



# Health and Safety Policy

**Date of Review:** October 2016  
**Approved by:** Trust Board  
**Next Review Date:** October 2017

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It is recognised that the Governors of The Rodillian Academy have a statutory duty under the Health & Safety at Work Act, 1974, and associated legislation, to provide a healthy and safe environment for all users of the premises. This duty extends to those persons for whom the academy and its employees provide services or to others engaged to provide services to the academy.

Health and Safety Officer: Mr J Richardson

## **THE INTENT**

The Governors intend to provide safe and healthy working conditions for employees and to ensure that work done by employees does not adversely affect the health and safety of others.

To this end, Governors expect to provide, as far as is reasonably practicable:

- a) Safe systems of work and healthy conditions.
- b) First Aid facilities and trained First Aid personnel.
- c) Safe premises, plant and equipment.
- d) Safe means of access and egress.
- e) Appropriate security arrangements.
- f) Opportunities for the participation of trade union representatives in promoting Health & Safety at work.

## **RESPONSIBILITIES – GENERAL**

Governors expect the school's employees, as appropriate to:

- a) Support and implement this policy.
- b) Set a personal example through safe behaviour and complying with appropriate safety procedures and warnings.
- c) Make use of protective equipment available; ensure that pupils use of protective equipment; use safety equipment and protective clothing as appropriate to the hazard and in the manner prescribed. Follow appropriate safety procedures.

- d) Familiarise themselves with procedures for emergency evacuation.
- e) Satisfy themselves when using plant, machinery, tools or equipment (e.g. electrical equipment), that it is suitable for the task; if defective, or where there is doubt, refer to their line manager.
- f) Ensure that any equipment purchased on behalf of the school is suitable for its intended use and location.
- g) Report as appropriate to the Health & Safety Officer, Interserve Site Manager, or a Head of Faculty if inadequacies in safety procedures are detected.
- h) Be conscious of the health, safety and welfare of themselves, their colleagues, persons in their care and members of the public.
- i) Report all accidents, reportable diseases, dangerous occurrences and potentially hazardous incidents or situations to the Health & Safety Officer or Site Manager as appropriate.
- j) Teach safety as an integral part of courses, by both formal teaching, if appropriate, and by example.
- k) Prohibit any pupil who refuses to adopt safe working procedures and is considered to be a danger to themselves or others, from taking part in the lesson and refer the pupil to the appropriate Head of Faculty or Head of Year.
- l) Familiarise themselves with, and understand, the instructions of the emergency evacuation procedures. Seek to ensure that escape routes are not obstructed. Fire doors and smoke stop doors are not to be wedged open or closed under any circumstances.
- m) Follow EVOLVE guidelines and procedures when arranging out of school trips and activities.

## **RESPONSIBILITIES – SPECIFIC**

### **The Headteacher:**

Responsibility for the implementation of the Health and Safety Policy lies with the Head Teacher. In fulfilment of this he will:

- a) Seek to ensure that all staff are conversant with the contents of the Policy.
- b) Seek to ensure that the Policy is complied with.
- c) Seek to ensure that all safety information received by the school is recorded and distributed to appropriate staff.

## **The School Management Team:**

Will:

- a) Seek to ensure that the school is so organised that there is no unacceptable risk to members of staff, pupils or other users of the property.
- b) Seek to ensure that all staff are properly briefed and trained in their duties.
- c) Seek to ensure that members of staff are conversant with and follow the general responsibilities contained in the Policy.
- d) Establish procedures for a safe and efficient evacuation of the buildings and a system of accounting for the whereabouts of all personnel.
- e) Hold regular fire drills to ensure familiarity with the system.
- f) Set a personal example and encourage a safe attitude to work and conduct amongst staff and pupils.

## **The Health and Safety Officer with the Interserve Site Manager**

Will:

- a) In conjunction with the Head Teacher, monitor and foster the implementation of the Policy.
- b) Carry out a regular programme of inspection on behalf of the Head Teacher.
- c) Monitor First Aid procedures.
- d) Ensure there is adequate First Aid provision.
- e) Ensure that portable electrical equipment is inspected annually by a competent person
- f) Assist in dealing with problems involving Health & Safety in accordance with the Policy.
- g) Carry out regular inspections of the work place.

## **Heads of Faculty**

Certain subject areas have greater inherent potential for danger. It is the responsibility of the Heads of Faculty concerned to recognise these dangers and adopt appropriate safety procedures in line (where necessary) with legal

requirements. In most cases these will include the use of Protective Clothing and Equipment and adoption of a set of safety procedures and behaviour patterns.

Health and Safety considerations should be outlined in Department Handbooks.

Such subject areas would include Technology, Science, Physical Education and Drama.

### **The Interserve Site Manager:-**

Will:

- a) Carry out his duties in a safe manner and seek to ensure that any equipment or substances used are handled or stored in a safe way, following any relevant regulations or guidance.
- b) Effect any repairs or maintenance necessary to ensure safety of the premises or equipment, within the competence of a handyperson.
- c) Carry out tests on fire alarms, keeping a record, and ensure that emergency lighting is operational.
- d) Ensure that fire-fighting equipment is regularly tested and inspected to meet legal requirements and report to the Health & Safety Officer.

### **PROCEDURES**

#### **First Aid, Accident and illness:**

- a) A sick child should be sent (accompanied if necessary) with a note, to Student Services.
- b) A person who has had an accident should, if possible, be sent (accompanied if necessary) to Student Services.
- c) Where immediate First Aid is necessary and available, e.g. in Science Labs, Technology Rooms, this should be applied.
- d) In the case of a more serious accident, or if there is doubt as to the seriousness of the accident, the person should not be moved. Another pupil, or adult if available, should be sent to a qualified First Aider for assistance.
- e) All accidents and injuries other than those which are very minor (refer to First Aid Staff for guidance), must be reported on Form CF50 available in Student Services. This will be acted upon and retained in school by the Health and Safety Officer.

It is the responsibility of the teacher in charge of the pupil, or out of lessons the person who deals with the case, to ensure that the CF50 form is completed on the same day as the accident occurs.

At present the appointed First Aid Officers are:-

A Heap	M Pogson
C Needham	S Haig
C Collett	P Gostling
D Cook	K Higgins
S Graham	S Cockcroft
A Mcgrath	John Richardson
J Naylor	Jessica Richardson
N Kisby	

### **Stress Management**

As the demands of education increase, so does the potential for members of staffs' health to be affected by stress. It is the responsibility of all, but particularly line managers, to be alert to this potential risk and to monitor its effects. If such symptoms are believed to be evident then they should be brought to the attention of the Staff Tutor or any other member of the School Management Team.

### **Use of Electrical Equipment:**

- 1 All portable electrical equipment will be thoroughly tested by an approved contractor in line with recommended guidelines.
- 2 All equipment in regular use must be "vision" checked each time it is used. If equipment is damaged or defective in any way, it must be reported to the nominated person.
- 3 All equipment in regular class use will be "vision" checked by the teacher using the equipment each time it is used. If equipment is damaged or defective in any way, it must not be used but must be reported to the Interserve Site Manager for action.
- 4 Extension leads should be used only when essential. If the lead is the rolled type it must be fully extended before use.
- 5 No wires should be so placed that they constitute a hazard to any person on the premises.
- 6 Where practicable electrical equipment should be switched off and the plug removed from the socket before being left unattended at night or for any long period in the school day.

- 7 Care should be taken not to obstruct electrical heaters with combustible material of any kind.
- 8 Personal electrical equipment **should not be brought into school.** However, if this is necessary the checking procedure must be followed. Consultation with the responsible person must take place.

### **PRESENCE OF A CONTRACTOR ON SITE:**

In the event of a contractor needing to work on site, arrangements with regard to the Health & Safety of those on site will be determined as a result of consultation between the Contractor, Interserve Site Manager and Health and Safety Officer.

Discussions will centre on:-

- a) Safe working practices. i.e. the Contractor producing appropriate Risk Assessments and Method Statements
- b) Control of interaction between contractors, pupils & staff.
- b) Maintenance of emergency access routes and fire escape routes.
- c) Interruptions to the work of staff & pupils.
- d) Duration and times of contractor working.
- e) Contractor's Health & Safety Policy.
- f) Contractor having adequate Public Liability insurance.

### **USE OF THE MINI BUS**

- a) The Health & Safety Officer is responsible for ensuring that each mini-bus is tested annually for its MOT certificate.
- b) The Health & Safety Officer is responsible for ensuring that the mini-bus is insured (annually).
- c) No one is allowed to drive the mini-bus unless the driver has undertaken and passed the MIDAS training course.
- d) Before using the mini-bus drivers must complete an appropriate defects sheet to state that they have inspected the bus for minor and major faults.
- e) All faults noted must be reported to the Health & Safety Officer before driving the bus.

- f) A First Aid Kit is kept in the mini-bus and drivers must ensure that before departing on a journey that adequate contents of First Aid supplies are in the box.
- g) When the bus is on loan (i.e. used by other schools) drivers collecting the bus must produce their Blue Permit Badge/MIDAS pass certificate before being allowed to take the bus.
- h) Drivers must ensure that all passengers are wearing their seat belts before setting off on their journey.
- i) All accidents must be reported to the Health & Safety Officer or Head Teacher.
- j) Drivers are requested to complete a form (leaving it at the School Reception) stating their destination, list of passengers and approximate time of return.
- k) If possible (in case of emergency) drivers are requested to carry with them a mobile phone.