

ENGLISH MARTYRS' CATHOLIC VOLUNTARY ACADEMY

Health and Safety Policy

Date Adopted by Governing Body	
Date of last review	
Date for next review	
Signed by Chair of Governors	

The Governors of English Martyrs' Catholic Voluntary Academy recognise their corporate responsibility as employers for providing a safe and healthy environment for teaching staff, non-teaching staff, pupils and other persons who come onto the premises or who may be affected by the operations of the Academy. This health and safety policy document sets out the safety arrangements and procedures for achieving a standard that meets current legislation and the needs of the academy and should be read in conjunction with the Governors Guide to the Law.

Governors will be responsible for ensuring, so far as is reasonably practicable, that sufficient resources are made available in order to carry out remedial work and to protect employees and other persons who use or visit the establishment. Governors should be aware of their responsibilities for maintaining the premises as detailed in the local requirements. The Governors and an NUT representative will carry out an annual/bi annual inspection of the academy and report to the Head Teacher any health and safety issues, jointly agreeing a plan of action.

In order to successfully implement the policy day to day management responsibilities for health and safety are delegated to the Head Teacher who in turn may assign specific tasks to other individuals. In the absence of the Head Teacher, the Deputy will take responsibility for day to day health and safety issues.

The aims of the Safety Policy are, so far as is reasonably practicable to:

- a) Provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- b) Provide and maintain accommodation, equipment and systems of work that are without risk to health.
- c) Provide training and instruction to enable employees to perform their work safely and efficiently.
- d) Make available safety equipment and protective clothing as necessary for the job task.

In order to achieve the policy objectives employees have a duty to co-operate by adhering to the procedures and observing any supplementary rules.

It is in everyone's interest to help maintain the good health and safety record that exists at the academy.

RESPONSIBILITIES

RESPONSIBILITIES OF THE HEAD TEACHER

The Head Teacher is responsible for implementing and monitoring this policy and must ensure that health and safety considerations are always given priority in planning and day to day supervision of work activities.

The duties of the Head Teacher include:-

- Inspecting and checking work areas for which they are responsible ensuring that safety standards are being maintained.
- Monitoring compliance with safety rules and safe systems of work.
- Developing and enforcing any additional safety rules or guidance in order to reduce risk.
- Informing staff of safety rules and their legal duties, and identifying any training needs.
- Record any potential hazards, accidents or near miss situations.
- Assess workplace risks, where necessary reducing them to an acceptable level and reporting significant findings to Governors with details of action taken.

SPECIAL RESPONSIBILITIES OF TEACHERS/SUPERVISORY STAFF

The safety of pupils in the classroom, and during all other school activities is the responsibility of the class teacher or person in charge of the group.

Such persons are expected to:

- Exercise effective supervision of pupils
- Ensure that they have addressed any potential emergencies, where necessary familiarising pupils of the procedures.
- Give clear instructions and warnings as often as may be necessary.
- Set an example by using safe working methods and abiding by any safety rules.
- Ensure that where personal protection is required for themselves or for pupils, that it is worn, kept in good condition and replaced as necessary.
- Make recommendations for additions or improvements where problems or risks are identified.

RESPONSIBILITIES OF EMPLOYEES

Employees have a duty to:-

- Work safely and efficiently and in accordance with any training given.
- Use equipment and items of personal protection so that they can carry out work safely and meet statutory obligations.
- Report incidents or hazards that may lead to injury or damage to the Head Teacher.
- Observe the safety rules and comply with legislation.
- Not misuse equipment or endanger themselves or other by their actions.
- Safely store or remove immediately after use any item which, though necessary for a task could cause damage or injury to others if used without appropriate supervision.
- Report all accidents and damage in their work area to the Head Teacher at the time of the occurrence whether a person has been injured or not.

SAFETY ARRANGEMENTS

FIRE PROCEDURES

Procedures for evacuating the premises are displayed in every room throughout the academy. These are also displayed around the building. All staff must familiarise themselves with details of escape routes and assembly areas. The fire Risk Assessment is carried out annually by the Risk assessment Leader.

The Head Teacher is responsible for monitoring fire related matters carried out by the caretaker which includes:-

- Organising at least one fire drill each term
- Reviewing fire procedures as necessary
- Checking that fire notices are displayed in prominent positions throughout the building
- Organising weekly checks of fire alarms and exits ensuring that they open easily and are free of obstruction on either side.
- Organising the checking of smoke detectors and emergency lighting at least monthly.
- Ensuring that newly appointed staff and students receive induction training in emergency procedures.
- Identifying and arranging any additional training requirements. Arranging for annual testing of systems and maintenance of fire fighting appliances.
- Maintaining records of all tests, inspection checks and evacuations carried out.
- Co-ordinate fire arrangements with contractors on site.

ACCIDENT REPORTING

All accidents and work related illness to both to employees and pupils must be reported to the Head Teacher. Employees must ensure that details of accidents are recorded on a Report of an injury or dangerous occurrence (DCC ref SHW/AR1) form held by the Head Teacher. Major injury accidents and over 3 day absences will be made known to the Head Teacher who is responsible for informing the HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Pupil accidents which require hospital treatment also need to be recorded in this manner. All other pupil accidents are recorded in the class accident folder.

FIRST AID

All staff are trained in first aid and are responsible for administering first aid to children in their care and recording accidents and treatment given. A nominated first aider is responsible for maintaining supplies. Class teachers are also responsible for carrying out weekly checks on the contents of first aid boxes and for replenishing stock.

When pupils are taken on visits and trips staff should take travelling first aid kits.

COSHH

The Control of Substances Hazardous to Health Regulations can affect every employee. Hazardous substances should only be purchased and used if there is no safer alternative. These items should always be under the direct control of the teacher and stored in a place which is not accessible to pupils. Where protective clothing is provided it is the responsibility of employees to look after items and to report any defects. Requests for any data sheets relating to items ordered should accompany relevant orders and where provided the information should be passed on to relevant staff and the original sheets retained by the caretaker.

PORTABLE ELECTRICAL APPLIANCES

The Head Teacher will arrange for formal testing of all portable electrical equipment including leads and plugs on an annual basis and ensure that records are maintained. This is carried out under the PFI agreement on an annual basis.

Staff are responsible for carrying out visual checks before using any equipment, for reporting defective items and for ensuring that they are taken out of use until repaired or disposed of.

PLAYGROUND AND PLAY EQUIPMENT INSPECTIONS

Site Staff and teaching staff will inform the Head Teacher of any hazards or problems which occur to play equipment and play surfaces. Playground supervisors will ensure that the number of users is restricted to avoid overcrowding.

HAZARD REPORTING

The caretaker is responsible for carrying out checks in the following areas:- waste disposal; playing fields; academy grounds; boiler house. Any faults or hazards which he/she is not deemed competent to rectify should be reported to the Head Teacher. The caretaker will also inspect annually all ladders used in the academy and record findings. In addition, all employees have a duty to report any hazard or potential risk to the Head Teacher who will arrange repair and where necessary take temporary safety measures.

DISPOSAL OF WASTE

All persons must ensure that materials, substances or items are disposed of in a safe manner and in accordance with legislation relating to health and safety, the environment and pollution.

TRAINING

The Head Teacher is responsible for measuring the safety performance of staff and for identifying any training needs. School governors will offer support by providing training opportunities for staff at all levels and for allocating finance as necessary. The Head Teacher will ensure that training is extended where necessary to volunteer workers, that new staff undergo health and safety induction and that up to date records of training are maintained.

CONTRACTORS

Where services such as catering and playing field maintenance are contracted out, the Contractor is responsible for setting, monitoring and enforcing their own health and safety standards and for ensuring that work practices do not put other people at risk. The Head Teacher should liaise with Contractors in order to assess risks associated with the proposed work and to ensure that their supervisory staff set up systems for reporting health and safety matters.

RISK ASSESSMENT

The Head Teacher will ensure that all risk assessments recommended by DCC are completed and recommendations followed by staff.

The Head Teacher will undertake training provided by DCC.

SMOKING

The academy has a NO SMOKING policy which all staff and visitors are required to comply with at all times.

NATIONAL CURRICULUM

The academy follows Health and Safety advice as published in National Curriculum subject documents

ASBESTOS

A full asbestos check was carried out in the academy in January 2009, authorised by DCC.

WORK EXPERIENCE

The academy welcomes and supports students on work placement. Any placements are arranged in writing following contact by the Work Experience co-ordinator at the relevant placement base. It is the responsibility of that co-ordinator to request relevant information from the academy and to only send students on placement if satisfied with the information which they have received.

The academy will make available information to students on placement either verbally or in writing according to the status and length of placement.

SAFETY ADVICE AND ASSISTANCE

The Head Teacher will bring to the attention of staff any publications or relevant information in respect of health and safety activities undertaken at the academy. Copies of such documents will be retained by the Head Teacher and can be accessed by staff.

It is in everyone's interest to foster a safe and healthy working environment and with the support of all concerned, the highest possible standards can be achieved and maintained.

SITE SECURITY

The Head Teacher and Governors take advice from CPA regarding site security. All gates allowing access to the academy playground are locked during the academy day. All visitors must report to the academy office where their credentials are checked and they must sign in.

INTRUDERS

It is the responsibility of all staff to request information from anyone in the building who is not accompanied by a member of staff, whose visit has not been previously indicated by a member of staff or who is not wearing a recognised identity badge from a regular supplier of services provided to the academy.

Where intruders are present outside the building supervising staff should, if in doubt bring children back into the building and inform senior staff in order to resolve the problem, lock-down procedures maybe initiated at this point. Police will be called where there is concern.

CRITICAL INCIDENT PLAN

Further information relating to emergencies can be found in the Critical Incident Plan.