



Health & Safety Policy

An appendix to the Trust overarching Health & Safety Policy

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An academy within:





1. Scope

- 1.1. Under the **Health and Safety at Work Act 1974**, every organisation that employs five or more people must have a written Health and Safety Policy.
- 1.2. This policy should be read in conjunction with the Trust's overarching Health & Safety Policy

2. Policy Statement

- 2.1. The Headteacher, Nexus MAT and staff at this school are committed to providing high standards of health and safety for all users of the school.
- 2.2. As a school, our educational priorities aim to: -
 - 2.2.1. encourage all pupils to achieve their full academic and social potential;
 - 2.2.2. provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
 - 2.2.3. provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others;
 - 2.2.4. create an atmosphere in which students enjoy and take pride in their achievements.
- 2.3. These educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where Nexus MAT, the Headteacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

3. Aims

- 3.1. The aim of this policy is to:



- 3.1.1. To ensure that the school is always a safe and healthy place in which to work;
- 3.1.2. To provide plant, equipment, resources and systems of work that are safe and without risks to health;
- 3.1.3. To raise awareness among all users of the school as to their responsibility for themselves and others;
- 3.1.4. To provide sufficient information, instruction, training and supervision to enable all employees, authorised volunteers and third party users to avoid hazards and contribute positively to their own health and safety at work;
- 3.1.5. To regularly monitor and review safety procedures throughout the school.

4. Named Responsibilities

- 4.1. Overall responsibility for the management of health and safety in the school is that of the Headteacher, **James Gibson**.
- 4.2. Responsibility for education visits is delegated to the Educational Visits Coordinator, **Adrian Gregory**.

5. General Responsibilities

- 5.1. Nexus MAT, through delegated responsibilities to the Headteacher, will:
 - 5.1.1. Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner;
 - 5.1.2. Deal with any health and safety problems brought to them by employees, staff or parents, through regular meetings or any emergency meetings, which may be called due to unforeseen circumstances;
 - 5.1.3. Ensure that this policy is brought to the attention of all staff and implemented in school;
 - 5.1.4. Confirm compliance with Statutory requirements and procedures and monitor health and safety management within school, in conjunction with the Trust's appointed Competent Person;
 - 5.1.5. Ensure that appropriate risk assessments have been carried out;
 - 5.1.6. Ensure that all members of staff receive appropriate training;
 - 5.1.7. Ensure adequate consultation takes place to allow everyone to contribute to safe working. This will be done in the following way:



- 5.1.7.1. Termly site inspection by the Headteacher;
- 5.1.7.2. Weekly standing item in staff meetings to raise Health and Safety issues
- 5.1.7.3. Health and Safety items recorded in staff meeting and actioned through SLT permissions and past onto relevant agencies, e.g. Properties/contractors

5.2. With delegated responsibility from the Trust, the Headteacher will:

- 5.2.1. Take overall responsibility for day to day management of health and safety issues;
- 5.2.2. Ensure that health and safety is incorporated into the planning and organisation of all school functions;
- 5.2.3. Ensure that suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school are carried out. Further, to act upon those assessments in order to reduce risk;
- 5.2.4. Attend health and safety training courses as appropriate;
- 5.2.5. Ensure the provision of adequate training, communication, instruction and supervision for all members of staff (including supply staff and volunteers);
- 5.2.6. Provide necessary information to staff members and their representatives on health and safety matters;
- 5.2.7. Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities;
- 5.2.8. Ensure staff have an appropriate workload in support of a reasonable work/life balance;
- 5.2.9. Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the Trust;
- 5.2.10. Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working.

5.3. All Staff Members must:

- 5.3.1. Ensure that they are fully aware of their roles and responsibilities, cooperate with the school's policies and procedures and follow any guidance, policies and procedures issued;
- 5.3.2. Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits;
- 5.3.3. Attend health and safety training courses as appropriate;



- 5.3.4. Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders;
- 5.3.5. Bring to the attention of the Headteacher information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits;
- 5.3.6. Report to the Headteacher any problems that they feel that they cannot deal with themselves;
- 5.3.7. Take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors.

6. General Arrangements to Keep People Safe

6.1. Risk Assessment

6.1.1. Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

6.1.2. All Risk Assessments should be recorded. Risks are assessed periodically (usually on an annual basis), following an accident, on the introduction of any new process/equipment and also any change in circumstances.

6.1.3. Findings of assessments should be shared with all members of staff

6.1.4. Risk assessments are kept as follows:

Document	Location
Fire Risk Assessment	Onsite/ProAktive Portal
Generic Premises Risk Assessment	Onsite/ProAktive Portal
Foundation Stage Risk Assessment	Onsite/ProAktive Portal
Educational Visits Risk Assessments	Onsite/ProAktive Portal
Hazardous Substances Risk Assessments	Onsite/ProAktive Portal
Task / activity based Risk Assessments	Onsite/ProAktive Portal
Residential Risk Assessments	Onsite/Evolve



6.2. Shown below are the name(s) of the staff assisting with the assessment process as well as details on when they will be carried out and our updating systems.

6.3. The following people/agencies assist with the assessment process for their individual area of work:

Name	Area of responsibility
Adrian Gregory	Educational visits/PE
ProAktive	Fire risk Assessment
Jacqui Bancroft/ProAktive	Generic risk assessments
Jacqui Bancroft	Transport
Gary Smith	Food Technology

6.4. It is the Headteacher's responsibility to ensure that risk assessments are carried out. However, the Headteacher may delegate the function or request the assistance of competent staff in carrying out a risk assessment

7. Fire

7.1. An outbreak of fire in a school can be extremely serious. The **Regulatory Reform (Fire Safety) Order 2005** makes it a legal requirement for each building to have an up to date fire risk assessment. The Fire Risk assessment identifies all sources of heat with the potential to cause fire e.g. gas heaters, Bunsen burners, cookers etc. and it also consider the storage of combustible materials.

7.2. When school requires painting, only paints providing a flame retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc).

7.3. Ongoing monitoring is carried out to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

7.4. Internal fire doors are kept closed to stop fire spreading. Hydraulic door closers are checked regularly and maintained as necessary to ensure correct operation (damage to these closers is very common in schools).



7.5. All documentation relating to fire safety is kept:

Document	Location
Fire Risk Assessment (including Arson Assessment)	Onsite/ProAktive Portal
Fire Precautions Log Book	Onsite/ProAktive Portal
Fire Safety Training Records	Onsite/ProAktive Portal

7.6. The following people have a role to play in ensuring fire safety issues are adequately dealt with

Name	Responsible for:
Gary Smith	Named Responsible Person
Gary Smith	Ensuring there is a current fire risk assessment in place and a process for reviewing / updating on a regular basis
Gary Smith	Inducting new members of staff and supply / agency staff, contractors etc
Gary Smith	Making sure that staff receive regular refresher training
Gary Smith	Making sure relevant information is shared with other users of the premises such as lettings, breakfast and after school clubs etc
Gary Smith	Ensuring regular fire drills are carried out and recorded
Gary Smith	Keeping the Fire Precautions Log Book up to date



8. Permission to Work

8.1. The following people have responsibilities for ensuring permission for works are secured:

Name	Responsible for:
Sarah Bevan	Ensuring that the Trust is informed at the planning stage of any work that is intrusive to the fabric of the building
Sarah Bevan	Inducting new members of staff in the process
Sarah Bevan	Ensuring that all non-intrusive work is risk assessed
Sarah Bevan	Keeping an up to date log of all non intrusive work

9. Asbestos

9.1. Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings and in many products. It was used mainly because of its fire proofing and insulation qualities.

9.2. The school has an Asbestos Management survey on site and this has been shared with all members of staff. Staff are aware that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale the fibres.

9.3. All documentation relating to asbestos is kept as follows:

Document	Location
Asbestos Register	Onsite
Asbestos management survey and risk assessment	Onsite/ ProAktive Portal



Document	Location
Asbestos survey review documentation	Onsite/ ProAktive Portal

9.4. The following operational duties are assigned as follows:

Name	Responsible for:
Sarah Bevan	Overall responsibility as Named Duty Holder
Sarah Bevan	Bringing the asbestos register to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work. e.g. other school / site staff, surveyors, contractors, computer technicians, visitors, helpers etc
Sarah Bevan	Advising the Assets team at the concept stage of work via the Permission to Work scheme
Sarah Bevan	Making sure more detailed surveys (covering the full scope of works) are in place for invasive work e.g. wiring, refurbishment, plumbing, demolition etc
Sarah Bevan	Regularly reviewing the condition of asbestos material and recording the findings
Sarah Bevan	Regularly reviewing asbestos risk assessments and recording findings
Sarah Bevan	Making sure that floor plan changes are recorded and updated



10. Legionella Risk Management

- 10.1. Legionnaires' disease is a type of pneumonia. It is an uncommon, but serious disease.
- 10.2. People can catch Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium.
- 10.3. Legionnaires' disease does not spread from person to person.
- 10.4. School routinely has a full Legionella audit which is shared with all members of staff. Key members of staff have a role to play in ensuring that the findings of the audit are actioned and making sure that regular monitoring is carried out on site. Records are stored as follows:

Document	Location
Legionella Survey	Onsite/ProAktive Portal
Legionella Log Book	Onsite/ProAktive Portal

- 10.5. The following people have a role to play in ensuring the procedure in place for managing Legionella issues:

Name	Responsible for:
Gary Smith	Overall responsibility as Named Duty Holder
Gary Smith	Ensuring that the recommendations of the Legionella risk assessment are carried out
Gary Smith	Ensuring that the Legionella risk assessment is reviewed on a regular basis
Gary Smith	Ensuring that all activities identified in the maintenance programme are carried out and recorded
Gary Smith	Keeping the Log Book up to date



11. Accidents

11.1. Even in a safety conscious school, accidents may still occur.

11.2. All accidents involving staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided. Copies of accident report forms are sent to the Trust's appointed Competent Person

Document	Location
Accident Report Forms	ProAktive Portal
RIDDOR report forms	ProAktive Portal

11.3. The following roles have responsibilities for accident response:

Roles	Responsible for:
Senior Leadership Team	Recording all accidents to staff / pupils
Headteacher Office Manager	Ensuring that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive (under the RIDDOR regulations), are reported to the incident call centre (0845 300 9923) and also to the CYPF Health and Safety Team
Head of School	Ensuring risk assessments are reviewed in light of lessons learned
Office Manager	Periodically reviewing accident reports to identify trends
Headteacher	Reporting serious incidents / accidents to the Trust and the appointed Competent Person.

11.4. The school has a published first aid policy.



12. Electricity

- 12.1. Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.
- 12.2. The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.
- 12.3. Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician

Document	Location
Inventory of Portable appliances	Onsite/ProAktive Portal
PAT testing Certificate	Onsite/ProAktive Portal
Fixed installation test certificate	Onsite/ProAktive Portal

- 12.4. New appliances do not need to be PAT tested as long as a receipt is obtained with the date of purchase clearly showing. New appliances will require PAT testing the following year.

- 12.5. The following role have responsibilities for:

Name	Responsible for:
All staff	Visually checking portable electrical appliances
Sarah Bevan	Arranging the testing of portable appliances
Sarah Bevan	Arranging repairs / remedial work
Senior Leadership Team	Showing key members of staff how to isolate the electrical supply in an emergency situation



13. Gas

- 13.1. Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

Document	Location
Gas Servicing Certificates	Onsite/ProAktive Portal

- 13.2. The following people have responsibilities for:

Name	Responsible for:
Sarah Bevan	Arranging the testing and maintenance of gas appliances
Sarah Bevan	Arranging repairs / remedial work
Sarah Bevan	Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe)
SLT	Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation

14. Substances

- 14.1. The **Control of Substances Hazardous to Health Regulations** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

- 14.2. The school ensures that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes



Document	Location
Hazardous substances inventory i.e. cleaning/janitorial substances, science chemicals, glues and paints for art etc	COSHH store
Hazard Data Sheets	COSHH store
Documented risk assessments	COSHH store

14.3. The following people have responsibilities for:

Name	Responsible for:
Luke Beard	Keeping the inventory up to date
Luke Beard	Ensuring hazard data sheets are available
Luke Beard	Making sure that risk assessments are documented
Luke Beard	Making sure Personal Protective Equipment (where necessary) is provided and worn
Luke Beard	Training staff in the safe use and handling of substances
Luke Beard	Disposing of surplus substances safely

15. Curriculum Safety

15.1. All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use.

15.2. The Headteacher has responsibility for making sure that staff are competent and attend training as appropriate