/2016

Review date for Document: 08/06/2017

## **1. Statement of Health and Safety Policy**

- 1.1 This policy statement supplements the general statement of policy issued.
- 1.2 The Governing Body and Leadership Team recognise and accept their responsibilities both under civil and criminal law and also under the scheme of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is appreciated.
- 1.3 In compliance with the Health and Safety at Work etc. Act, the Governing Body of JOSEPH LECKIE ACADEMY will ensure so far as is reasonably practicable that :
  - 1.3.1 The premises are maintained in a safe condition.
  - 1.3.2 Safe access to and egress from the premises is maintained.
  - 1.3.3 All plant and equipment is safe to use.
  - 1.3.4 Appropriate safe systems of work exist and are maintained.
  - 1.3.5 Sufficient information, instruction, training and supervision are available and provided.
  - 1.3.6 Arrangements exist for the safe use, handling and storage of articles and substances at work.
  - 1.3.7 A healthy working environment is maintained including adequate welfare facilities.
- 1.4 In addition to the above commitment, the Governing Body also recognises its obligations to non employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc. are or may be affected by the Academy activities being carried on within the Academy boundary or otherwise, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an educational institution which must set standards by example for its students, this commitment is seen as especially important.
- 1.5 Within financial restraints the Governing Body will ensure through the Leadership Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.
- 1.6 For the policy to be effectively implemented the Academy must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties.
  - 1.6.1 To take care of their own safety and that of others and;

- 1.6.2 To co-operate with the Governing Body and Leadership Team so that they may carry out their own responsibilities successfully.
- 1.7 All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
- 1.8 Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
- 1.9 A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

**Signed**..... **Signed**.....  
(Chair of Governing Body) (Principal)

**Date** ..... **Date** .....

# **JOSEPH LECKIE ACADEMY**

## **2. Health and Safety Organisation**

2.1 In order to ensure that health and safety issues are dealt with in accordance with this established safety policy, the following organisational structure has been accepted by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below. Rachel Cook, Vice Principal, is a member of the Leadership Team with responsibility for health and safety in the Academy. K Glover is Senior Site Supervisor or R Pritchard in his absence and together with CA Ragdale, Buildings Officer, they have a dual role with joint responsibility as Competent Person.

### **2.2 The Governing Body**

The Governing Body is ultimately responsible for health and safety matters **at a local level**. They accept that the delegation of funds to them from the Education Funding Agency (EFA) carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body they will accept a share of the responsibility for the way in which health and safety issues are addressed.

The Governors appreciate that they can only work within their allocation of the total education budget determined by the EFA and that they will only be accountable for deciding how the budget within their control is to be spent.

### **2.3 The Principal**

Overall responsibility for the day to day management of health and safety in the Academy rests with the Principal. As manager of the establishment and of all the activities carried on within it, the Principal will advise Governors of the areas of health and safety concern which may need to be addressed by the Principal will include:

- 2.3.1 adequate staffing levels for safe supervision;
- 2.3.2 the delegated responsibility for maintenance of the premises;
- 2.3.3 the purchase of equipment which meets appropriate safety standards
- 2.3.4 the repair, maintenance and testing of Academy equipment;
- 2.3.5 the provision of appropriate protective clothing where necessary;
- 2.3.6 the purchase and maintenance of first aid materials and fire fighting appliances;
- 2.3.7 the funding of necessary safety training for staff;
- 2.3.8 the arrangement for securing health and safety assistance from a competent source.

## **2. Health and Safety Organisation - Continued**

2.4 The Principal may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the establishment.

### **2.5. The Competent Person whose role is to encompass Site Management**

The Principal will delegate to a competent person (the Senior Site Supervisor and CA Ragdale) the majority of the duties that are linked with the overall responsibilities of the Principal. More specifically the post holder will:

2.5.1 review this policy statement along with the Vice Principal as necessary and ensure that the appropriate amendments are made as and when circumstances change;

2.5.2 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;

2.5.3 formulate and review the arrangements or action to be taken in an emergency and ensure that all involved are informed of the arrangements;

2.5.4 arrange for evacuation drills as required with the Vice Principal and weekly alarm tests;

2.5.5 advise the Principal of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged;

2.5.6 liaise with the Buildings Officer and/or site supervisors to arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;

2.5.7 ensure as far as possible, that all Health and Safety legislation and good practice are complied with;

2.5.8 report to the Principal any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;

2.5.9 ensure that the Buildings Officer and/or site supervisors liaise with and monitors as far as is reasonably practicable, the activities of contractors (including catering and cleaning staff), visitors and others on the site to ensure that any risks to health and safety of staff and others are kept to a minimum;

2.5.10 taking appropriate action when necessary to prevent injury to others on the site that might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.

2.5.11 participate in the annual health and safety audit paying particular attention to the building structure, services, access to/egress from the Academy, main circulation areas, etc.

- 2.5.12 ensures that other site supervisory staff are adequately supervised;
- 2.5.13 identifies any particular health and safety training needs of other site supervisors and caretakers;
- 2.5.14 ensures that the staff are not involved in activities outside their limitations;
- 2.5.15 ensures that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment;
- 2.5.16 ensures that all staff work in accordance with safe working practices issued by the Academy etc;
- 2.5.17 ensures that the Buildings officer and/or site supervisors inform contractors of special health and safety problems associated with a school, the need to not leave equipment unattended, secure safe work areas etc;
- 2.5.18 oversees that the Buildings officer maintains all contracts relating to the Health and Safety of the buildings and fittings comply with current legislation and good practice;
- 2.5.19 ensures that the fire wardens receive training and that twenty staff receive training in how to fight fires when appropriate to do so.

## 2.6 Heads of Faculty/Department

All Heads of Faculty/Department are responsible to the Principal for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Academy's statement are observed and implemented by all subordinate members of staff in their respective faculties/departments. In particular, staff holding such positions of responsibility will:

- 2.6.1 ensure that appropriate safe working rules and procedures exist within the faculty/department and that these are brought to the attention of everyone concerned;
- 2.6.2 ensure that all accidents (including near misses) occurring within their faculty/department are promptly reported and recorded using the appropriate forms etc;
- 2.6.3 ensure that all accidents are investigated with a view to preventing a recurrence;
- 2.6.4 ensure that all staff within the faculty/department are aware of their specific roles in case of fire and/or emergency;
- 2.6.5 remove from use and inform the competent person of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 2.6.6 ensure that adequate levels of class supervision are available at all times;

- 2.6.7 carry out (in conjunction with other members of staff) the annual health and safety audit within their areas of responsibility, update relevant Risk Assessments for their areas and provide a report to the member of staff with responsibility for Health and Safety where concerns are identified;
- 2.6.8 where applicable within their subject; maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the L.E.A., C.L.E.A.P.S., D.F.E., B.A.A.L.P.E. etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- 2.6.9 identify specific staff health and safety training needs and inform the Vice Principal accordingly;
- 2.6.10 consults with all staff on any matters which may affect their health and safety whilst at work;
- 2.6.11 carry out faculty/departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the faculty/department;
- 2.6.12 ensures that levels of first aid provision remain adequate for the activities being undertaken;
- 2.6.13 resolves health and safety problems referred by members of staff within their faculty/department. Any problems that cannot be satisfactorily solved within the faculty/department must be referred to the member of staff with responsibility for Health and Safety, and/or the Principal;
- 2.6.14 ensures (via subordinate staff) that all students are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 2.6.15 ensures that good standards of housekeeping are maintained;

## 2.7 All Teaching Staff

Teaching staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site, eg. classrooms, laboratories, workshops etc and off site e.g. school trips. Class teachers shall:

- 2.7.1 ensure effective supervision by only permitting practical work to be carried out by students after carrying out a risk assessment. The class size, the abilities of the students involved, the activities to be undertaken etc. will all need to be considered;
- 2.7.2 be aware of the Academy's health and safety policy and first aid policy and any local rules and arrangements which may apply specifically to the faculty/department concerned;
- 2.7.3 ensure that safety instruction is given to all students prior to commencing practical sessions;

- 2.7.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc;
- 2.7.5 ensure that students follow Academy/faculty/departmental safety rules and that protective equipment is worn where appropriate;
- 2.7.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 2.7.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 2.7.8 report any defective equipment to the Head of Faculty/Department;
- 2.7.9 investigate all accidents (in conjunction with Head of Faculty/Department) which occur through activities organised/supervised by the Faculty/Department;
- 2.7.10 proposes for consideration by their Head of Faculty/Department any improvements which they consider would improve health and safety standards within the faculty/department;
- 2.7.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits;

## 2.8 All Employees

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their action.

Employees must also co-operate with the Governing Body and Leadership Team of the Academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 2.8.1 to report all defects in the condition of the premises or equipment to which they become aware;
- 2.8.2 to report all accidents according to the procedures included in Part 3 of this document;
- 2.8.3 be familiar with the procedure to be followed in the event of a fire or other serious emergency;
- 2.8.4 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 2.8.5 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards, etc;



- 2.8.6. follow all relevant codes of safe working practice and local rule;
- 2.8.7 report any unsafe working practices to the competent person;
- 2.8.8 to comply with this Health and Safety policy, first aid policy, lone workers policy and Risk Assessments within the areas that they work in.

## 2.9 Students

All students must be encouraged to follow all safe working practices and observe all Academy safety rules. All students will:

- 2.9.1 follow all instructions issued by any member of staff in the case of emergency;
- 2.9.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes, e.g. fire extinguishers etc;
- 2.9.3 inform any member of staff of any situation which may affect their safety;

**Note: This part of the policy statement should be brought to the attention of all students and parents.**

## 2.10 Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed Safety Representatives from amongst the employees. Where the Governing Body is notified in writing of such an appointment, the Safety Representative shall have the following functions:

- 2.10.1 to investigate potential hazards and to examine the cause of accidents in the workplace;
- 2.10.2 to investigate complaints by any employee he/she represents relating to that employee's health and safety or welfare at work;
- 2.10.3 to make representations to the Principal via the competent person on general matters affecting the health, safety and welfare inspections;
- 2.10.4 to attend any safety committee meetings;
- 2.10.5 to co-operate with his/her employers in promoting health and safety at work.

None of the above functions given to a Safety Representative impose any legal duty or liability whatsoever on that person. A Safety Representative is in no way obliged to carry out any or all of the above functions.

## 3. Health and Safety Arrangements

The following arrangements will be the responsibility of the member of staff responsible for Health and Safety. The member of staff responsible for Health and Safety will be appropriately trained. They will be responsible to the Principal for:

- reporting any Health and Safety matter relating to the safe operation of the Academy;
- ensuring that Health and Safety legislation is fully complied with;
- ensuring that Risk Assessments and Action plans are prepared and presented to the Principal when appropriate;
- ensuring that Risk Assessments for the Academy and activities are reviewed at least annually;
- consulting, together with the Senior Site Supervisor, Buildings Officer to ensure contractors on the site comply with Health and Safety standards;
- ensuring that the Buildings Officer or Senior Site Supervisor prepares, where necessary, Risk Assessments for contractors working on the site in line with current building and Health and Safety regulations.
- liaising with the Health & Safety Team and Walsall Children's Services' personnel, to ensure that the Academy is complying with local good practice as well as national legislation in respect of Health and Safety;
- ensuring that all Heads of Faculty/Department are kept informed of the names and details of those persons appointed to provide competent Health and Safety assistance;
- attending termly meetings of the Governors' Sites & Buildings Sub Committee.

The following procedures and arrangements exist within the Academy:

### 3.1 Fire and/or Emergency

- 3.1.1 Fire evacuation procedures
- 3.1.2 Assembly Points
- 3.1.3 Fire Exits
- 3.1.4 Fire Drill Arrangements
- 3.1.5 Fire Alarm Tests and Emergency Exit Tests
- 3.1.6 Inspection of fire fighting appliances

### 3.2 First Aid

- 3.2.1 Names of trained first aid personnel and their locations
- 3.2.2 Location of first aid boxes
- 3.2.3 Restocking of first aid supplies
- 3.2.4 Training/re-training of First Aiders
- 3.2.5 First aid cover in the event of absence

### 3.3 Accident Reporting

- 3.3.1 Major injuries (**including over 7 day injuries to staff**)
- 3.3.2 Minor injuries
- 3.3.3 Dangerous occurrences
  
- 3.4 Annual Safety Audits
  
- 3.5 Routine Inspection and Tests
  - 3.5.1 Portable electrical equipment
  - 3.5.2 Fume cupboards
  - 3.5.3 Dust Extraction in CDT & LEV checks
  - 3.5.4 Lifting equipment
  - 3.5.5 Pressure systems, autoclaves etc.
  - 3.5.6 Personal protective equipment
  
- 3.6 Security Procedures for Visitors and Contractors
  
- 3.7 Storage and Use of Hazardous Substances
  - 3.7.1 Record keeping (assessments)
  - 3.7.2 Local rules
  
- 3.8 Maintenance of Science Block Lift – in accordance with legislation.
  
- 3.9 Tests for Legionella carried out as appropriate
  
- 3.10 Inspection and baiting of the brook as appropriate

## **STANDARDS, SPECIFIC POLICY DOCUMENTS**

## **AND RISK ASSESSMENTS**

These documents are available to you. The Local Authority Standards, which are extracted from National Health and Safety Executive Standards and Academy's specific Policy Documents which cover the following areas:-

Slips, Trips and Falls

Manual Handling

Lone Working

Display Screen Equipment

Educational Visits

Asbestos in Buildings

First Aid

R.I.D.D.O.R.

Lifting Operations and Lifting Equipment

Providing and Using Work Equipment

Working Conditions

Young Workers and Work Experience

Stress Management

Violence

Accident Reporting

Noise

Providing and Using Work Equipment

Control of Contractors

Fire Safety Policy and Risk Assessments

Risk Assessments covering all aspects of activities within the College

Reporting of activities within the College

Reporting of accidents and RIDDOR

Risk Assessments in Areas of Practical Activities

Pregnancy Guidance and Risk Assessments

## **HEALTH & SAFETY**

## STAFF STRUCTURE ROLES & RESPONSIBILITY

