

Title	Health and Safety
Associated Policies	<ul style="list-style-type: none"> Critical Incidents and Crisis Management

REVIEWED: SEPTEMBER 2015

NEXT REVIEW: SEPTEMBER 2018

1. Policy Statement

- 1.1 The Board of Directors of the Brooke Weston Trust is bound by the provisions of the Health and Safety at Work, etc. Act 1974 and associated regulations and codes of practice.
- 1.2 The responsibility of the Board of Directors is: "To provide a safe and healthy working and learning environment for staff, students and visitors." It is an employer's duty to protect the health, safety and welfare of their employees and other people who might be affected by their business. Employers must do whatever is reasonably practicable to achieve this. The Board of Directors believe that the prevention of accidents, injury or loss is essential to the efficient operation of the academy/school and is part of the good education of its students/pupils.
- 1.3 The academy is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the Principal and senior management team in each Brooke Weston Trust academy to ensure this is the case. Employers have duties under health and safety law to assess risks in the workplace. Risk assessments are in place that address reasonable risks in the workplace.
- 1.4 The Trust will consult employees on health and safety issues through safety representatives through its various academy staff consultation forums and via the Joint Consultative Committee (JCC).
- 1.5 The arrangements outlined in this statement and the various other safety provisions made by the Board of Directors cannot prevent accidents or ensure safe and healthy working conditions. The Board of Directors believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Board of Directors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students/pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the academy premises or while taking part in academy-sponsored activities.

2. Who does this policy apply to?

- 2.1 This applies to all staff, students and visitors of the Academy.

3. Who is responsible for carrying out this policy?

- 3.1 The academy will take all such steps as are reasonably practicable to fulfil its responsibilities, including but not limited to the requirements in the following areas:
 - Management of health and safety, especially via risk assessment.
 - Control of substances hazardous to health.
 - First aid equipment, facilities and staff.
 - Fire precautions.
 - Maintenance of electrical systems.
 - Personal protective equipment.
 - Use of display screen equipment.
 - Manual handling operations.

- Asbestos and legionella.
- Working at heights.
- Noise.

4. Procedures

Duties of the Board of Directors

In the discharge of its duty the Board of Directors will:

- 4.1 Require each Brooke Weston Trust Principal to ensure that they and all relevant staff make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices which are relevant to their work in the academy, in particular the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242).
- 4.2 Ensure that there are effective and enforceable local arrangements for the provision of health and safety throughout the academy.
- 4.3 Periodically assess the effectiveness of these arrangements and ensure that any necessary changes are made.
- 4.4 Identify and evaluate all risks relating to:
 - accidents
 - health
 - academy-sponsored activities, including work experience organised
- 4.5 Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students/pupils and others.
- 4.6 Create and monitor the management structure.
- 4.7 In particular the Board of Directors undertakes to provide, via the leadership and management of each Principal:
 - A safe place for staff and students to work including safe means of entry and exit
 - Plant, equipment and systems of work which are safe
 - Safe arrangements for the handling, storage and transport of articles and substances
 - Safe and healthy working conditions which take account of all appropriate:
 - i. statutory requirements
 - ii. codes of practice whether statutory or advisory
 - iii. guidance whether statutory or advisory
 - Supervision, training and instruction so that all staff and students can perform their academy-related activities in a healthy and safe manner
 - Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
 - Adequate welfare facilities.
- 4.8 So far as is reasonably practicable the Board of Directors, through the Principal, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive appropriate and proportionate information on:
 - This policy
 - All other relevant health and safety mattersInstruction and training to be given so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Duties of the Principal

- 4.9 As well as the general obligations pertaining to all members of staff under this policy (see 4.19), the Principal, on behalf of the Trust, has responsibility for the day-to-day maintenance and

development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the academy and will take all reasonably practicable steps to achieve this end through the daily endeavours of Facility Management personnel, Heads of appropriate Departments/Faculty/primary phases, senior members of staff, teachers and others as appropriate.

4.10 The Principal is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

4.11 In particular, the Principal will:

- Be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the academy/school
- Ensure, at all times, the health, safety and welfare of staff, students/pupils and others using the academy/school premises or facilities or services or attending or taking part in academy/school-sponsored activities
- Ensure safe working conditions for the health, safety and welfare of staff, students/pupils and others using the academy/school premises and facilities
- Ensure safe working practices and procedures throughout the academy/school including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled
- Consult with members of staff, including the safety representatives, on health and safety issues
- Arrange systems of risk assessment to allow the prompt identification of potential hazards
- Carry out periodic reviews and safety audits on the findings of the risk assessment
- Identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- Encourage staff, students and others to promote health and safety
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay or where this is not possible, are reported to the Trust CEO.
- Encourage all employees to suggest ways and means of reducing risks
- Collate and maintain accident and incident information and, when necessary, carry out accident and incident investigations
- Monitor the standard of health and safety throughout the academy, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- Monitor first aid and welfare provision
- Monitor the efficiency of the internal management structure and report to the CEO via the Trust risk register.

Duties of Heads of Departments/Faculties/Primary Phase Leaders

4.12 Heads of department etc. are responsible for identifying and controlling hazards within their areas of responsibility and for preparing, and reviewing at least annually, risk assessments and any other assessments and procedures necessary for the department/faculty.

- 4.13 They will ensure the risk assessments are read and acknowledged as having been read by all departmental members at the beginning of every academic year, or at any point of change and are readily available for reference.
- 4.14 Leaders of departments should ensure that health and safety is a frequent item on departmental meeting agendas.

Duties of Supervisory Staff

- 4.15 All supervisory staff (e.g. Heads of departments/faculties, coordinators, science technicians) must make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 4.16 In addition to the general duties which all members of staff have, they will be directly responsible to the Principal or the member of staff nominated by the Principal to have overall day-to-day responsibility for the implementation and operation of the academy health and safety policy within their relevant departments and areas of responsibility.
- 4.17 They will take a direct interest in the academy health and safety policy and in helping other members of staff, students and others to comply with its requirements.
- 4.18 As part of their day-to-day responsibilities they will ensure that:
- Safe methods of working exist and are implemented throughout their department
 - Health and safety regulations, rules, procedures and codes of practice are being applied effectively
 - Staff, students/pupils and others under their jurisdiction are instructed in safe working practices
 - New employees working within their department are given instruction in safe working practices
 - Safety inspections are made of their area of responsibility as required by the Principal or as necessary
 - Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others
 - All plant, machinery and equipment in the department in which they work is adequately guarded and in good and safe working order
 - All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
 - Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
 - Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
 - They monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
 - All the signs used meet the statutory requirements
 - All health and safety information is communicated to the relevant persons
- They report, as appropriate, any health and safety concerns to the appropriate individual.

Duties of All Members of Staff

- 4.19 All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
 - As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.
- 4.20** All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk
- 4.21**
- Be familiar with this safety policy and any and all safety regulations as laid down by the Board of Directors and any additional local arrangements stipulated by their Principal
 - Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students
 - See that all plant, machinery and equipment is adequately guarded and in good and safe working order
 - Not make unauthorised or improper use of plant, machinery and equipment
 - Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
 - Ensure that substances that are hazardous to health and/or safety and highly flammable substances are correctly used, stored and labelled
 - Report any defects in the premises, plant, equipment and facilities which they observe
 - Take an active interest in promoting health and safety and suggest ways of reducing risks.

Hirers, Contractors and Others

- 4.22** When the premises are used for purposes not under the direction of the Principal then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.
- 4.23** The Principal or the co-ordinator will seek to ensure that hirers, contractors and others who use the academy premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 4.24** When the premises are hired to persons outside the employ of the Board of Directors, it will be a condition for all hirers, contractors and others using the academy premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board of Directors and that they will not without the prior consent of the Board of Directors:
- Introduce equipment for use on the academy premises
 - Alter fixed installations
 - Remove fire and safety notices or equipment
 - Take any action that may create hazards for persons using the premises or the staff or students/pupils of the academy/school.
- 4.25** All contractors who work on the academy premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3–4 of the Health and Safety at Work, etc. Act 1974.
- 4.26** In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Principal will take such actions as are necessary to prevent persons in his or her care from risk of injury and may wish to consult with the Health & Safety Executive for guidance and possible enforcement of the legislation.
- 4.27** The Board of Directors draws the attention of all users of the academy premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc. Act 1974, which states that no

person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

5. Staff Consultative Arrangements

- 5.1 The Board of Directors, through the Joint Consultative Committee, will regularly review health and safety matters across the Trust's estate and activities.

6. Risk Assessment

- 6.1 The Principal will ensure that a risk assessment survey of the premises, methods of work and all academy/-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the CEO and the Board of Directors and will be reflected in the Academy's risk register.

6. Emergency Plans

- 7.1 The Principal will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the academy. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
- Save life
 - Prevent injury
 - Minimise loss.
- This sequence will determine the priorities of the emergency plan.
- 7.2 The plan will be agreed by the CEO.

8. Fire and Evacuation

- 8.1 Fire safety arrangements, practice and guidance are documented in the fire policy and procedure.
- 8.2 All required maintenance and daily/weekly/monthly checks on fire detection and warning systems are carried out.
- 8.3 Detailed evacuation procedures are displayed in prominent positions in classrooms, common rooms and communal areas, with notification of evacuation points placed in all corridors.
- 8.4 Termly fire drills are carried out with records kept.

9. First Aid

- 9.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 9.2 The number of certificated first aiders will not, at any time, be less than the number required by law.
- 9.3 At the discretion of the Principal other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the academy senior management team after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined as that being sufficient to meet the needs of all foreseeable circumstances.
- 9.4 Supplies of first aid material will be held at various locations throughout the academy. These locations will be determined by the Principal. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- 9.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-academy/school activities.

- 9.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the academy premises or as part of an academy/school-related activity.
- 9.7 All records of incidents will be compiled and escalated to SLT within each academy and fed back to the Trust for review.

10. Code of Conduct

- 10.1 From time to time the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Principals and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures if deemed appropriate following discussion with the Trust CEO

11. Policy Review

- 11.1 This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.