



HUDDERSFIELD HORIZON
SCHOOL CENTRED INITIAL TEACHER TRAINING

HEALTH & SAFETY POLICY **Huddersfield Horizon SCITT**

Review by Trustees: **June 2017**

Adopted by Governing body of

This policy will be reviewed annually in June by Trustees, approved by Local Governing Bodies and submitted to the Trust.

Date/Minute Ref:

Next Full Review Due: **June 2018**

Reviewer: **Director of Operations**

HEALTH AND SAFETY POLICY

[This policy must be reviewed and tailored in the areas identified by each individual Local Governing Board, all areas highlighted require individual academy details]

INTRODUCTION

Statement of Intent

Health and Safety is an important consideration for Huddersfield Horizon SCITT. We will take all reasonable steps to provide a safe and caring environment for students, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation. A statement of intent must be displayed in all Academies.

The Law

Health and Safety in academies is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for the Health, safety and wellbeing in the academy. The individuals and groups identified below are expected to have read and understood the academy's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

The Governing Body (GB) or Local Advisory Board (LAB) shares with the Academy Trust overall responsibility for Health and Safety. The GB or LAB and the Principal, must comply with any direction given to them by the South Pennine Academies concerning Health and Safety of persons on the academy's premises or taking part in any academy activities elsewhere.

The Trust will

- Appoint a Director with responsibility for Health and Safety.
- Appoint independent auditors to provide monitoring, annual checking, advice and report of compliance with this policy and any relevant legislation.
- Provide strategic direction in the importance of Health and Safety across the organisation.
- Review all reported events to make sure practice is reviewed and updated if necessary.
- Compile, organise and run a Trust wide Safety Committee.
- Provide Annual training for Principals.

For its part the Governing Body or Local Advisory Board will:

- Appoint a Member with responsibility for Health and Safety.
- Ensure Health and Safety has a high profile.
- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the academy.
- Ensure, as far as reasonably practicable, the Health and Safety of students, staff and volunteers on off-site visits and activities.
- Seek improvement to working conditions according to priorities within existing resources.
- Consult staff and provide training opportunities.
- Monitor and review Health and Safety.
- Report to the Trust on Health and Safety risks or issues that arise.
- Endorse and support the safety policies and procedures of, and to assist South Pennine Academes to discharge those responsibilities, which it holds as an employer.

- Ensure that risk assessments are carried out within the academy and to ensure the assessments are reviewed following a significant change or after an incident.
- Encourage informal meetings and ensure time is made available in staff meetings where Health and Safety issues can be raised.
- Review on an annual basis, all accidents and incidents reported to identify trends.
- Monitor the Actions identified on the Annual Audit to closure

The Principal will:

- Develop a Health and Safety culture throughout the academy.
- Following the annual audit, ensure an action plan is written, monitored and progress against items reported to the GB / LAB.
- Day to day management of all Health and Safety matters in the academy in accordance with the Health and Safety policy.
- Ensure staff are aware of their responsibilities.
- Update GB or LAB members by submitting inspection reports.
- Ensuring action is taken on health, safety and wellbeing issues.
- Passing on information received on Health and Safety matters to the appropriate people.
- Carrying out accident investigations.
- Draw up Health and Safety procedures within the academy in line with South Pennine Academies Policies & Procedures.
- Ensure regular workplace inspections are carried out.
- Submitting inspection reports to the GB or LAB.
- Identifying and facilitating staff training needs.
- Ensure all new staff receive Health & Safety induction training.
- Ensure all staff receive annual Fire awareness training.
- Ensure all staff receive annual Health & Safety refresher training.
- Maintain a training record.
- Monitor effectiveness of procedures.
- Ensure the academy has relevant and sufficient risk assessments in place.
- Ensure the academy's fire log is kept up to date and available for inspection.
- The Principal will contact the Chief Executive Officer or Director of Operations immediately if an incident occurs that is of a serious nature or fatal.
- Produce an action plan following the Health & Safety audit and monitor action points to closure

Staff with special responsibility:

The following staff have special responsibility:

Emily Beach, SCITT Director

Debbie Kelly, Principal of Beaumont Academy

Krystine Bindley, Office Manager of Beaumont Academy

Jonathan Ibbotson, Caretaker of Beaumont Academy

These job holders will be responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control.

- The coordination of the academy's Health and Safety policy in their own academy, directly responsible to the Principal for the application of the Health and Safety procedures and arrangements.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to Health and Safety.
- Resolving health, safety and wellbeing problems referred to them by members of their staff or referring to the Principal or line manager any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out when necessary and reviewed following a significant change or if an incident has occurred.
- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and students to avoid hazards and to contribute positively to their own Health and Safety.
- Obtain relevant advice and guidance on Health and Safety matters.

All Staff will:

- Support the implementation of Health and Safety arrangements.
- Take reasonable care for the Health and Safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operate fully with their manager or responsible person on all matters relating to their Health and Safety at work.
- Report promptly, injury, significant near miss, incident of violence and aggression or cases of work-related ill health, following the academy's procedures.
- Report any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others, following academy procedures. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wear any protective clothing or equipment and use any safety devices that have been provided for their Health and Safety while at work.
- Observe safety rules, complying with codes of practice and Health and Safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attend Health and Safety training as directed and undertake their work activities in accordance with any Health and Safety training provided to them.
- Ensure as far as is reasonably practicable that their classroom or work area is safe and tidy.

Volunteers

Volunteers have a responsibility to act in accordance with the academy's policies and procedures for Health and Safety and to report any incident or defective equipment to a member of staff immediately.

Contractors

All contractors under academy control will be appropriately selected and competent in terms of Health and Safety.

- Contractors must be made aware of and abide by the academy's Health and Safety policy and not endanger students, staff or other visitors to the site.
- Caretaker will be responsible for the co-ordination of the contractors' activities on site.
- The Principal must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, students and visitors to the premises. This might be achieved by the posting of suitable notices by the Principal, or by the contractor, in consultation with the Principal. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

Visitors and other users of the premises

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers.

- All visitors to the academy must comply with the academy Health and Safety policy and procedures.
- The Principal must ensure that a suitable system is implemented whereby all visitors are required to record their visit to the academy (visitors book) and the time they leave.
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the academy.
- Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the academy's premises, the visitor must evacuate the building in accordance with the academy's procedure.
- Should an incident / accident occur involving a visitor it must be reported using the South Pennine Academies accident reporting procedure and form sent to the Director of Operations. An investigation must be undertaken as soon as possible by the relevant responsible person.
- Persons hosting visitors including meeting arrangers must ensure:
 1. Visitors are alerted to the establishment fire procedures.
 2. Visitors adhere to the 'no smoking' policy.
 3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
 4. Visitors record time of arrival and departure in the visitor's book.
 5. Where applicable visitors are provided with and wear identification badges.
 6. Visitors are accompanied or authorised to enter the premises.
 7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
 8. Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk, unless authorised.
 9. Visitors report all accidents, incidents and near misses to the host.
 10. Visitors wear protective clothing that is supplied, when necessary.

Students/Pupils

Students/Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the Health and Safety of themselves and others.
- Observe standards of dress consistent with safety and / or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe all the Health and Safety rules of the academy and, in particular, the instructions of staff given in an emergency.

- Use and not wilfully misuse, neglect or interfere with things provided for their Health and Safety.

Students/Pupils are taught how to manage risk through a variety of curriculum areas.

All students/pupils and parents will be made aware of this section of the policy through the school website and / or Parent Handbook.

Lettings

The Academy currently does not have any lettings.

General Health and Safety Arrangements

The arrangements for Health and Safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

- Smoking is not permitted anywhere on the academy site.
- The Academy will provide appropriate training for staff in relation to Health and Safety.
- All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Monitoring and Review of Health and Safety Arrangements

- The annual audit and action plan will be used to prioritise need and to inform planning.
- The Site will have a system for reporting and recording immediate need.
- All staff will carry out monitoring on a day to day basis.
- The site manager/caretaker will monitor academy grounds and premises daily.
- Monitoring will be reported to the Trust via the minutes of the GB / LAB.

Equipment

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements.
- The suitability for purpose.
- The positioning and/or storage of the equipment.
- Maintenance requirements (contracts and repairs).
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by a Trust approved contractor (if the academy does not use an approved contractor they must ensure a competent contractor is used).

Any Personal Protective Equipment (PPE) required for the use of the work equipment will be supplied free of charge by the academy. All employees will be expected to wear the PPE when operating the equipment. The employer must carry out appropriate checks on all PPE equipment and report any faulty or worn equipment immediately.

Access equipment (kick-stools, ladders, tower scaffolds and mewps etc)

All access equipment must be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements.
- The suitability for purpose.
- The positioning and/or storage of the equipment.
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check (tower scaffolds and mewps will require specialist and more frequent checks).

Manual Handling

The academy completes risk assessments on any significant manual handling tasks.

Employees who complete manual handling tasks will have suitable and sufficient training.

Academy Building Access

In order to improve safety for everyone in the academy, measures have been taken to restrict access into the academy building. Pupils may use their relevant classroom entrances from the playground. The gates are locked at 09.30AM to 2.45PM and after this time visitors or late arrivals should enter via the main entrance. All visitors must report to the academy office and use the electronic signing-in system where they will be issued with a visitor's badge. All visitors must sign out when leaving the academy site/building.

Any adults on site who do not work in the academy and who are not wearing a visitor's badge must be reported to the academy office.

Vehicles

Students are requested not to bring their cars onto the academy site.

Cars should be parked in the marked bays. Other areas should remain clear. Delivery vehicles are expected to use the delivery area.

Wherever possible deliveries should be made once the students are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

Lone Working

The academy completes risk assessments for any lone working scenario.

Key Holder Safety during Call Outs

Harfords in Dewsbury are the designated key holder for intruder and fire call outs

Key holders on call out should be mindful of their own safety.

If the police have left the premises, a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the academy is secure and the alarm re-set.

If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 101 or on 999 if concerned about their own or the academy's wellbeing.

Fire Safety

The academy will ensure that a fire evacuation drill is completed at least once per term and record the date in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people (a Personal Emergency Evacuation Plan PEEP).

The principal will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

All staff are responsible for ensuring that students and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times. For further details please see the academy's policy for fire.

Evacuation Procedures

Evacuation procedures are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the academy site plan, which are clearly displayed in each room by the exit doors with a clear indication to where the muster points are located.

Academy Hours

Monday to Friday
08:00hrs to 17:00hrs

Office Hours

Monday to Friday
08:00hrs to 16:00hrs

First Aid

The academy has assessed the need for First Aid provision and ensures that the guidelines given within the latest First Aid Code of Practice are complied with.

An up to date list of all First Aiders is displayed in the main office adjacent to the First Aid box

First Aid kit is located in the main office with portable 'grab bag' kits available for lunchtimes, PE lessons and academy trips and visits.

The contents of the kits will be checked on a monthly basis and the kit will be labelled with the date of checking and signature of the person who has checked the kit.

Health and Accidents to Students or Staff

Academy staff are expected to take reasonable action as responsible adults, to deal with injuries, etc. that students sustain until they can, if necessary, receive professional medical treatment.

The academy has trained first aiders – currently listed in the main office.

First Aid and medical treatment is available in the medical room.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin

First Aid boxes for academy journeys are stored in the main office and medical room as well as other items required to be on hand during a journey.

Accidents to staff must be reported and a record kept in the Accident Book, which is kept in the main academy office. Details of reporting procedures are on pages 257 and 258 of volume One of the Manual of Personnel Practice

Contagious Diseases

Outbreaks of notifiable diseases will be published to students and staff immediately to ensure pregnant women are informed.

We follow HSE guidance on advice/reporting of diseases available at <http://www.hse.gov.uk/pubns/edis1.htm>. If in doubt, staff or parents are recommended to seek advice from their GP.

Staff Health and Welfare

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Principal, senior staff or the academy's Health and Safety representative as soon as possible. The Principal will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

Safety

All staff, volunteers and work placement students are given a full induction either on their first day at the academy or before. Full information can be found in the induction procedure regarding all the considerations listed below. In addition, all staff undertake 'Safe Smart (Smart Log)' on-line training for various Health and Safety issues including Manual Handling, Working at Heights, Slips, Trips and Falls and Working Environment.

Points to consider:-

- *Working at heights*
- *Carrying hot drinks*
- *One way systems*
- *Manual Handling etc*

Violence

Staff should always take steps to minimise the possibility of violence in the academy.

More details including procedures are detailed in the student handbook.

VDU Operators

Staff regularly using VDUs should vary their work routines and follow guidance on regular eye tests. They should complete a DSE assessment during their probationary period and discuss any concerns with the Health & Safety representative or their line manager.

Reporting

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed by the Trust on the academy's behalf.

All accidents, illness or near misses must be recorded in the Accident and Illness Book held at the Academy.

Where these are reportable under RIDDOR (see <http://www.hse.gov.uk/pubns/edis1.htm>) the Academy should complete the Accident Report Form, copying in the relevant GB/LAB Member, and the Director of Operations and Finance.

The Accident book should be regularly reviewed and reported on the GB/LAB to:

- Identify where accidents seem to be part of a trend that needs to be addressed
- Whether appropriate measures could be taken to reduce either frequency or impact of such accidents

All reportable incidents will be investigated by the Trust.

Critical Incidents

The academy has in place an Emergency scheme for dealing with critical incidents.

Control of hazardous substances

All substances that may be considered hazardous to health have been assessed (except in Science – these are covered by CLEAPSS hazards).

A copy of the Health and Safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

Asbestos

The academy does not have an asbestos register – Between September 2016 and July 2018 the academy's location was in temporary modular buildings. From September 2018, the academy will be located in a brand new build and therefore no asbestos will be present.

All contractors must be shown the register before work commences.

Any damaged or suspected damage to asbestos should be reported to the Principal who will contact the relevant surveyor immediately, copying in the Director of Operations and Finance.

Legionella

The school has a legionella survey / checklist which is located in the main office. The Caretaker is responsible for ensuring that any monthly temperature checks are completed and the weekly flushing records are completed.

Risk Assessments

Risk assessments are completed for any significant risks identified. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated / reviewed whenever there is a significant change to the activity / task / personnel / or following an accident.

Training and records

The school will ensure that all staff has suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.

Appendix 1 Near Miss Form

Appendix 2 Accident Reporting Form

Appendix 3 HSE – Incident reporting in schools (accidents, diseases and dangerous occurrences) – Education information sheet no 1 (Revision 3)

Health & Safety Near Miss or Concern

Please give details of near miss or concern

Reported By: _____ Date: _____

Action taken to avoid an accident occurring

Action taken by H&S Officer

Signed _____ Date _____

Health & Safety Near Miss or Concern

Please give details of near miss or concern

Reported By: _____ Date: _____

Action taken to avoid an accident occurring

Action taken by H&S Officer

Signed _____ Date _____



INCIDENT/ACCIDENT REPORT FORM

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed by the Trust on the academy's behalf.

Please refer to HSE Incident reporting in school (accidents, diseases and dangerous occurrences) - Education Information Sheet No1 (Revision 3).

About the incident:

Incident Date		Incident Time	
In which department or where on the premises did the incident happen?			
What was happening at the time?			

About the accident?

What happened? (please add additional sheets if necessary)

Other details

What actions have been taken to make the site safe?

What actions have been taken to stop the incident occurring again?

Form completed by signed date

Contact details: Phone

Email

Completed forms must be submitted to Roz Batley – Director of Operations
rbatley@edu.moorend.org, within 3 days of the incident occurring.

Incidents of a serious nature or involving a fatality, must be reported as soon as possible to either

Jane Acklam – CEO – 07823 320887 / 01484 503110

or

Roz Batley – Director of Operations – 07823 320890 / 01484 503110