



Chiltern Way Academy

Turning Futures Around

HEALTH & SAFETY POLICY

Responsibility for this policy (job title): Facilities Manager

Responsibility for its review: FPGP

Approved: 29/06/2020

Next Review Date: Summer 2021

HEALTH AND SAFETY STATEMENT

CHILTERN WAY ACADEMY

1. TRUSTEE STATEMENT OF INTENT

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as an academy. We are committed to high standards of health, safety and wellbeing, and will take all reasonable steps to meet our legislative responsibilities.

Our overall objective is to provide and maintain a safe and healthy environment for our staff and students and others with whom we work.

We will achieve this by:

- Working in close partnership with the CEO, Heads of Campus and Senior Management Team to support health and safety management and to challenge as appropriate;
- Developing and maintaining a positive health and safety culture with an emphasis on continually improving performance through regular discussion at governance meetings;
- Ensuring safe working methods are in place and by providing safe equipment while monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective
- Ensuring that health and safety management is an integral part of decision making and organisational processes; Ensuring staff and their trade union representatives receive information, instruction and training to enable them to carry out their responsibilities competently;
- Promoting a sensible and proportionate approach to health and safety, making use of competent health and safety advice when required and by adopting as a minimum, County Health and Safety Policies and Procedures, augmented where available, by best practice identified in other allied fields
- Investigating and learning the lessons from accidents, incidents, near misses and work related ill health incidents;
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards.

Signed
(Chairman of Trustees)

Date

Signed
(CEO)

Date

2. ORGANISATION

2.1 Responsibilities of the Trustees

The Board of Trustees recognises its responsibilities, as the employer, for ensuring that suitable organisational arrangements are in place for the management and control of health and safety within the school. In particular, we will ensure that:

- a written policy statement is created and reviewed annually promoting a positive attitude towards health and safety in staff and students and is conversant with the needs of anyone with a protected characteristic under the Equalities Act 2010;
- responsibilities for health, safety and welfare are allocated to specific roles and those post holders are informed of these responsibilities;
- a lead Trustee/governor for health and safety is nominated;
- people have sufficient experience, knowledge and training to perform the tasks required of them;
- clear procedures are created which assess the risk from hazards and produce safe systems of work;
- health and safety performance is monitored and targets for improvement are set;
- ensuring that the site and premises is maintained in a safe condition and that sufficient funding is allocated;
- seeking specialist advice on health and safety which the establishment may not feel competent to deal with;

2.2 Responsibilities of the Chief Executive Officer

The CEO has a duty to ensure health and safety is managed consistently across the entirety of the academy and all staff and students are safeguarded regardless of their role or location. In particular the CEO will ensure that;

- health and safety policies and procedures as adopted by the Trustees are implemented across the entirety of the Trust;
- health and safety matters are standing items on appropriate Trustee board meetings and issues are included in staff meetings, briefing sessions, appraisals and performance management reviews
- all subordinate managers meet their health and safety responsibilities;
- arrangements for consultation with staff on health and safety matters are implemented;
- meaningful risk assessments are recorded both in relation to directly managed staff, for example, stress risk assessments, return to work risk assessments, personal emergency evacuation plans and also for work specific activities such as lone working, home visits, physical intervention etc.

2.3 Responsibilities of the Head of Campus

The Head of Campus has ultimate responsibility for the day-to-day management and operation of each site and their involvement will be integral to the management and control of any unforeseen

issues which may from time to time arise. Each Head of Campus is responsible for:

- Ensuring that health and safety policies and procedures as adopted by the Trustees are implemented and communicated consistently across the campus;
- Being the “Responsible Person” under the Regulatory Reform Fire Safety Order 2005 within the School.
- Ensuring that subordinate managers meet their health and safety responsibilities;
- Ensuring that meaningful risk assessments are adopted and maintained under review;
- Ensuring that risk assessments are undertaken prior to the departure of any staff and/or students to engage in off-site activities
- Ensuring health and safety monitoring is undertaken, including:
 - Accident, incident and near miss reporting and investigation;
 - Termly health and safety inspections;
 - Job risk assessments are completed and health and safety issues are included in staff meetings, briefing sessions, appraisals and performance management;
 - Providing an annual health and safety report to the Trustees.

2.4 Responsibilities of the Health and Safety Co-ordinator - Facilities Manager

The Facilities Manager will provide expert advice on health and safety to support each and every designated role identified within this policy and will specifically;

- ensure that a fire risk assessment is completed for the school and that it is implemented and reviewed annually;
- attend appropriate Health and Safety Training Courses including IOSH Managing Safely and Fire Risk Assessor Training to enable them to discharge their duties effectively;
- Promote and communicate health and safety matters throughout the school and assist in the implementation of the adopted policies and procedures;
- Ensuring that the Academy Health and Safety Handbook is made available to all staff in an updated and relevant form.
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident, incident and near miss reporting procedures are followed and that where appropriate accidents are investigated;
- Providing health and safety induction training for all staff;
- Providing access to training for all staff on basic health & safety issues such as fire safety & awareness, manual handling, display screen assessments and lone working and maintaining records of such training undertaken;
- Ensuring that emergency drills and procedures are practiced regularly and monitored for effectiveness;
- Managing the access to site and operation of contractors undertaking works on behalf of the academy and ensuring appropriate risk assessments, method statements and safeguards are in place to mitigate risks to themselves and to others on the site;

2.5 Responsibilities of other Managers including Heads of Subject and Managers of Non-Teaching Staff

Managers are responsible for implementing this policy in the area of their control. This includes:

- Ensuring staff meet their health and safety responsibilities;
- Consulting with staff on matters affecting their health and safety;
- Communicating health and safety information to staff;
- Assessing staff competence and ensuring appropriate training and development;
- Ensuring school wide health and safety standards, school health and safety codes of practice and procedures are implemented;
- Ensuring risk assessments, including those relating to directly managed staff, are carried out and implemented;
- Ensuring safe working procedures and codes of practice and procedures are developed for activities under their control;
- Reporting any urgent health and safety to the Head of Campus or Health and Safety Co-ordinator.
- Implementing health and safety monitoring arrangements within their area of responsibility, such as:
 - Incident reporting and investigation;
 - Statutory inspection of equipment as appropriate;
 - Termly health and safety inspections;
 - The school's annual monitoring checklist;
 - Checking compliance with job risk assessments and reviewing health and safety performance in staff appraisals/performance management reviews;

2.6 Responsibility of Senior Caretaker / Site Manager

- Ensuring the completion of weekly, fire safety site inspections, recording
 - Effective operation and repair of fire doors and escape doors
 - Unobstructed access to and opening of means of escape.
 - Unobstructed positioning and integrity of fire extinguishers
 - Unobstructed positioning and integrity of fire detection and call points
 - Unobstructed corridors on protected means of escape
 - Accumulations of waste, redundant items or other accumulations as well as levels of combustible off-cuts and scrap in DT and construction classrooms.
 - Condition and flammability of wall displays on escape routes.

2.7 Responsibilities of all staff

All staff have responsibility to:

- take reasonable care for their health and safety and that of others when undertaking their work, for example;
 - check classrooms/work areas are safe;
 - check equipment is safe before use;

- ensure safe working procedures are followed;
- co-operate on all matters relating to health and safety by complying with the Health and Safety Policy ;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- report immediately to their Head of Campus and / or the Facilities Manager any serious or immediate danger;
- report to their Head of Campus and / or the Facilities Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- ensure that a risk assessment is undertaken, written and recorded prior to the introduction of any new working practice, use of any new machinery or chemical or any new student based activity.

2.8 Safety Representatives

Safety representatives as appointed by accredited trade unions, do not have responsibilities under this policy; however they do have functions as laid down in the Safety Representatives and Safety Committees Regulations.

3 ARRANGEMENTS

3.1 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Staff & Visitors

All injuries to staff or visitors must be recorded on Smartlog by either the staff member themselves, an eye-witness to the accident, or an accredited first-aider responding to the incident

Students

Incidents where students require basic first aid (plasters, cool packs etc) will be recorded manually however where further treatment is required, (A&E, x-ray, doctor's appointment) or where the incident results in a subsequent absence from school the details must be recorded on Smartlog.

Near-misses, accidents and incidents

Incidents or non-injury accidents involving student on student or student on staff will be recorded on BehaviourWatch and in most instances this will be the source of data and statistical reporting.

Physical assaults and all incidents resulting in a near-miss for example failure of equipment, fixtures or fittings, collapse of shelving or displays, slips trips and falls, not resulting in an injury, but where there was a potential for injury must also be logged on Smartlog which will allow the incident to be investigated to identify the cause and to prevent any recurrence.

Investigation

All reports logged on Smartlog will be considered for investigation incidents. The Head of Campus and Health & Safety Co-ordinator will jointly determine the nature and scale of any investigation as soon as an incident has been recorded. The findings of such investigations will be presented to trustees as will such cases where investigations were deemed not to be necessary.

Reporting

A termly report will be prepared for Heads of Campus identifying the number any type of incident together with the outcomes of any investigations undertaken. Where cases are reported under the RIDDOR arrangements (Reporting of Injuries, Diseases and Dangerous Occurrences Regs. 2013) the academy will co-operate fully with the Health & Safety Executive as the investigating authority.

3.2 Major Incidents and other Emergencies

Major incidents are by their nature often unforeseen, however some; loss of power supplies, severe weather, transport disruption can be anticipated. The Facilities Manager, as health & safety co-ordinator will be responsible for devising and circulating such contingency plans as may be considered necessary, and following their adoption by trustees, accessible copies will be made available across both sites to ensure that business continuity can be assured. A full list of contingency plans will be incorporated into the health and safety handbook and displayed on the health and safety noticeboard.

3.3 C.O.S.H.H. (Control of substances hazardous to health)

All chemicals and substances used in school should be considered hazardous and will require a COSHH risk assessment to be completed and retained. No cleaning materials or chemicals should be brought from home and used on-site. The Facilities Manager will ensure the process is completed for all caretaker and cleaner functions and Heads of Subject will be responsible for safe use of chemicals in their areas. This will be primarily, though not exclusively Science, Mechanics, Construction, Art.

3.4 Risk Assessments

A central resource of risk assessments will be maintained electronically for specific staff roles, functions and activities. Risk assessments will also be maintained for out of school/off site visits and activities. Risk assessments are only intended as an aid-memoire for staff and will never cover all conceivable activities across the Academy. Staff will need to refer to existing risk assessments and update them to be relevant to the specific student group involved and to satisfy themselves that the proposed activity is safe.

3.5 Asbestos

The asbestos register for both sites will be held in reception and made available to all contractors prior to undertaking any invasive works on site. Staff should also familiarise themselves of the

register prior to undertaking any minor works in a classroom or office, for example installing shelves or display boards. The asbestos register will, from time to time be updated to reflect structural alterations or new uses for buildings.

3.6 Legionella

The Academy is aware of its obligations to prevent the risk of legionella within water supply and heating systems and has engaged a specialist company to undertake periodic specialist sampling and monitoring regimes. This is augmented by weekly and monthly water-run tests undertaken by the Facilities team. Records of all tests will be retained and made available for the investigating authority on demand.

3.7 Fire

It is a legal requirement that all staff undertake regular fire risk awareness training and the Health & Safety Co-ordinator will maintain records of trained staff and arrange for newly appointed staff to receive training. Additional training will be provided if staff are designated as Fire Wardens who will have a duty to undertake during any evacuation and if appointed, their details will be displayed on the Health and safety noticeboard.

The fire alarm on each site is tested on a weekly basis outside of school hours, therefore until told otherwise all alarms sounded during school hours should be treated as genuine and all staff except those with Personal Emergency Evacuation Plans (PEEPs) should respond by making their way to the relevant assembly point. Assembly points will be listed in each room, adjacent to all fire exits and on the Health and Safety noticeboard.

The Health & Safety Co-ordinator (Facilities Manager) must be notified of any staff or students with temporary or enduring mobility problems whereupon a PEEP will be agreed upon and recorded.

Emergency lighting and fire extinguishers are tested regularly and records maintained of all such tests. Any concerns regarding call points, sounders, notices, lighting or extinguishers should be referred to the Facilities Manager.

3.8 Electrical Safety

All portable electrical appliances (PAT) will be tested in accordance with recommended cycles of between one and three years. Fixed wiring installations will be tested on a five-year cycle. In addition to these tests, staff should regularly undertake visual inspections of any equipment which may have been dropped, suffered impact damage or otherwise tampered with. Any uncertainty regarding the safety of equipment should be discussed with the Facilities team.

3.9 Display Screen Equipment

Staff who generally work with IT equipment (PC's or laptops) for periods in excess of three hours each day are covered by the Display Screen Equipment Regulations 1992 and as such should undertake a DSE risk assessment to ensure that their keyboard and screen are set up in the

optimum way. The Facilities Manager will ensure that training is available to all staff who might be affected to enable them to undertake the assessment and any outstanding concerns should be raised with line managers.

3.10 First Aid

Chiltern Way Academy will offer all staff the ability to undertake first aid for schools training which is a one-day course. Not less than three staff on each site will also be encouraged to undertake the more intense three-day accredited First Aid at Work qualification to provide expert guidance and support on emergency first aid issues. A full list of trained and accredited staff will be displayed on the H&S noticeboard, the staff room and in Reception.

Suitable and sufficient first aid kits will be maintained across each campus and these will be a combination of generic/general purpose kits as well as more specific kits for science labs, food tech, Design and Technology and Vocational Education locations. A full list of locations will be maintained on the H&S noticeboard.

3.11 School Vehicles

The school maintains a fleet of vehicles primarily for transporting students to off-site activities and to take them home at the end of the extended day. Before using minibus type vehicles to carry students, staff must have undertaken a risk assessment of their driving style. A list of accredited drivers will be displayed on the health and safety noticeboard on each site. Additional driver risk assessments for new staff can be arranged by the Facilities Manager

3.12 Use of Private Vehicles

Staff who opt to use their own vehicles for work purposes including to transport students, attend off-site activities or training courses or to travel between campuses must have and provide evidence of Business Use insurance cover for work. Such information will be retained for inspection by the Facilities Manager.

3.13 Manual Handling

All staff should be aware of their responsibilities to themselves and to others through the lifting or handling of loads. Basic awareness training will be made available to all staff and records will be maintained of staff who have completed it. If large or heavy items require moving all staff are advised to request the support of the Facilities Team.

3.14 Working at Height

Staff are not expected to work at heights or climb on desks, benches, worktops or chairs in order to open or close windows or blinds, access controls or alarms or to decorate display boards. If access is required, the support of the Facilities Team should be sought who will be able to undertake the necessary work or provide the correct access equipment.

3.15 Food Hygiene Training

In addition to catering staff any staff teaching or assisting in Food Tech tuition will be provided with basic food hygiene training in order to provide an awareness of best practice and food hygiene principles.

3.16 Personal Protective Equipment (PPE)

PPE will be made readily available to first aid, caretaking, cleaning and catering staff and additionally to staff and students engaged in Design and Technology, Food Tech, Vocational training and similar roles. The provision of additional PPE will be linked to completed risk assessments and any further advice or assistance should be sought from the Health & Safety Co-ordinator. Once provided all PPE must be worn in accordance with guidance and replaced should it become defective in any way.

3.17 Housekeeping, Disposal of Waste and Damaged or Broken Items

All staff are responsible for maintaining safe systems of work in the workplace and this includes the timely removal and prevention of accumulations of waste, hazardous materials and redundant items. The Facilities team will undertake a weekly visual inspection of each site to ensure escape routes are maintained however if staff are aware of bulky items or waste which needs removal they should notify the Facilities team accordingly.

3.18 Private Hire of School Facilities

Private hire of facilities outside of school hours is encouraged and all applications for such should be made to the Facilities Manager. A charging policy is adopted annually by the Trustees and the suitability of any application will be made on a case by case basis by the Head of Campus. Depending upon the nature of the hire, risk assessments and additional public liability insurance will be required before approval can be granted.

3.19 Control of Medicines

The Academy will ensure that both sites have suitable and sufficient staff trained in the control and administration of medicine, use of epi-pens and similar. Such trained staff must also be sufficient to accompany off-site trips and visits where on-going medicine administration is necessary. Additional requests for training should be made to the Health & Safety Co-ordinator. A full list of trained staff will be maintained on the Health and Safety noticeboard.

3.20 Visitors and Third Party Access to the School

All visitors to site must report to Reception and sign in regardless of how brief their visit is. Visitors need to be informed of emergency arrangements while on site. Similarly all visitors should be accompanied back to Reception at the end of their visit and not left to wander the site alone. All visitors should wear an identifying lanyard throughout their visit and contractors working on site shall be provided with, and wear a 'hi-viz' tabard.