



**Northern Lights**  
LEARNING TRUST

# HEALTH and SAFETY POLICY

<b>Review Date:</b>	<b>Autumn 2018</b>
<b>Next Review Due:</b>	<b>Autumn 2019</b>
<b>Person in Charge:</b>	<b>CEO</b>
<b>Governance:</b>	<b>Chair of Board</b>

**The school's Health and Safety Policy is part of the school's safeguarding system.**

## **Introduction**

For the purposes of compliance with the Health & Safety at Work etc. Act 1974 (HSW Act), and all legislation enforced under the HSW Act, the Governing Body is the employer.

The purpose of this policy is to indicate the organisation and management arrangements for applying these policies at a local level within any academy within the Trust. The Trust is committed to an SLA an independent company to support the school in managing this policy effectively.

Each member of staff will be issued with a copy when joining the staff of the Trust as part of the Induction process, in each academy. The policy will be available to all staff at all times via the Intranet.

## **Roles and Responsibilities**

It is recognised that ultimately the Trust and CEO are responsible. However, roles and responsibilities have been designated to various staff.

### **Benedict Biscop CE Academy:**

**Premises Manager:** Hayley Swinhoe – (Trust Business Manager)

**Site Manager:** John Lancaster – (Site Development Officer)

**SAMO:** John Lancaster (Site Development Officer)

**Legionella:** John Lancaster (Site Development Officer)

**VSE assessor:** Hayley Swinhoe (Trust Business Manager)

**Senior First Aider:** Lorraine Norton (HLTA)

**First Aiders:** Shannon Johnston (TA), Suzanne Brown (TA), Holly Turner (TA), Chloe Gamblin (TA), Janine Ferguson (TA)

**Medication:** Lorraine Norton (HLTA), Suzanne Brown (TA), Shannon Johnstone (TA)

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**PART 1 - GENERAL STATEMENT**

1. The Trust and CEO recognise and accept their respective responsibilities under the Health & Safety at Work etc. Act 1974 and, as an employer, is committed to providing a safe and healthy workplace for all its employees.
2. The Trust and CEO and all staff will, individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
  - Plant, equipment and systems of work, that are safe;
  - Safe arrangements for the use, handling, storage and transport of articles and substances;
  - Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health & safety at work;
  - A safe place of work and access to it;
  - A healthy working environment and adequate welfare facilities.
3. Although it is the duty of the Trust and CEO to ensure the health, safety and welfare of all persons, all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health & Safety Policy and are familiar with its contents.
4. External SLA provides competent technical advice on health and safety matters, where necessary to assist such employees in their task and comply with The Management of Health and Safety at Work Regulations 1999.
5. No safety policy is likely to be successful unless it actively involves work people themselves. Where consultative forums are already established, the constitutions of the relevant committees will be extended so as to include health and safety at work specifically within their terms of reference and enable representation. These terms of reference will be recorded and reviewed on an annual basis.
6. Staff will co-operate fully in the appointment of representatives by recognised trade unions and, where necessary, will provide them with sufficient facilities and training to carry out this task. Where health and safety is a more significant feature in the operation of a particular department, the CEO will establish departmental or academy safety committees, as appropriate.

**Signed:** \_\_\_\_\_  
**Paula Thompson, CEO**

**Signed:** \_\_\_\_\_  
**Chair of Trust,**

## **PART 2 - ORGANISATION & MANAGEMENT ARRANGEMENTS**

### **1. The Trust**

- Ensure that health and safety arrangements are adequately resourced and competent advice is available and accessed when required.
- Make themselves aware of this policy and ensure that copies are maintained and accessible in school and that a copy has been issued to all members of staff.
- At least annually, or more frequently when necessary, monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from the SLA External Company (Competent Person) where necessary.
- Ensure that the CEO and staff take steps to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by:
  - developing generic risk assessments;
  - taking account of reports from monitoring;
  - reviewing the application of this policy from time to time and at least annually.
- Ensure that health and safety functions of all staff are clearly described within job descriptions.
- Support the CEO by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by:
  - involving staff with risk assessment;
  - investigating accidents;
  - communicating via staff meetings, notice boards, circulation of minutes, liaison with union reps, safety inspections and appropriate training.
- Advise the HSE of and obtain advice on the control of any significant health and safety risks which exist and which the Directors cannot remedy due to insufficient finance.
- Ensure that all liability is covered by adequate insurance and details of insurance is displayed at each Trust property.
- Ensure Academy staff, pupils and parents are involved in decisions that affect their health and safety.

## **2. The Headteacher**

- Within their level of responsibility and with the resources available to them, have responsibility for the management of health and safety in school on a day-to-day basis.
- Ensure that a written copy of the Trust Health & Safety Policy is prepared for approval by the Trust and issued to each member of Academy staff.
- Have day-to-day responsibility on behalf of the Local Governing Body to ensure that this policy is understood, implemented and complied with at all times and at all levels.
- Take a direct interest in the policy and support the Local Governing Body with any monitoring and review.
- Arrange for any safety induction or subsequent training found to be necessary.
- Co-operate fully in the training of Safety Representatives and arrange consultation procedures as appropriate.
- Ensure, where reasonably practicable that only safe working practices are used, in order to provide maximum safety for all personnel under their charge.
- Liaise with the Safety Representative on the Local Governing Body, concerning health and safety matters and welfare at work.
- Maintain good housekeeping standards in their school at all times.

## **3. All Employees**

- Ensure, where reasonably practicable that only safe working practices are used by them and persons who are under their charge.
- Ensure that any health and safety problem, which cannot be resolved, is raised quickly with the Headteacher.
- Make themselves familiar with the Health and Safety Policy (including risk assessments) of the Academy including any safety rules and codes of practice that have been established.
- At all times, make full use of appropriate safety equipment and protective clothing and make full use of appropriate safety devices.
- Report any accidents, unsafe working practices or systems of work, which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment to the Headteacher.
- Take reasonable care of the safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work.

- Co-operate with the Academy's management so as to enable it to carry out its own responsibilities.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare by the Trust.

#### **4. Safety Representatives**

Where trade union representatives request to appoint a member of staff as a Union Safety Representative, the Academy will afford them this facility in accordance with the Safety Representative and Safety Committees Regulations 1977. Also, non-union representatives are entitled to be represented under the Health & Safety (Consultation with Employees) Regulations 1996.

The Headteacher will:

- Ensure that the management and employees of the School co-operate effectively in promoting and developing measures for health, safety and welfare at work, in consultation with appointed representatives and afford them sufficient paid leave of absence for the purpose of fulfilling their duties.
- Identify Union Safety Representatives on the HSE Health & Safety Law Poster, displayed in the school and below.

#### **Appointed Union Safety Representatives**

The unions /associations have not requested representation.

#### **5. Legal Framework**

The following is a brief guide to the legislation for the benefit of all staff at the Academy.

- Health and safety legislation is enforced by the Health & Safety Executive (HSE), in accordance with the requirements of the Health & Safety at Work Act etc. 1974 and other relevant legislation.
- Under this criminal law, the Trust is ultimately responsible for health and safety in the Academy. An independent company has provided the individual academies with a framework for health and safety management as part of the SLA and the academy should work within this to ensure compliance with health and safety. It includes the development and maintenance of policies, and the provision of guidance, on the management of foreseeable risks to health and safety in schools including those associated with building maintenance.
- As part of the SLA, the independent company will monitor standards of health and safety in schools, in particular ensuring adequate risk assessments are developed in accordance with generic guidance. The academy remains responsible for reporting accidents and ill health resulting from the work activity in schools as part of the SLA which the school have engaged in.

- The Headteacher will implement all policies and procedures described in this policy. The academy staff are required to co-operate with the LA's monitoring procedures, reporting any matters that may jeopardise their ability to comply with health and safety legislation.
- Section 7 of the HSW Act 1974 places a duty on all employees of the academy to take reasonable care to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or other persons.
- The Headteacher and academy staff are required to co-operate as far as is necessary so that the Local Governing Body and Trust can comply with any duties or requirements placed on them by any of the relevant statutory provisions.
- A person who does not co-operate may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction at a magistrates' court of a fine up to £20,000 for each breach of ss2-6 of the HSW Act, in Crown Court the fines are unlimited.

### **HM Inspectors of Health & Safety**

- Inspectors may enter school premises at any time, without notice, but in practice they would usually notify Children's Services Health & Safety Co-ordinator of a proposed visit to a school.
- Section 21 of the Act empowers a duly appointed Inspector under the Act to serve any person an Improvement Notice stating that he/she is contravening the Act of one or more of the statutory provisions and requiring the person to remedy the contravention within a specific time limit.
- Section 22 of the Act empowers an Inspector to issue a Prohibition Notice upon any person in control of activities, which constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced.
- Inspectors also have the power to issue notices under the Fee for Intervention Scheme to recover the costs of addressing compliance issues in school.
- The Headteacher will advise the CEO and Chair of the Local Governing Body immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.
- The CEO will advise the Diocesan Authority and Chair of Trust immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.
- Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must immediately inform the Headteacher and CEO, who will, immediately, inform the Chair of the Local Governing Body and Chair of the Trust.



### **PART 3 - PROCEDURAL ARRANGEMENTS**

1. The Management of Health & Safety in Benedict Biscop CE Academy
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## **1. The Management of Health & Safety in Benedict Biscop CE Academy**

The Headteacher and staff recognise that, like any work activity, health and safety has to be managed proactively in school. The ultimate aim is to reduce the incidence of work related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

Apart from the moral and legal duties, failure to do so, results in civil claims costs for accidents and ill health against the academy/ Trust. The majority of these costs are not met by insurance, but from academy funds, which reduces financial resources available to pupils within the school.

All staff are responsible for contributing to this proactive culture by applying the principles of this policy. Health and Safety is a standard item on regular staff meetings and this contributes to open discussion about issues in school. Liaison is achieved with the Governors by making minutes of meetings available. The Trust Business Manager and Site Development Officer are co-opted onto this committee where appropriate.

Advice on the technical aspects of health and safety and training is available from the external provider.

## **2. Risk Assessments**

The School has followed guidance and developed generic risk assessments so that they are specific to the academy. These are available in the Risk assessment file and are updated annually in September, so that all staff know how to ensure their health and safety and that of others. Any queries should be raised with the Headteacher.

## **3. Workplace Requirements**

For guidance on areas such as temperature, space, toilet facilities, lighting etc staff should consult the Site Development Officer.

## **4. Control & Management of Contractors & Reporting Repairs**

Where possible, contractors approved by the Diocese or Sunderland Council will be used to carry out maintenance and construction work in school on large scale projects. If a contractor is employed directly (not through the Diocese or Property Services) the Headteacher is responsible for liaising with the Contractor regarding on site risk assessment and it is accepted that this will be through the Site Development Officer.

Staff are responsible for reporting any outstanding repairs to the Site Development Officer and Headteacher. In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis.

## **5. Management of Asbestos in School**

There has been a full Asbestos survey carried out at the school and follow up surveys during. All identified asbestos has been removed from the academy. We are not aware of any further asbestos within the Academy.

## **6. Violence & Aggression: Reporting Procedures**

The academy is committed to reducing the incidence of verbal and physical abuse towards staff in schools. Consequently, the School has adopted the LA's definition of violence at work; "any incident where a member of staff is abused, threatened or assaulted in circumstances relating to their work". Staff must report these incidents using the approved Trust format. The Headteacher will discuss the incident and any follow up action and support required from the member of staff.

## **7. Accident Reporting**

All accidents to employees, visitors and pupils must be reported on the academy's Incident Report Form. The forms are held in by the Academy Office Manager. Those accidents which are "reportable" must also be dealt with immediately. Accidents to employees must also be recorded in the Incident Book.

## **8. First Aid Arrangements**

There are several first aiders in school. Lorraine Norton is responsible for the first aid resources. Copies of their certificates are displayed in school. Most first aid equipment is held in the medical room but all lunch time staff carry bum bags for essential first aid during the lunchtime period. Staff must observe the procedures in place.

## **9. Provision & Use of Work Equipment**

All work equipment must be suitable for the purpose for which it is intended and must not present a risk to the health and safety of the user or other people. Our risk assessment has shown that only work equipment, which presents a significant risk, is the use of ladders by the Site Development Officer who has received appropriate information, instruction and training in the use of ladders.

## **10. Display Screen Equipment**

All relevant staff are assessed for use of DSE. They have been given information about the risks associated with DSE use and understand how to control these risks.

## **11. Personal Protective Equipment**

The office manager will arrange for the School to purchase PPE for any employee, if it is determined necessary as a result of risk assessment, to ensure the health and safety of that person. It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance.

## **12. Manual Handling**

All manual handling tasks are eliminated or the risk to those involved reduced as far as is reasonably practicable by changing the work organisation (e.g. storage arrangements), use of mechanical aids etc. The Site Development Officer carries out the majority of manual handling and has received specific health and safety training in this respect. All staff have undertaken basic manual handling training.

## **13. Moving & Assisting People (*where appropriate*)**

The school has 0 children with special needs where moving and assisting people is necessary. Any staff who may have occasion to lift those children will be provided with appropriate outsourced training.

## **14. Fire Precautions**

Staff must ensure that fire escape routes and final exit doors are kept clear at all times.

Art work must not cover emergency signage or fire alarm call points.

Fire drills are carried out each term and a different exit is blocked on each occasion. All academy staff are advised to make time to familiarise evacuation routes and notices.

A quarterly inspection and maintenance of the fire alarm and emergency lighting system is carried in accordance with an SLA.

A record of risk assessment, tests and procedures is held in the school office.

#### **15. Control of Substances Hazardous to Health**

Only the Site Development Officer and Assistant Caretaker use chemicals and substances classified under the COSHH Regulations. The Site Development Officer and Assistant Caretaker have been provided with specific COSHH Risk Assessments and training so that they know how to control risks to their health and others.

#### **16. Electricity at Work**

The mains electrical system is tested every 5 years, through a contract secured by the school.

Portable electrical equipment is logged on an inventory and subject to annual examination and PAT test with each passed item being suitably certificated.

Staff or visitors must not bring electrical equipment from home for use at work unless it has been subject to satisfactory examination and test.

#### **17. Prevention & Control of Legionellosis**

As part of a Service Level Agreement, Sunderland Council's Property Services department carry out an annual risk assessment to determine what cleaning and disinfection is required to the water system in school. That treatment is carried out by an approved contractor. The copy certificate is held by the Site Development Officer.

#### **18. Boiler & Electrical Room Safety & Maintenance of Heating Plant**

As part of a Service Level Agreement, the Council's Property Services Section carry out an annual risk assessment to determine what servicing and maintenance is required to the heating plant. Copies of service records are held in by the Site Development Officer.

Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to pupils and staff. These areas are identified by safety signage and kept locked at all times.

#### **19. Playground Safety**

All staff are responsible for the safety of children in the playground. There is always supervision by several staff with a first aider on duty. No child may leave the premises to retrieve balls etc. Any person on the outer perimeter fence should be questioned by staff and anyone who has concerns must immediately report this to the Principal.

Children sometimes play too boisterously or roughly and this should be channelled into games or other activities. Children must be supervised on the climbing equipment at all times. A rota is in place for safe use and equality of access. The quality of the surface is regularly reviewed by the Service agreement, however, staff should report damage or tripping hazards immediately to the Site Development Officer or Headteacher.

## **20. Vehicle Movement on School Premises**

Only academy staff and visitors are allowed to park in the car park. Staff must park in allocated bays. Staff should be careful to observe lorries or delivery vans at all times. If staff notice any vehicle causing obstruction – particularly on the paths, they must report this immediately to the Site Development Officer.

## **21. Outdoor Education Guidelines & School Trips**

The Educational Visit's Co-ordinator and staff at Derwent Hill Centre have prepared a comprehensive set of guidelines. The school has an appointed Educational Visit Co-ordinator, who will have

School trips must be authorised by the Headteacher and are subject to formal risk assessment, parental consent and insurance arrangements.

The school administration team will make transport arrangements with an approved coach company. Details and information must be discussed with the Headteacher, so that appropriate risk assessment can be made and authorisation given for the visit.

## **22. Arrangements for New Staff**

All new staff are issued with and given a brief introduction to this policy by the Headteacher. Any queries should be directed in the first instance to the Principal.

## **23. Further Technical Information & Advice**

If technical advice is required then any member of staff can contact:  
The company who have the SLA contract.