



## HEALTH AND SAFETY POLICY



**ARK Little Ridge**  
Primary Academy

Date of last review:	May 2014	Review period:	1 year
Date of next review:	May 2015	Owner:	COO
Type of policy:	Network	LGB or Board approval:	Board & then LGBs

**ARK SCHOOLS**  
**Health and Safety Policy**  
**Statement, Organisation and Arrangements**

**This Health and Safety Policy incorporates**

**The Statement of Intent (Part 1)**

- the declared commitment by the ARK Board to the health, safety and welfare of employees, pupils and of other users of their premises

**The Organisation (Part 2)**

- the roles and responsibilities of those entrusted with the management of Health and Safety

**The Arrangements (Part 3)**

- the means by which the management of health and safety is achieved

## ARK SCHOOLS Part 1 – Statement of Intent

ARK Schools is responsible for providing a safe and healthy environment for all the staff it employs, for all pupils in its schools and for other people on ARK Schools premises.

The Board will ensure that all reasonable steps are taken to fulfil these responsibilities within the framework of the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 2003 and other Regulations made under the Act.

To this end, the Board has made each Principal/Headteacher responsible for strategic oversight of each Academy's Health and Safety Organisation and Arrangements on its behalf. Each Academy's Principal/Headteacher is expected to reinforce the Board's intentions on Health and Safety and accepts his or her responsibility for health and safety in their school.

Each Principal/Headteacher has noted the implications of the Corporate Manslaughter and Homicide Act 2007 and the Health and Safety (Offences) Act 2008 and believes that Health and Safety Management systems in their school are in place and adequately rigorous. They will monitor those systems diligently.

The Principal/Headteacher will ensure that their school budgets provide adequate resources to cover planned maintenance of grounds, buildings, plant and equipment in a safe condition and also, so far as reasonably practicable, any emergency action needed to ensure the health and safety of the school occupants.

The Principal/Headteacher will take reasonable steps to bring to the attention of every member of staff that:

- under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work
- they must co-operate with ARK Schools in fulfilling their duties under the Act and supporting legislation as well as under the Academy's Health and Safety Policy and
- they must each read the Academy's Health and Safety Policy, including the statements about the **Organisation** and **Arrangements** through which the requirements will be fulfilled, and sign to confirm that they have done so.

This Statement of Intent will be displayed in staffrooms, on electronic filing systems and intranet, and in the main reception areas.

**Signed:** ..... **Chairman, ARK Schools**

**Dated:** ..... **2014**

**To be reviewed by:** **May 2015**

## **ARK SCHOOLS**

### **Part 2.1– Organisation – General**

#### ***A. Role of the ARK Board***

- To provide Health and Safety leadership
- To ensure all relevant Board decisions reflect the Health and Safety intentions in the Statement of Intent
- To ensure that Health and Safety risk management systems are in place and remain effective
- To ensure that all academies make appropriate financial provision to meet their statutory health and safety obligations
- To receive a consolidated annual report on risk management issues, significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To review the ARK Schools Health and Safety Policy annually

#### ***B. Role of the ARK Central Team***

- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered throughout the network
- To ensure all relevant network decisions reflect the Health and Safety intentions in the Statement of Intent
- To ensure that the necessary advice, resources and support are available to academy Principals/Headteachers including legislation updates
- To receive termly summary reports from Principals/Headteachers on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues
- To receive a consolidated annual report from Principals/Headteachers on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To present a consolidated network report annually to the ARK Schools Board on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To present an annual review of the Health and Safety Policy to the ARK Schools Board

#### ***C. Role of the Local Governing Body***

The Local Governing Body will require the Principal/Headteacher to report on measures being taken to ensure Health & Safety compliance. While statutory responsibility does not pass to the Local Governing Body or any of its members, the Local Governing Body performs a vital role in the monitoring of compliance (and in challenging the academy to ensure that best practice is followed. (A Link Governor may be appointed to maintain oversight of Health & Safety issues on behalf of the LGB).

The Local Governing Body will therefore carry out the following:

- Formally adopt the ARK Schools Health and Safety Policy annually, following approval by the ARK Schools Board
- Monitor how the organisation and procedures are implemented and delivered at the academy
- Ensure that all relevant LGB discussions and decisions reflect the ARK Board's Health and Safety intentions as articulated in the Policy statement

- Receive copies of the two yearly Health and Safety Audit and the annual Fire Risk Assessment reports.
- Receive reports from Principals/Headteachers of significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- Be informed by the Principal, FRD or equivalent or member of the Health and Safety Committee of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate

#### *D. Role of the Principal/Headteacher in all Academies*

- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered at their academy
- To ensure all relevant Academy decisions reflect the ARK Board's Health and Safety intentions as articulated in the Statement of Intent
- To ensure suitable information, instruction and training is available to staff within their academy
- To consult with staff in accordance with the Health and Safety (Consultation with Employee) Regulations 1996
- To receive reports from FRDs/Staff/Safety Representatives of risk management issues, significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To present termly summary reports to ARK Central on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues
- To present a consolidated annual report to ARK Central on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To formally adopt the Ark Schools Health and Safety Policy annually

#### *E. Role of the Health and Safety Committee/Safety Team*

The aim of the Committee/Safety Team will be promotion of co-operation between management and all employees at the Academy in achieving and maintaining a safe and healthy workplace for all users of the premises.

Within that aim the Committee/Safety Team will consider certain specific matters:

- accidents which have occurred since the previous meeting, and remedial action taken to prevent a recurrence
- arrangements of the next inspection of the premises, and matters arising from the previous inspection
- implementation within the Academy of safety instructions/ advice issued by the Health and Safety Adviser
- progress on remedying any specific hazards which may have been identified
- review, on an annual basis, of the content of the Health and Safety Policy and the monitoring of its implementation.

The exact composition of the Health and Safety Committee/Safety Team will be determined by each individual academy but would include members of the Senior Leadership Team and Staff Representatives.

## *F. Role of Staff Representatives*

- to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he represents) and to examine the causes of accidents at the workplace;
- to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- to investigate to make representations to the employer about matters arising out of sub-paragraphs above;
- to make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace;
- to carry out inspections in accordance with the regulations;
- to represent the employees he/she was appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority;
- to receive information from Inspectors in accordance with the Act;
- to attend meetings of safety committees/teams where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.

("Workplace" in this respect means the place or places where the employees represented by the safety representative work or frequent in the course of their work. There is no legal right of access to premises or parts of premises handed over to contractors for work.)

### **Notification of Safety Representative Appointments**

Recognised Trade Unions should notify the Principal/Headteacher of the details of all safety representative appointments and a record of this will be maintained by the Academy.

### **Time off and Facilities for Safety Representatives**

The Academy will grant reasonable paid time off to enable safety representatives to carry out the duties set out above (Safety Representative of each recognised Trade Union and Staff elected Safety Representatives). It will also grant reasonable paid time off, subject to its Trade Unions Facilities Agreement and the 1996 Regulations, to enable Safety Representatives to receive health and safety training.

### **References—**

Section 2(6) of the Health and Safety at Work etc Act 1974

The Safety Representatives and Safety Committees Regulations 1977

The Health and Safety (Consultation with Employee) Regulations 1996

## *G. Role of the Health and Safety Adviser & Fire Risk Assessor*

The Adviser / Assessor will:

- carry out a full inspection of the Academy, annually, and submit a full written report, prioritising the issues identified
- review written procedures (audit)
- provide ARK Central and Academies with up-to-date health and safety information

The Adviser / Assessor will if requested:

- provide in-service training
- carry out risk assessments
- review and advise on safe systems of work

- help draft and advise on policy
- review policy
- arbitrate on health and safety matters

#### *H. Audit and Inspection Schedule*

- Formal Health and Safety Inspection by H&S Adviser - Annually
- Formal Health and Safety Audit by H&S Adviser – Every 2 years
- Formal Fire Risk Assessment by Fire Risk Assessor – Every 5 years
- Formal Fire Risk Assessment review by Fire Risk Assessor – Annually

#### *I. Dissemination of Health and Safety Information*

All relevant information and reports will be made available to staff via the intranet, posted on notice boards or individually as appropriate.

## ARK SCHOOLS

### Part 2.2– Organisation – Academy Specific

#### *Responsibility for Management of Health and Safety at ARK Little Ridge Primary Academy*

Principal/Headteacher  
Finance and Resources Director  
Facilities/Premises Manager  
Office Manager  
Other Responsible Persons  
Employees

#### ***A. Role of the Principal/Headteacher***

- To manage the Health, Safety and Welfare of staff and other persons on individual academy premises with day to day management delegated to the Finance and Resources Director or other designated Health & Safety Manager.
- To reinforce the ARK Boards Health and Safety intentions as articulated in the Statement of Intent
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To encourage the staff's active participation in improving Health and Safety
- To consult with staff on the Health and Safety management system of the Academy
- To inform ARK Central of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate
- To provide a termly report to ARK Central on significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues

#### ***B. Role of the Finance and Resources Director / Designated Health & Safety Manager***

- To manage the Health, Safety and Welfare of staff and other persons on individual academy premises as directed by the Principal
- To act on behalf of the Principal on all Health, Safety and Welfare issues in relation to external bodies and agencies - HSE, Fire Brigade, Local Authority, Insurance Risk Manager, etc
- To be responsible for organising the Health and Safety Committee/Safety Team
- To liaise with the independent ARK Schools Facilities & Premises Manager, the Independent Health and Safety Adviser and the Fire Risk Assessor.
- To arrange whole Academy H&S training, including Induction training and specific training for specialist staff
- To arrange Health and Safety Audits and Inspections as laid down in this Policy
- To investigate safety matters raised by staff or students and to take any necessary action
- To consult with the Principal for advice and guidance where his/her normal executive authority does not allow him/her to resolve the matter effectively
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To inform the Principal/ARK Central of relevant Health and Safety risk management issues, significant failures, outcomes of investigations as considered appropriate



- To take note of Health and Safety bulletins, instructions, etc., issued from time to time, ensuring that where required these are distributed and maintaining a file of all such material which is readily accessible to all employees
- To keep an up-to-date list of all safety representatives in the Academy, both teaching and support staff and of their training
- To be readily available to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions
- To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time
- To ensure that materials and equipment purchased are safe and without risk to health when properly used and ensure they are correctly maintained.
- To ensure that the circumstances of accidents are properly reported including under RIDDOR, examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence
- To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect the occupants
- To encourage the staff's active participation in improving Health and Safety
- To consult with staff on the Health and Safety management system of the Academy
- To be responsible for other Health and Safety matters as reasonably requested by the Principal/Headteacher and as indicated in the Organisation and Arrangements contained in this Policy

#### *C. Role of Facilities/Premises Manager*

- To be responsible for Health and Safety matters as reasonably requested by the Principal and/or FRD and as indicated in the Organisation and Arrangements contained in this Policy
- To monitor the safe running and maintenance of premises plant, machinery and equipment
- To ensure the safe maintenance and testing of all equipment & installations, in particular those covered by statutory obligations
- To ensure the safe maintenance and testing of the Fire Alarm as required by law and of the Intruder Alarm, Access Control and CCTV where fitted.
- To ensure the drawing up and implementation of all relevant Risk Assessments including COSHH
- To ensure the H&S arrangements for those staff and students with special medical and/or mobility needs
- To be responsible for the appointment and monitoring of contractors (including in respect of H&S competence)

#### *D. Role of Office Manager*

- To be responsible for Health and Safety matters as reasonably requested by the Principal and/or FRD and as indicated in the Organisation and Arrangements contained in this Policy
- To organise and monitor the administration of First Aid
- To ensure the statutory display of information (H&S poster, H&S Policy Statement, Certificate of Employer Liability Insurance etc)
- To ensure the drawing up and implementation of all relevant Risk Assessments

#### *E. Role of other Responsible Persons*

- To take appropriate local action to remove or reduce hazards and risks and to avoid ill-health arising from work or work-related activities

- To receive reports of hazards from users of the area and to take steps, so far as reasonably practicable, to remove or reduce them
- To report to the FRD or Principal/Headteacher cases where their normal executive authority does not allow them to deal effectively with a hazard/ risk or where there is any doubt as to the practicability of a proposed solution and, where necessary, to take appropriate short term measures to maintain safety pending rectification
- To ensure that accidents are reported in accordance with instructions when so directed by the Principal/Headteacher and to establish the facts of any accident
- To co-operate with the Principal/Headteacher in ensuring that staff are aware of the contents of the Health and Safety Policy and any other information necessary on health and safety issues
- To ensure the appropriateness of all Risk, COSHH and Fire Risk Assessments
- To monitor their implementation and to review them
- To provide information, instruction and training on them
- To ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary
- To ensure, within the remit of their responsibilities, that (i) employees new to the Academy are helped to perform their duties in a safe manner, (ii) pupils are able to work and move about safely in the Academy and (iii) all other persons, visitors, parents and contractors, are so able to do. In particular, to ensure that they have all necessary information on health and safety matters including, for staff, a copy of the local arrangements and the opportunity to read and discuss them before starting work.

#### *F. Duties of Employees*

- to take reasonable care of themselves and anyone who may be affected by their acts or omissions
- to co-operate with the Academy management in the interests of health and safety, e.g. fire drills, first aid, training

## *G. Areas of Responsibility*

<u>Area</u>	<u>Managed by</u>
1. Accident Reporting and Recording	Finance and Resources Director (FRD)
2. First Aid	FRD
(a) Accidents involving blood	First Aiders
(b) Infectious Diseases	FRD
(c) Administering Medicines to students	FRD
3. Emergencies	
(a) Emergency Procedures and Drills	FRD
(b) Evacuation Notices and Signs	Site Manager
4. Fire Fighting Equipment	
(a) Checking	Site Manager
(b) Maintenance/ Servicing	FRD
5. Control of Substances Hazardous to Health	Site Manager
6. Electrical Safety	
(a) Mains	FRD
b) Portable Appliances	FRD
7. Gas Safety	Site Manager
8. Smoking	Principal
9. Display Screen Equipment	FRD
10. Defect and Hazard Reporting	Site Manager
11. Health & Safety Information	FRD
12. Risk Assessments	
(a) Equipment, activities, etc	FRD
(b) New and Pregnant Mothers	FRD
(c) Fire	FRD
13. Staff duty Rotas	Headteacher's PA
14. Clear Passageway	Site Manager
15. Security	FRD
16. Alarm Systems	FRD
17. Intruders	FRD
18. Violence to Staff	Principal
19. Academy Journeys and Outings	External Visits Coordinator
20. Minibuses, Coaches, Driving Permits, etc	FRD
21. Parking	FRD
22. Storage	Teachers/ Site Manager
23. Manual Handling	Site Manager
24. Contractors on Site	FRD
25. Other Users	FRD
26. Water Quality	FRD
27. Hiring of Premises	FRD
28. Consultation with Employees	Principal
29. Work Experience	Deputy Headteacher
30. Work Equipment	FRD / Site Manager
31. Asbestos	FRD
32. Work at Height	Site Manager
33. Noise/ Vibration at Work	Site Manager

### H. Schedule of Reviews and Record-Keeping

Task	Frequency	Responsible Person(s)	Comments
<b>Review</b> of Health and Safety Policy Organisation and Arrangements	Every year and when required	Principal/FRD	New Regulations, Codes of Practice, Academy Policies, etc may have to be added in the interim
<b>Review</b> of COSHH assessments	Every 2 years or whenever changes occur	HoDs)/Site Manager Catering Cleaning	Central record to be kept by FRD; All contractors to provide COSHH information, if required
<b>Record</b> of water quality testing, temperature taking	As required by the Water Risk Assessment	Site Manager	Training required for Site Management; log book must be kept
<b><u>Electrical Safety</u></b>			
<b>Certification</b> of fixed installations	As advised on current Certificate	FRD	Appliances to be categorised for testing according to vulnerability/frequency of use Only a Gas Safe registered person can do this
<b>Record</b> of maintenance inspections of fixed installations	As advised	Site Manager	
<b>Record</b> of Portable Appliance Testing	6 mths - 4 yrs depending on usage/ according to Risk Assessment	Site Manager	
<b>Record</b> of Gas appliance testing	At least once a year	Site Manager	
<b><u>Fire Safety</u></b>			
<b>Record</b> of staff training	Keep up to date	FRD	
<b>Record</b> of nominated persons - "fire marshals"	Keep up to date	FRD	
<b>Record</b> of Fire Fighting appliances check	Weekly	Site Manager	
<b>Record</b> of Fire Fighting appliances maintenance	Annually	Site Manager	Contractor carries out
<b>Record</b> of Fire Alarm and automatic door/gate system testing	Weekly	Site Manager	Call points to be tested on a rota basis

Task	Frequency	Responsible Person(s)	Comments
<b>Record</b> of Fire Alarm, Smoke Detection, Battery back-up and automatic door/gate system maintenance	6 monthly	Site Manager	Including suppression systems Contractor carries out
<b>Record</b> of Emergency Lighting tests	Monthly	FRD/Site Manager	Contractor
<b>Arrangement</b> of Fire Drills	1/ 2 per term	FRD/Principal/Headteacher	Only first one in the year announced. 2 per term in Primary
<b>Record</b> of Fire Drills	1/ 2 per term	Site Manager	Log time taken, note problems
<b>Record</b> of False Alarms	As required	Site Manager	Note reasons
<b>Review</b> of provision	Annually	FRD	
<b>Review of Disaster Plan</b>	<b>Annually</b>	<b>FRD</b>	
<b><u>First Aid</u></b>			
<b>Record</b> of Accidents/ Injuries	As required	FRD	To be tabled at Governing Body' meetings
<b>Record</b> of number of First Aiders and First Aid stock	As required after assessment of needs	FRD	See HSE “tool” for assessment of needs
<b>Review</b> of provision	Annually and as required	FRD	Need for replacement when a first aider leaves
<b>Record</b> of training of First Aiders	Keep up to date	FRD	Important for arranging re-training
<b>Record</b> of Manual Handling training	Keep up to date	Site Manager	
<b>Record</b> of Display Screen Equipment assessments			
- designated users	Keep up to date	FRD	
- visits to Optician	As required		
- re-testing	As advised		
- claims	When necessary		
- training	When carried out, attendee register		
- review of assessments	On changes and as required		
<b>Record</b> of Staff H&S Representatives	Keep up to date	Principal/Headteacher	Notification of Union Reps

<b>Task</b>	<b>Frequency</b>	<b>Responsible Person(s)</b>	<b>Comments</b>
<b>Record</b> of staff H&S Representative training	On changes	FRD	Union and non-Union representation
<b>Record</b> of other H&S training	Keep up to date		
<b>Record</b> of Young Persons on Work Experience	Annually	Head of Small School (or equivalent)	Full details to be kept
<b>Record</b> of Asbestos visual check of condition	Annually or more frequently, if considered necessary	FRD	Where vulnerable to damage
<b>Record</b> of journeys, outings, off-site activities, etc	On all occasions	External Visits Coordinator	Full details to be kept Risk Assessments to be made
<b>Record</b> of Risk Assessments	Keep up to date	FRD / Heads of SS	Central record to be kept by FRD
<b>Review</b> of Risk Assessments	Every 3 years and as required	HoDs/ Site Manager	
<b>Review</b> of security arrangements	Annually and as required	FRD	
<b>Record</b> of incidents	Keep up to date	Site Manager	
<b>Record</b> of maintenance of equipment	Annually		
<b>Review</b> of Smoking Policy	Every two years or when required	Principal	No smoking on the premises
<b>Review</b> of Policy on Special Medical Needs	Every 2 years or as required	Heads of Small Schools	
<b>Record</b> of students with Special Medical Needs	Annually or as required	Heads of Small Schools	Review of Risk Assessment
<b>H&amp;S Inspection Reports</b>	Annually, as scheduled	FRD	Review report and action recommendations
<b>H&amp;S Audit Reports</b>	Every 2 years	FRD	Review report and action recommendations
<b>Fire Risk Assessment</b>	Every 5 years	FRD	Review report and action recommendations
<b>Fire Risk Assessment Review</b>	Annually, as scheduled	FRD	Review report and action recommendations
<b>Record</b> of all visitors on Academy Premises	Every occasion	Receptionist/ Site Manager	Contractors should check in and out, recording times

**ARK SCHOOLS**  
**Health and Safety Policy**  
**Part 3 - Arrangements**

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## 1. Accident Reporting and Recording

Whilst not wishing to alarm parents, it is possible for a student to have an accident which needs urgent professional attention by a doctor, dentist or at a hospital.

If such an occasion arises, the staff will make every endeavour to contact the parent(s), a named relation or friend, for that person to take the responsibility for any subsequent treatment.

In the unlikely event that no one can be contacted, the parent will need to have given prior permission for the staff to act appropriately for the good of the pupil. It is therefore necessary for the Academy to have such a form for every pupil, signed by the parent.

An Accident Reporting Book will be kept of all accidents and incidents no matter how minor.

### Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

In the case of a **notifiable (to the HSE under RIDDOR) accident**, disease, etc, if advice is needed, the ARK Schools Facilities & Premises Manager can be contacted, by telephone, immediately or, in the case of accidents necessitating absence from work for more than 7 days, at the earliest possible moment, by the **FRD**. An investigation may be required.

It is a legal requirement to inform the Health and Safety Executive. The deadline for reporting over 7 day injuries is 15 days. You must still keep a record of the accident if the worker has been incapacitated for more than three consecutive days.

To make a report, go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). A telephone service can be used to report fatal and major injuries only – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

### Accident Reporting form

All **reportable accidents (including notifiable accidents)** as described on the Accident Reporting form which is kept by the **Office Manager**, must be recorded on the Academy Accident Reporting form.

A record must be kept in the Personnel file for staff and in their file, for students.

In the event of an accident or other occurrence (e.g. an epileptic fit) a First Aider should be contacted to deal with the situation. The **First Aider** will be responsible for recommending that an ambulance is called, if the need for one is not obvious, or that the injured person is taken to hospital.

2. All **non-reportable** accidents, i.e. minor and treated with First Aid, should be entered in the First Aid logbook, which is kept in the First Aid box. **First Aid**

The following information is displayed throughout the Academy:

- The names of the First Aiders
- The location of First Aid Boxes

The **FRD** is responsible for ensuring the maintenance of the First Aid Box

The Academy maintains a level and distribution of First Aid provision to respond adequately to requirements. Where it is assessed that there is greater risk of injury because of the more practical nature of curricular and other activities, arrangements are in place to cope with demand for treatment (e.g. Science, CDT, PE/ Games, Off-site visits and trips).

#### (a) Accidents involving body fluids

All body fluid spillages should be cleaned up immediately. The following precautions should be followed:

- Before contact with blood or body fluids, any skin lesions, particularly cuts and abrasions, should be covered with a waterproof dressing or disposable gloves
- Splashes of blood or body fluid onto the skin should be washed off immediately with soap and water

The following cleaning procedures should be followed:

Wear disposable gloves and apron and ensure adequate ventilation (open a door or window)

- Never use mops to clear up body fluid spills that may be contaminated with blood
- Absorb spillage with disposable paper towels
- Carefully clean the area with bleach solution using a disposable cloth (one part household bleach to nine parts water)\*
- If the school or nursery does not have a clinical waste contract, the waste should be double bagged and securely sealed prior to sending it for normal waste disposal

Where carpets and soft furnishings are present, steam cleaning is recommended immediately following spills. **A record must be made of the incident**

**(b) Infectious Diseases**

Any suspected infectious disease should be reported to the **Head of School** who, if necessary, will seek medical advice from a doctor, the local authority or the Health Protection Agency.

**(c) Administering medicines to students**

The Academy undertakes to make appropriate arrangements for students with special medical needs either to keep safe and have access to their medication and/ or to administer it when necessary. In such cases, the Policy and Procedures at Appendix B must be adhered to. The **Heads of Schools** are responsible for these arrangements.

**3. Fire Safety Regulatory Reform (Fire Safety) Order 2005**

**(a) Procedures and Drills**

All staff, students, contractors and visitors are required to evacuate the building on the sounding of the fire alarm or other instruction and to follow the procedures laid down. A record of all drills will be kept by the **Site Manager**

The **FRD** in conjunction with the **Principal** is responsible, for ensuring that drills take place as required and that all fire-related (i) procedures are implemented (ii) systems are set up, documented and operating and (iii) equipment maintained and serviced.

Emergency Procedures will be drawn up for the evacuation of pupils and staff with disabilities and special needs.

The **Site Manager** is responsible for ensuring that (i) the Fire Alarm is test-sounded once a week and records kept (ii) Escape Routes are unobstructed (iii) Call Points (break glasses) and Fire Fighting equipment are accessible at the start of each day (iv) Fire Exit mechanisms work efficiently on a weekly basis (v) Emergency Lighting is checked on a monthly basis and (vi) Fire Escapes are in a safe condition at the start of each term.

**(b) Evacuation Notices and Signs**

Evacuation notices are displayed in all rooms and common areas. These indicate the quickest route out of the building, the nearest call point (break glass) and the assembly place. Emergency exit signs indicating the route out of the building are displayed. The **Site Manager** is responsible for ensuring that notices and signs are always displayed and renewed where necessary. **(c) Fire Risk Assessment**

The **FRD** is responsible for ensuring that the Fire Risk Assessment are undertaken and then reviewed annually

**(d) Fire Fighting Equipment**

It is the responsibility of the **Site Manager** to check continually that fire fighting equipment (extinguishers, sprinklers, blankets) have not been, in any way, tampered with or damaged. The **Site Manager** is responsible for ensuring that the equipment is serviced annually and will keep records of the service checks.

From time to time the **FRD** will undertake a review of the changing needs of fire fighting provision in conjunction with the **Site Manager** and will instruct an audit of the equipment.

**4. Control of Substances Hazardous to Health (COSHH)**

Where potentially harmful substances are used COSHH assessments must be carried out.

The responsible person in every area of the Academy which uses such substances must ensure that

- the hazardous substance is identified
- the risk is identified

- it is assessed
- it is eliminated/ avoided or substituted with a safer substance
- control measures are introduced
- documented
- implemented
- monitored and reviewed
- any necessary training is provided

In Science and Design Technology assessments are documented in the CLEAPSS Handbook. Teachers and Technicians must follow/ adapt these and draw up assessments where they are not provided by CLEAPSS.

Students must be informed of the risks they will encounter, and how to minimise them, in doing experiments and carrying out work in these curriculum areas.

Hazardous substances will not be used in the teaching of infants

The **Site Manager and Heads of Department** are responsible for ensuring that the COSHH Assessments are carried out, implemented and reviewed

## 5. Electrical Safety

The Academy complies with the Electricity at Work Regulations 1989.

The **Site Manager** is responsible for the arrangement of the required inspections, testing and certification of mains installations in accordance with the Regulations and as advised by the electrical engineer.

The **Site Manager** is responsible for the testing of all portable appliances in accordance with the guidelines. The Responsible Persons have to ensure that safety checks and safe practices are carried out.

## 6. Smoking

Under the Smoke-Free Premises, Places and Vehicles legislation contained in the Health Act 2006, smoking is prohibited in any part of the workplace which is “substantially enclosed”. The Academy prohibits smoking in any part of the premises, open or enclosed. Any breach of this instruction will be taken very seriously by the Academy management. Any member of staff who wishes help to stop smoking should speak about it to their Line Manager.

## 7. Display Screen Equipment

**Designated display screen users** are entitled on request to an eye and eyesight test by a qualified Optometrist/ Ophthalmic practitioner at the employer’s expense.

If prescribed, basic corrective appliances (spectacles) for use at work because of working at the computer, are also provided at the employer’s expense. **The FRD** will provide the necessary information.

Every member of staff who is a ‘designated user’ will receive a workstation assessment and health and safety related training as required by the Regulations.

## 8. Defect and Hazard Reporting

It is the responsibility of every employee and other persons using the Academy to report, immediately, any situation which has the potential for harm so that action can be taken to rectify the problem.

If there is immediate danger, steps should be taken, as required, to reduce the risk whilst help is sought from the **Site Manager or FRD**. For less urgent matters, please report these using the Hazard Reporting book which is available in the school office.

## 9. Information on Health and Safety

All Health and Safety information which advises safe working practices will be made available on the Intranet, staffroom notice board and be available from the **FRD**. Advice can be sought from the Health and Safety Adviser. This should be done through the **FRD**. Any member of staff has the right to seek and to have independent advice on matters which may affect their health, safety or welfare. Union or Staff H&S reps will also provide information to all members of staff.

New staff will be briefed through the Induction Programme on health and safety matters.

All staff must inform themselves of the contents of the Academy's Health and Safety Policy document and familiarise themselves with the arrangements contained therein and especially with those safe systems which advise

their daily working activities. They are required to acknowledge that they have read it.

Students and other users of the premises will be given basic instructions and information on health and safety, especially with reference to First Aid, Accident Reporting and Fire Safety.

Contractors will be expected to familiarise themselves with the Academy's requirements for safe working on site, especially where students and staff might be affected by the work processes, and implement them.

All Health and Safety Audit and Inspection Reports will be made available to every member of staff. They will be required to address any issues contained in the report for which they are responsible.

Minutes of the Health and Safety Committee or Safety Team will be circulated after each meeting.

## **10. Risk Assessments**

Under the **Management of Health and Safety Regulations 1999**, any activity identified as constituting a **significant** (medium/high level) risk to the health and safety of employees or other participants/users (students, contractors, parents, visitors), has to be assessed and control measures devised, documented and implemented - if the activity itself cannot be discontinued or substituted by a safer one. It should be monitored and reviewed.

If the risk is **minimal** (low level) it should be noted as such, and the activity should be monitored. No documented system is required unless and until some relevant change occurs and alters the level of risk (to **significant**).

A Risk Assessment will be completed, for any potentially harmful plant, machinery, equipment, activity, substance, product, material, etc by all persons who are responsible for areas (teaching and non-teaching) where such risks are identified.

The **FRD, Heads of Small Schools, Heads of Department and the Site Manager** are responsible for ensuring that the Risk Assessments are carried out and reviewed as appropriate and when required.

### **(a) Equipment, activities, substances, etc**

All equipment, machinery, activities, etc which could cause significant harm or injury to children or staff have to be systematically assessed.

See example at Appendix I.

### **(b) New and Pregnant Mothers**

The Academy has a duty of care towards members of staff who are pregnant. Risk assessments will be reviewed when necessary to ensure that women of child-bearing age, pregnant or breast feeding, are not put at greater risk than normal in the course of their work. The **Heads of Small Schools** or the **FRD** will ensure that the necessary risk assessments are carried out.

### **(c) .**

## **11. Breaktime Supervision Rota**

This is displayed on the staffroom notice boards and is regularly reviewed. It is staff's duty to ensure that they are aware of the time and place of their supervision duty.

## **12. Clear Passageway**

All access and egress into, out of and through the buildings must be safely maintained at all times, in corridors and in classrooms - to allow safe evacuation and access in an emergency and to avoid accidents by tripping.

All doors on escape routes and final exit doors must be kept clear and unlocked during occupation of the buildings.

**This is the responsibility of all staff, particularly within teaching and teaching related areas, as well as of the Site Manager in common areas.**

## **13. Gas Safety**

The requirement for maintenance (as required) and servicing (annually) will be carried out by contractors. The arrangements for this is the responsibility of the **Site Manager**.

In the event of an emergency involving gas, the relevant part of the Emergency Evacuation Procedures will be put into operation.

## **14. Security**

The **Site Manager** is responsible for ensuring that the Academy is securely shut up at the end of the day and the intruder alarm set.

Keyholders will be called out by the police or security guarding contractor in the event of the alarm being activated

It is every member of staff's responsibility to ensure that he/she takes the necessary measures to make safe the materials and equipment in his/her care. Doors should be locked when rooms are not in use.

- Keys, bags, passes etc., should not be left unattended
- Lost keys/swipe cards or laptops should be notified immediately to the FRD
- Staff Blackberries and/or smartphones should be notified to ARK IT Service Desk in accordance with the Mobile Phone Acceptable Use Policy
- Any lost or stolen valuables should also be reported immediately
- The police should be informed of any thefts and the crime number noted
- Found keys or valuables should be handed into the school office
- The FRD, Site Manager or senior member of staff should be notified immediately if anyone is seen acting in a suspicious way or an unidentified stranger is on the premises.

#### **15. Alarm Systems**

The **Site Manager** is responsible for making certain that all alarm systems (fire, intruder, entry systems) and automated gate/door systems are regularly serviced and tested [Fail-safe to open].

The fire alarm is tested on a weekly basis by the Site Manager to ensure that the warning systems function properly. If any member of staff finds that an alarm does not sound or does not sound loudly enough or doors/gates do not open or shut as required, the defect should be reported immediately to the Site Manager.

#### **16. Intruders**

In the event of a member of staff encountering a person who appears to have no legitimate reason for being in the Academy, (s)he should politely and unthreateningly ask that person to leave the premises or come to the School office where the Site Manager will be called. If the intruder is not co-operative help should be sought from the Site Manager, Business Manager or senior member of staff. In the last resort the Police should be called.

No effort should ever be made to touch or forcibly remove an intruder from the Academy.

It is important that a record of these incidents is kept. And if necessary other local schools warned

#### **17. School journeys and Off-site Activities (including Adventure/ Outdoor Activities)**

The Academy Management is aware of their responsibility in organising off-site activities and the need for pupil safety. The Academy's policy and procedures will be followed when arranging such activities.

The designated **Educational Visits Coordinator** is responsible for the safe organisation and management of Off-site Activities

#### **18. Minibuses, Coaches and Driving Permits**

**See guidelines in the ARK Schools Off-site Visits policy and Guidance**

- Minibus Safety including legal documentation, servicing and maintenance
- Seat belts in Minibuses
- Minibus driving licences
- Driver competence

**These guidelines must be followed whenever a minibus or coach is hired**

## 19. Parking

The **Site Manager** is responsible for safe parking arrangements. Parking is only allowed in designated parking bays. The **Principal** is ultimately responsible but there is also a Senior Management collective responsibility for the safety of students and others at the start and end of each day - when they are entering and exiting the premises. The Workplace Regulations (as amended) require wherever possible the separation of vehicles and pedestrians.

## 20. Storage

Many accidents are caused by unthought-of- and haphazard storage arrangements. There is a risk of injury from lifting, tripping, stretching and falling equipment.

## 21. Manual Handling

Any members of staff who lift and carry as an integral part of their job (e.g. site management/ grounds maintenance personnel) will receive training in manual handling. No one else is required to carry out manual handling tasks other than those which ordinarily come within the remit of their work. However, any members of staff who may, on occasions, choose to lift and carry loads greater than those ordinarily associated with their work, will receive training either because they have been identified by their **line manager** as being at risk or because they, themselves, requested it.

Staff are advised not put themselves at risk of injury and are not expected, unless it is in their job description, to lift or carry, except as described above. If there is any doubt about the risk involved, a risk assessment should be requested by the member of staff or their line manager. The **Site Manager** will arrange for this to be done. In the final resort, a contractor will carry out the task, if it is assessed to be beyond any individuals' physical capabilities.

Where a mechanical means of lifting and carrying has been provided it has to be used

## 22. Contractors on Site

Contractors are required to comply with all Health and Safety arrangements in the Academy particularly in respect of Fire Safety and Emergency Procedures. These will be brought to their attention at the outset of the contract.

Refer to Sub contractor management procedure (available from Site team and **FRD**)

## 23. Other Users

Other users of the premises will have a copy of appropriate parts of this Policy (from the **FRD**) and are required to co-operate with the arrangements contained therein insofar as they affect their health, safety and welfare and that of other occupants of the Academy. Conversely, other users will provide the Academy with a copy of their Policy so that the Academy can assess its appropriateness and relevance to the environment as well as co-operate with them with regards to health, safety and welfare.

## 24. Water Quality

The **FRD** is responsible for ensuring the quality control of the water contained within the different buildings. The **Site Manager** will ensure that the water risk assessment is implemented, the water quality maintained and records kept.

## 25. Consultation with Employees

The Academy will follow the requirements of these Regulations and will decide annually on the process for consultation. Normally consultation will be through the Health and Safety Committee/Safety Team and on a personal level wherever required.

## 26. Work Experience

The Academy will follow the requirements of these Regulations for young persons offered work experience in the Academy or for young persons from the Academy on a work experience placement. This is the responsibility of the **Head of School / Work Experience Coordinator**

## 27. Provision and Use of Work Equipment Regulations 1998 (PUWER)

The Academy will comply with the requirements of these Regulations, ensuring that equipment, tools, etc are purchased with a view to safety, suitability for purpose, maintained in a safe condition and serviced as advised by the supplier or manufacturer. Records of maintenance and services will be kept where appropriate.

#### **28. Lifting Equipment and Lifting Operations**

The Academy will comply with the requirements of these Regulations.

#### **29. Asbestos**

No Asbestos is present in the Academy **OR**

The Academy has a duty to identify and manage any identified asbestos or asbestos containing materials (**ACM**). This duty is contained in **Regulation 4 of the Control of Asbestos Regulations 2006**

Where Asbestos or **Asbestos Containing Material (ACM)** is identified as present in the building, **Facilities/Site Management** should have Asbestos Awareness training

Where there is damage to the fabric of the building (cracks, damaged partition walls, etc) and if it is **not** known that the material is **not** asbestos, it has to be sampled

#### **30. Work at Height**

**See Site Management Risk Assessments**

The generic Risk Assessment gives a basic indication of the control measures which have to be implemented for working safely at a height. Nonetheless, a specific risk assessment has to be carried out whenever anyone is working at any height, i.e. above ground/ floor level. The higher and more difficult the height, conditions and task the greater the risk and need for the assessment. All staff are required to discuss the working at height activity with their line manager, if they have any doubt about the risks in the task. **They must not put themselves at risk by undertaking a task which puts them at greater risk than normal.**

Management will ensure that all the necessary equipment is safe and available before allocating a task at height.

See [www.hse.gov.uk](http://www.hse.gov.uk) The Work at Height Regulations 2005 (as amended): A Brief Guide [indg401.pdf]

#### **31. Noise/ Vibration**

Risk assessments will be undertaken whenever the use of any equipment is considered to be a risk to the health of anyone through noise levels or vibration. All equipment will be purchased with a view to ensuring minimum risk to the users. The risk assessment will indicate the control measures and possible health surveillance which the Academy will undertake in respect of any operative undertaking work with such equipment and which may cause damage to their hearing or physically otherwise due to noise or vibration. The assessment will be arranged by the **Responsible Person**

#### **32. Health and Safety Training**

Staff will be given the opportunity to attend relevant Health and Safety training which they can apply for through either **Heads of School, Heads of Department or FRD**. Where the training is necessary for the individual to do the job safely, the employer must ensure that the task is not carried out before the training has been successfully undertaken.

#### **33. Health and Safety Checklist**

The **FRD** will require staff to carry out a Health and Safety check of their area from time to time using the Checklist. **T**

## ARK Schools

### Health and Safety Policy - Acknowledgement by Staff

Under the Health and Safety at Work Act, a copy of the Academy's Health and Safety Policy has been made available for you to read. The following is issued as guidance in respect of your main responsibilities.

You are requested and are expected to

- (i) adhere to all reasonable instructions regarding health and safety, safe systems of work and risk assessments
- (ii) develop a personal concern for your own safety and that of others working alongside you
- (iii) be aware that you are working with young people to whom you owe a duty of care, hence an extra need for safety
- (iv) use the correct utensils and equipment for the job
- (v) avoid any improvisation which will entail unnecessary risk
- (vi) ensure personal protective equipment, where used, is kept in good condition
- (vii) report defects in the premises, utensils and equipment
- (viii) report any personal accident or injury and see that it is recorded in the accident book
- (ix) report any known hazard

**I acknowledge that I have read the Health and Safety Policy, have understood the contents and will do all that is reasonably practicable to comply with it\***

<b>Signature</b>	
<b>Name</b> <b>(Block Capitals)</b>	
<b>Position</b>	
<b>Date</b>	

**Please return to the Finance and Resources Director**

**\*This may be signed on the intranet**



## References

- (i) The Health and Safety at Work etc Act 1974
- (ii) The Environmental Protection Act 1990
- (iii) Construction (Design and Management) Regulations 2007
- (iv) The Control of Asbestos Regulations 2012
- (v) The Control of Substances Hazardous to Health Regulations 2002
- (vi) The Corporate Manslaughter and Homicide Act 2007
- (vii) Health and Safety (Offences) Act 2008
- (viii) Prevention or Control of Legionellosis - Approved Code of Practice (L8 2013)
- (ix) The Electricity at Work Regulations 1989
- (x) The Noise at Work Regulations 2005
- (xi) The Work at Height Regulations 2005
- (xii) The Health & Safety (First Aid) Regulations 1981
- (xiii) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- (xiv) The Management of Health and Safety Regulations 2003
- (xv) The Workplace (Health, Safety and Welfare) Regulations (as amended) 2002
- (xvi) The Manual Handling Operations Regulations (as amended) 2002
- (xvii) The Display Screen Equipment Regulations (as amended) 2002
- (xviii) The Personal Protective Equipment at Work Regulations (as amended) 2002
- (xix) The Provision and Use of Work Equipment Regulations (PUWER)
- (xx) The Safety Representatives and Safety Committees Regulations 1977
- (xxi) Health and Safety (Consultation with Employees) Regulations 1996
- (xxii) Activity Centres (Young Persons' Safety) Act 1995
- (xxiii) The Adventure Activities Licensing Regulations 2004
- (xxiv) Safety Signs and Signals Regulations 1996
- (xxv) The Regulatory Reform (Fire Safety) Order 2005
- (xxvi) Health and Safety of Pupils on Educational Visits 1998 (DfEE - Reference only)
- (xxvii) Managing medicines in Schools and early years settings (DfES/Department of Health, 2005)
- (xxviii) Lifting Operations & Lifting Equipment Regulations 1998 (LOLER)