

ORCHARD ACADEMY TRUST



Health and Safety Policy

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Policy Lead:	Trust Business Manager

Table of Contents

.....	1
Section A – INTRODUCTION.....	2
Section B – ORGANISATION.....	3
Section C – ARRANGEMENTS.....	6
Section D – CONTACTS.....	9

Section A – INTRODUCTION

A1 – Explanatory Notes

1. This policy shows how Orchard Academy Trust’s schools manage health and safety.
2. Trustees / Governors will ensure that all staff are aware of the policy and what the policy means for them.
3. The policy will be reviewed annually.
4. The policy is a management tool and will be provided to inspectors and auditors where applicable.

A2 – The Law Regarding Health and Safety Policies:

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be brought to the attention of the employees, and shown to an HSE Inspector or other inspectors and auditor if requested.

A robust safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

The allocation of responsibilities and the writing down of particular arrangements to implement the policy encourages a coherent approach to the management of health and safety.

This policy is based on a model provided for schools by Kent County Council on the website www.kelsi.org.uk. It is supported by additional guidance and supporting documents also available on the Kelsi website. In revising the school’s health and safety policy, updates to the model, associated guidance and suggested detail can be presented to staff for consultation, to add specific content. After any appropriate re-drafting, this can then be presented for approval to the schools management team before final adoption by the governing body. Therefore, writing the policy in consultation with all staff clarifies the arrangements made and helps give them ownership.

This process also provides for information to be shared later with others such as visitors and contractors.

The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.

HEALTH AND SAFETY POLICY STATEMENT

of

Orchard Academy Trust's Schools

A3: Statement of Intent:

The Headteacher and Trustees and Governors are committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on schools premises, or engaged in off-site activities (e.g. schools trips, sports events etc.).
- ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe plant and safe systems of work without risks to health.
- ensure safe use, handling, storage and transport of articles.
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

Section B – ORGANISATION

B1: Employer Responsibilities

Orchard Academy Trust, as the employer has a statutory duty in respect of health and safety in its schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Headteacher in each school, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Headteacher and Trustees / Governors will ensure the overall implementation of the policy.

B2: Headteacher Responsibilities

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in their job description and that it is properly received and understood;
- To include health and safety issues in the schools development plan, if necessary;
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To liaise as relevant with property and infrastructure support and/or building maintenance consultants and/or with contractors to resolve property maintenance issues;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the governing body on a regular basis;
- To monitor and review all health and safety policies and procedures.

- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.

NB: Tasks can be delegated to other staff members but the responsibility remains with the Headteacher.

B3 –Trust’s Responsibilities

- Responsibility for the health and safety of pupils lies with Orchard Academy Trust, either as the employer of schools staff or because it controls schools premises (or both).
- The Trust Board will promote a strategic overview for health and safety.
- The Trust Board will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- The Trust Board will comply with any directions given by the Department for Education concerning the health and safety of persons in schools, or on schools activities elsewhere.
- The Trust Board will make adequate provision for maintenance of the schools premises and equipment within the school’s budget.
- The Trust Board will support and monitor health and safety within the schools.
- The Trust Board will review and monitor the effectiveness of this policy.
- The Trust Board appoints a monitoring pair to coordinate health and safety from a strategic point of view.

B4 – Staff Responsibilities

- To read and fully co-operate with this policy.
- Must take reasonable care of their own health and safety and that of others who may be affected by their actions .
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Have a duty to report all health and safety concerns to the headteacher or their line manager.

B5: Site team responsibilities

The Caretakers hold responsibility for the day to day maintenance and other buildings / grounds issues in each of the schools.

They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in schools to the senior management team immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm.
- Ensure all contractors are ‘inducted’ and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects.

They will ensure that property matters for which the trust as the employer has statutory

responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The Trust Finance, Operations & Estates is responsible for liaising with building consultants and/or with contractors to resolve property maintenance issues.

B6: Safety Representatives

Safety representatives of a recognised Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees.
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them.
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace.
- Present the findings of investigations to the Headteacher.
- Inspect the workplace.
- With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

Alternative Consultation Arrangements:

Name of Employee Representative:	Mrs J Cashion
Contact details:	01622 757350 hr@allington.kent.sch.uk

B7 – Consultation with Employees

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and Safety is a standing item on all staff meeting agendas.

B8 – Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster can be found in the staff room and in the main foyer.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headteacher or other delegated key members of staff.
- The Headteacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B9 – Competency for Health and Safety Tasks and Training

- Induction training will be ensured for all members of staff by the Headteacher.
- Training will be identified, arranged and monitored by the Headteacher and the trust board.
- Staff are also responsible for drawing to the attention of the Headteacher their own personal training needs.

- Training records will be easily accessible for audit purposes and will be kept up to date.

B10 - Monitoring

- The Headteacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the schools building and grounds three times a year.
- The Headteacher is responsible for investigating accidents and the accountability lies with the Headteacher.
- The Headteacher is responsible for investigating work-related causes of sickness and absences and the accountability lies with the Headteacher.
- The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.
- The trust board will monitor the above actions.

Section C – ARRANGEMENTS

C1: Schools Activities

- The Headteacher will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the governing body / trust board and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Headteacher or their delegated responsible person.
- The Headteacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to the schools office, where appropriate arrangements for the signing in and out and identity badges will be provided, noting registration numbers as appropriate.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures including evacuation points.

C3: Fire and Emergency Procedures

- The Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually and kept up to date.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Instructions to employees are posted at strategic points around the building.
- Employees are taken through the Emergency Procedure as part of their Induction and updates to the procedure are emailed to staff when necessary.
- Emergency evacuation will be practiced at least three times a year and a record will be kept with the Caretaker and recorded on Smartlog.
- Regular testing of fire alarms will occur every week by the Caretaker /Assistant Caretaker. A record will be kept with the Site Manger.
- The fire log book will be kept in the schools office

C4 Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire.

C5: Maintenance of Fire Precautions

The Headteacher will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

C6: Bomb Alerts/Intruders

Bomb alerts / suspect packages / intruders will be dealt with in accordance with the schools's emergency planning arrangements.

- The Headteacher is responsible for ensuring the correct procedures are undertaken and implemented.
- Guidance on bombs / suspicious devices or packages /intruders will be circulated to staff annually.

C7: First Aid Arrangements

- The Headteacher will ensure that there are an appropriate number of designated and trained first aiders in the schools. Details of first aiders are kept in the main office and recorded on Smartlog.
- The Headteacher will ensure that there are an appropriate number of first aid boxes, with instructions. First Aid equipment can be found at the Office and in classrooms.
- A First Aid risk assessment will be carried out by the Headteacher to determine the above factors.
- The schools will follow the procedure for completion of incident / accident records HS157, HS160, F2508.
- The schools will record significant injuries via an accident form for staff.
- All reportable incidents under RIDDOR 2013, will be reported to the HSE by schools. Advice should be sought if any doubt whether an incident is reportable
- Parents will be invited to complete the consent form for medical treatment in accordance with schools policy and DFE guidance.

C8: Information Technology

- The Headteacher will ensure that suitable arrangements are in place for the use of information Technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
- The KCC guidance on interactive whiteboards will be followed.

C9: Legal Requirements for Premises

- The schools will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The schools will comply with the arrangements of the Education (Schools Premises) Regulations 1999 with regard to schools facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

C10: Safe Handling and Use of Substances

- The Caretaker is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Caretaker or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Caretaker will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Caretaker will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C11: Inspection of Premises, Plant and Equipment

- The Headteacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme.
- All identified maintenance will be implemented and overseen by the Caretaker.
- Routine checks may be undertaken by a combination of Class teachers, Governors, caretaking staff and the Headteacher using the checklists.
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment in particular in and around intake cupboards.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.

C12: Asbestos Management

The schools will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The Headteacher will ensure that the KCC asbestos Management Policy is followed. An asbestos docubox will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The Headteacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

C13: Legionella Management

The schools will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Such assessments will identify if there are areas where conditions exist which could support legionella bacteria growth and pose a risk to building occupants, the survey will also list any works required; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the schools will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

C14: List of Risk Assessments, Policies and Procedures to complement this Policy

- Asbestos management
- Control of chemicals hazardous to health (COSHH)
- Electricity at work including portable appliance testing
- Emergency Planning
- Fire – including responsibilities of the fire wardens
- First Aid Policy
- Infection control - see website for further information
- Legionella Policy
- Lock down procedures
- Managing contractors guide
- Manual handling
- Pedestrian and people movement
- Playground supervision timetables
- Schools events - Risk Assessments
- Slips, trips and falls guidance
- Stress Management
- Violence and aggression
- Working at height information

Section D – CONTACTS

D1: Useful contacts

Kent County Council Health and Safety Unit

Email: healthandsafety@kent.gov.uk

Health and Safety Advice Line: Tel: 03000 418456

Location: Room 1.04 Sessions House, Maidstone, ME14 1XQ

Staff Care Services

Occupational Health, Mediation Services, and Support Line. Tel: 03000

411411 Email: occupational.health@kent.gov.uk

Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

Health and Safety Executive

Location: International House, Dover Place, Ashford, TN24 1HU

Kent Fire & Rescue Service

The Godlands

Straw Mill Hill

Tovil

Maidstone

ME15 6XB

Tel: 01622 692 121

RIDDOR Incident Contact Centre

Website: www.riddor.gov.uk.

Tel: 0845 345 0055 (For reporting fatal/ specified, and major incidents only)

Online reporting: <https://www.hse.gov.uk/riddor/report.htm>

Employment Medical Advisory Service (EMAS)

The Executive's Employment Medical Advisory Service (EMAS).

Tel: 02089 958503

Location: PO Box 3087, London W4 4ZP

Association for Physical Education.

Tel: 01905 855584, Email: enquiries@afpe.org.uk Website:

<http://www.afpe.org.uk/>

Location: 117 Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

Sustainability & Climate Change Team

Deborah Kapaj – Sustainable Estates Programme Manager

Tel: 03000 410237

Location: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX

Outdoor Education Unit

Tel: 03000 410901

Email: Outdooreducation@theeducationpeople.org

Location: The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

Insurance & Risk Management

Lee Manser – Insurance Manager

Tel: 03000 416428

Email: lee.manser@kent.gov.uk

Location: Room 2.53, Sessions House, Maidstone, Kent, ME14 1XQ