



## HEALTH & SAFETY

**Policy version control:**

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Chair signature	<i>E. M. Combes</i>
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1. **Ormiston Academies Trust Health and Safety Policy Statement**

1.1 INTRODUCTION AND STATEMENT OF GENERAL POLICY

Ormiston Academies Trust (OAT) and academy Local Governing bodies recognise their responsibilities under the Health and Safety at Work Act (HASAWA) 1974 and are committed to achieving high standards of health and safety.

Although overall accountability for health and safety lies with Ormiston Academies Trust, responsibility for the health and safety of staff, students and visitors in the academy is delegated to the Principal, who in turn will delegate particular functions to other staff.

The Local Governing Body, commits to establish and maintain in so far as reasonably practicable:

- A named Health and Safety responsible person (premises manager or member of Senior Leadership Team)
- A safe environment, safe working procedures, and safe equipment
- Safe and healthy arrangements for the handling, storage and transport of articles and substances
- Maintaining an effective health and safety management system
- Ensuring that adequate resources are provided for health and safety matters
- Managing risks to health and safety through the process of risk assessment and risk control
- Ensuring peoples' responsibilities are clear
- Ensuring that safe systems of work are provided
- Ensuring that the correct work equipment is provided and maintained
- Ensuring that any accidents, incidents or dangerous occurrences are fully investigated and any necessary corrective actions are implemented
- Ensuring that the working environment is without risks to health and safety
- Ensuring that staff have appropriate training
- Striving for continual improvement of performance through inspection, audit and review
- Ensuring that buildings Statutory Compliance documentation is stored on the OAT Kykcloud System

Signature of Local Governing Body Chair of Governors:	
Name: E M Combes	
Date: 18-09-15	

## 1.2 MONITORING AND REVIEW

This policy will be reviewed annually or in the following circumstances:

- changes in legislation and / or government guidance
- as a result of any other significant change or event
- in the event that the policy is determined not to be effective

## 2. Organisation and Responsibilities – Overview of Key Roles

Name	Position	Responsibility/Accountability
Ormiston Academies Trust	Sponsor	Has overall accountability for health and safety within the organisation and across the network of OAT academies.
Elizabeth Combes	Chair of Governors/Chair of Board	Has responsibility for ensuring good health and safety management within the academy, by working in close partnership with the Principal, Senior Management Team, and other relevant staff to ensure all health and safety procedures are adequate.
Janet Dickson	Principal	Has academy responsibility for Health and Safety within the academy, and for ensuring the health and safety policy is implemented
Emily Fishwick	Health and Safety Manager (Premises Manager or member of SLT)	Has day to day responsibility for ensuring the health and safety policy is put into practice

### **3. Organisation and Responsibilities**

#### **3.1. Ormiston Academies Trust – The Sponsor**

The accountability for health and safety procedures within the academy lies with the sponsor, Ormiston Academies Trust.

Ormiston Academies Trust has:

- Overall responsibility for health and safety within OAT academies.
- A responsibility to ensure that the actions stated in the OAT General Policy Statement are implemented.
- A responsibility to review the Health and Safety Policy.

#### **3.2. Academy Local Governing Bodies**

The responsibility for ensuring that health and safety procedures within the academy are adequate rest with the local governing body. Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate.

In particular the local governing body will:

- Make arrangements to ensure the academy complies with all relevant legislation, particularly the HASAWA 1974 and the Management of Health and Safety at Work Regulations 1999
- Ensure that this policy is operating effectively and is enforceable throughout the academy
- Periodically assess the effectiveness of the policy and advise Ormiston Academies Trust of any necessary changes
- Ensure that sufficient funding is allocated for health and safety (e.g. in respect of training, personal protective equipment [PPE] etc.)
- Ensure that the academy are undertaking sufficient risk assessment, inspection, maintenance and training, in line with the requirements of this policy and statutory requirements, and ensure that these are recorded centrally through the Kykcloud compliance survey

#### **3.3. The Principal**

The principal is responsible for the day-to-day running of the academy and the implementation of the Health and Safety Policy. In particular, the principal will:

- Assist in the development and maintenance of safe conditions for staff, students and visitors
- Take all reasonably practicable steps to ensure the health and safety policy is implemented
- Ensure that staff are provided with equipment or other resources to enable their work to be undertaken safely
- Ensure that academy Kykcloud compliance records are regularly updated and reported to governors

#### **3.4. The Health and Safety Manager (Premises Manager or delegated member of SLT)**

The principal will designate the Premises Manager or other appropriate person to be the academy's Health and Safety Manager.

In particular, the health and safety manager will:

- Be responsible for the day to day implementation of the health and safety policy
- Be the designated contact with the Health and Safety Executive
- Make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant
- Take a direct interest in the health and safety policy and in ensuring that staff, pupils and visitors comply with its requirements

- Have direct responsibility, or will delegate responsibility to an appropriate member of the site team, to ensure Kykloud compliance records are regularly updated

### 3.5 **All members of staff**

All members of staff are responsible for:

- Familiarising themselves with the health and safety aspects of their work and avoid conduct which would put themselves or anyone at risk.
- Familiarising themselves with the health and safety policy.
- Ensuring all staff, pupils, visitors and contractors are applying health and safety rules, routines and procedures effectively.
- Seeing that all plant, machinery and equipment are in good, safe working order and adequately guarded, and not allow improper use of such plant, machinery and equipment.
- Using the correct equipment and tools for the job, and any protective equipment that may be supplied.
- Reporting immediately, or as soon as practicable, to the principal and/or health and safety manager any serious or immediate danger, or defect in the premises, plant, equipment and facilities of which they become aware.
- Ensuring that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- Taking an active interest in promoting health and safety, and suggesting ways of reducing risks.

## 4. **Arrangements**

The academy will adopt, where available, OAT's arrangements. Or, where necessary, the academy will establish its own arrangements, which may be set out in separate policies. Standard minimum requirements for health and safety arrangements are as follows:

OAT Head Office maintain a central cloud based database for each academy (Kykloud). The Kykloud database is used to store buildings related information such as building condition, life-cycle cost modelling, and statutory compliance including the risk assessments listed in the policy.

The Kykloud system provides a useful checklist of certificates, risk assessments and policies that must be maintained.

### 4.1 **Asbestos Management**

4.1.1 If applicable, the academy will take all necessary steps to avoid the possibility of uncontrolled release and exposure. The arrangements in place will be in accordance with statutory guidance and advice.

4.1.2 Where applicable, records of asbestos management arrangements will be updated regularly through the Kykloud compliance survey

### 4.2 **Water Safety**

4.2.1 Sources of risk from legionella on the site should be identified and all necessary steps taken to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.

4.2.2 Details of the water safety arrangements will be updated regularly through the Kykloud compliance survey.

### 4.3 Fire Safety

- 4.3.1 In line with the Regulatory Reform (Fire Safety Order) 2005, appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include fire drills, the appointment of designated fire marshals, and the use of fire extinguishers. A fire risk assessment will be undertaken and implemented for the academy.
- 4.3.2 The evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and pupils must be fully conversant with the procedures for evacuation of the premises in cases of a fire/bomb threat. Evacuation procedures will be tested as a minimum each term and will be timed. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- 4.3.3 All fire-fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use, and records maintained. All emergency lighting will be tested six-monthly and records maintained.
- 4.3.4 Records of the fire safety arrangements will be updated regularly through the Kykloud compliance survey.

### 4.4 First Aid

- 4.4.1 First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- 4.4.2 The specified responsible person should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the academy. These supplies should be checked on a regular basis by a qualified first-aider.
- 4.4.3 Records of first aid qualified personnel will be updated regularly through the Kykloud compliance survey.

### 4.5 Accident Reporting and Investigation

- 4.5.1 In addition to any existing accident reporting and recording arrangements already in place at the academy, all accidents/incidents involving staff, pupils and visitors will be reported in writing on the form included in appendix 1. A copy of the form should be submitted to OAT at [reporting@ormistonacademies.co.uk](mailto:reporting@ormistonacademies.co.uk), and the original copy should be filed in the accident/incident records at the academy. OAT will use the reports to monitor accident trends across the academy chain, and to offer, where appropriate, advice to academies on further action to be taken following an accident/incident.

Academies are advised to inform Zurich (OAT Insurance Company) as soon as possible regarding any incident that may result in a compensation claim.

- 4.5.2 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, certain accidents must also be reported to the Health and Safety Executive. The health and safety manager at the academy should be informed of all accidents/incidents and is responsible to ensure that the Health and Safety Executive is informed of reportable incidents. Where the responsible person is in doubt as to whether an accident/incident is reportable to HSE, guidance should be sought from OAT via [reporting@ormistonacademies.co.uk](mailto:reporting@ormistonacademies.co.uk). Appendix 2 summarises RIDDOR reportable incidents.
- 4.5.3 All accidents, however small, will be investigated by the academy, and the findings recorded.

#### 4.6 **Risk Assessment**

4.6.1 The Management of Health and Safety at Work Regulations (MHSWR) 1999 requires employers to manage health and safety by assessing risk. Regulation 3 states:

- Every employer shall make suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work.
- Every employer shall make suitable and sufficient assessment of persons not in his employment arising out of, or in connection with the conduct by him or his undertaking.

4.6.2 All workplace activities, teaching and non-teaching (e.g. caretaking), on site and one-off activities shall be assessed and approved by the Health and Safety Manger (Premises Manager or member of SLT) and principal. Risk assessments will be reviewed on an annual basis, or when the work activity changes; whichever is soonest. Staff will be made aware of any changes to risk assessments relating to their work.

4.6.3 Areas where risk assessment shall be carried out include (but are not limited to):

- Control of Substances Hazardous to Health (CoSHH)
- Manual Handling
- Working at Height
- Working in Confined Spaces
- Lone Working
- Display Screen Equipment (DSE)
- New and expectant mothers
- Young persons working
- Work by contractors
- Educational visits
- Stress

Records of risk assessments will be kept up to date through the Kykloud compliance survey.

#### 4.7 **Safe Systems of Work (SSW)**

4.7.1 To ensure some types of work (such as working at height or working in confined spaces) are carried out safely, safe systems of work will be prepared, detailing how the work should be carried out. These will be used along with the relevant risk assessment to ensure all potential hazards are identified, and details made available on how to conduct the work as safely as possible.

4.7.2 Records of all Safe Systems of Work will be kept up to date through the Kykloud compliance survey.

#### 4.8 **Equipment**

4.8.1 Personal Protective Equipment (clothing/gloves/masks/helmets) will be provided and used by technicians and site supervisory staff where required. Staff and students will be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors will be provided with protective clothing/equipment where appropriate.

4.8.2 The following equipment will be checked annually by approved inspectors or an appropriately trained member of staff:

- Fume cupboards
- All electrical appliances
- Workshop equipment
- Fixed gymnasium equipment



4.8.3 When new equipment is purchased, it is the responsibility of the designated responsible person, with the assistance of the Health and Safety Manager (Premises Manager or member of SLT) as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to health and safety requirements.

4.8.4 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to CoSHH and the Ionising Regulations; copies of all relevant CoSHH and regulations must be kept, and updated through the Kykcloud compliance survey.

#### 4.9 **Information and Training**

4.9.1 Health and safety induction training will be provided and documented for all new employees at the academy and the requirements of this policy will be brought to their attention.

4.9.2 The principal is responsible for ensuring that all staff are provided with adequate information, instruction and training.

4.9.3 Employees will be provided with:

- Induction training in the requirements of this policy
- Updated training in the event of any significant changes
- Training in specific skills needed for certain activities (for example, the use of hazardous substances)
- Refresher training where required

4.9.4 Each member of staff is responsible for bringing to the attention of the principal or line manager their own personal needs for training. Employees have a responsibility not to undertake duties unless they are confident they have the necessary competence and training.

#### 4.10 **Contractors, Visitors and Third parties**

4.10.1 All contractors, visitors and third parties must report to reception, where they will be asked to sign the visitor register and wear an identification badge. All contractors, visitors and third parties should be made aware of relevant health and safety procedures at the academy.

4.10.2 No contractor may undertake work on site without permission from the principal or health and safety manager.

4.10.3 Contractors are responsible for the health and safety of their employees and for their safe working practices. Contractors will be required to assess the risks to anyone who might be affected as a result of their work.

**Appendix 1 – OAT academy accident/incident reporting form**

<b>Academy Name</b>	
<b>Name of person reporting the incident</b>	
<b>Contact number</b>	
<b>Contact email</b>	
<b>Incident date</b>	
<b>Incident time</b>	
<b>In which building, department, or location of the premises did the incident occur?</b>	
<b>What happened?</b> <i>(Please describe the events leading up to the incident, the details of the incident, who was harmed, and what action was taken)</i>	
<b>Please outline any measures in place to ensure a similar incident can be prevented</b>	

<b>Name of injured person</b>	
<b>Age of injured person</b>	
<b>Gender of injured person</b>	
<b>Job title of injured person</b> <i>(if the injured person is a pupil or visitor, please specify)</i>	
<b>Is the incident reportable under RIDDOR 2013?</b> <i>(If you are unsure whether this incident is reportable, please state this on the form. OAT will contact you to discuss the matter)</i>	
<b>If this incident is reportable under RIDDOR 2013, please give details of when and how this was reported to Health and Safety Executive</b>	

All of the above information is a true and accurate record of the accident/incident.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix 2 – Types of reportable incident (RIDDOR 2013)**

### **The death of any person**

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

### **Specified injuries to workers**

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

### **Over-seven-day incapacitation of a worker**

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

### **Over-three-day incapacitation**

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. Academies must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

### **Non fatal accidents to non-workers (eg members of the public)**

Accidents to members of the public or others who are not at work (such as pupils) must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above)

## **Occupational diseases**

Academies must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Further guidance on occupational diseases is available.

Specific guidance is also available for:

- occupational cancers
- diseases associated with biological agents

## **Dangerous occurrences**

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Consult the <http://www.hse.gov.uk/> website for more information.