



# St Anne's Academy

## Health & Safety Policy

<b>Reviewed and approved by</b>	<b>Endorsed by (if appropriate)</b>	<b>Date of next review</b>
Assets Committee on 4 June 2013	Governing Body 25 June 2013	Summer 2017

## **Health & Safety Policy**

### **Introduction**

The mission and philosophy of the Academy is:

- To be an inspirational community for life long learning, underpinned by Christian faith, values, principles and ethos
- To be an inclusive centre of learning
- To recognise the unique value and individuality of every person and to provide personalised learning routes, coaching and support for everyone
- To model high expectations
- To assist and support the regeneration and transformation of the local community.

This policy, and its associated procedures and protocols, is based on these key principles.

All references in this document to the Local Authority/School means the Governing Body of St Anne's Academy

## **1. Introduction**

- 1.1 The Academy recognises and accepts that every one of its employees, students and visitors is entitled to a safe and healthy environment.
- 1.2 The Governing Body and Academy employees will work together to establish health and safety objectives and to ensure that each is aware of their own responsibilities, with the aim of running the Academy without risk to health and safety.

## **2. Purpose and Objectives**

- 2.1 The Governing Body of the Academy will take all appropriate steps to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.
- 2.2 The overall high quality of the environment will be evidence of a strong ethos of care and safety which will permeate the Academy community and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.
- 2.3 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The Academy's Health and Safety Policy can only be successfully implemented with the full cooperation of everyone concerned.

## **3. Responsibilities of the Governing Body**

- 3.1 In discharging its responsibilities, the Governing Body will:
  - Make itself familiar with the requirements of the appropriate legislation and codes of practice.
  - Create and monitor a management structure for Health and Safety.
  - Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy, and, that it is implemented.
  - Periodically assess the effectiveness of the policy and ensure that any necessary changes are made.
  - Identify and evaluate risks relating to possible accidents and incidents connected with Academy activities, including work experience.



3.2 In particular, the Governing Body undertakes to provide as far as is reasonably practicable:

- A safe place for all users of the site to work, including safe means of entry and exit.
- Plant, equipment and systems of work that are safe.
- Safe arrangements for the handling, storage and transportation of articles and substances.
- Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance.
- Supervision, training and instruction so that all staff and students can perform their Academy related activities in a healthy and safe manner.
- Safety and protective equipment and clothing, with associated guidance, instruction and supervision.

#### **4. Responsibilities of the Principal**

4.1 The Principal has the overall responsibility for the development and implementation of safe working practices and conditions for all staff, students and visitors. The Principal will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

#### **5. Responsibilities of the Vice Principal Operations**

5.1 The Principal will designate the Vice Principal Operations to be responsible for the day to day implementation of the Health and Safety Policy and contact with the Health & Safety Executive.

5.2 Other key tasks include:

- Formulating and implementing a procedure for the management of fire safety and evacuation procedures.
- Formulating and implementing a procedure for the management of emergency / critical incidents.
- Formulating and implementing a procedure for the management of extreme weather conditions.
- Overseeing the completion of arrangements and risk assessments for all Academy off site visits, including work experience.
- Liaising with other agencies as appropriate over health and safety issues.
- Organising a bi-annual inspection / audit in consultation with Governors and safety service provider.

- Keeping up to date with relevant safety legislation, regulations and guidance, and ensuring that this information is shared with colleagues and complied with.
- Ensuring the safe working of the Site, Catering and ICT teams, through liaison with the appropriate team managers.
- Ensuring the Academy adopts and follows safety procedures for building, engineering and grounds improvements projects.
- Ensuring effective, current medical, accident and first aid policies and procedures are in place for the Academy.
- Ensuring that training related to health and safety is provided for all staff and students.
- Ensuring that appropriate health and safety guidance and documentation is completed for community use of the site.
- Arranging for community users and visitors to be registered and aware of emergency procedures.

## **6. The Responsibilities of the Director of Finance**

6.1 The Principal will delegate the following responsibilities to the Director of Finance:

- Arranging for all necessary insurance forms and premiums to be in place.
- The maintenance of an accurate inventory of all equipment and resources.
- Ensuring liaison with contractors regarding health & safety requirements: relevant documentation and practices.
- Ensuring that arrangements for annual electrical testing are in place across the Academy.
- Formulating and implementing a policy for the management of Academy vehicles.

## **7. The Responsibilities of the Site Manager**

7.1 The Vice Principal Operations will delegate the following responsibilities to the Site Manager:

- Ensuring daily and weekly checks of the site and its perimeters. Prioritising and processing associated maintenance issues and documentation.
- Carrying out weekly fire tests, checking fire extinguishers weekly and maintaining the fire log.
- Ensuring the Site Team is fully briefed on health and safety issues.

- Complete risk assessments as appropriate.
- Monitoring health and safety issues associated with contractors on site.
- Alerting the Vice Principal Operations to issues connected with lone workers.
- Ensuring the safety of all water at the Academy.
- Ensuring that checks on lighting are carried out as per the approved schedule.
- Ensuring that all equipment, machinery and apparatus under his control is in good condition and can be used safely.
- Ensuring that all hazardous substances are correctly used, handled, stored, transported and disposed of safely in accordance with COSHH Regulations 2002.
- Ensuring that proper safety precautions are observed in the boiler house.
- Ensuring that where protective clothing and equipment are required, that these are properly utilised, maintained and renewed in accordance with the Personal Protective Equipment (PPE) Regulations.
- Notifying the Vice Principal Operations or other designated person of any defects or occurrences in or on the premises that might constitute a health and safety hazard.
- Accompanying the Governing Body and / or health and safety representatives on health and safety inspections.
- Working in accordance with policy, advice or guidance issued by the Health and Safety Executive.

## **8. The responsibilities of the Chef Manager**

8.1 The Vice Principal Operations will delegate the following responsibilities to the Chef Manager:

- Ensuring that staff involved in food production and distribution are up to date with relevant safety legislation, regulations and guidance, and that appropriate training is provided.
- Maintaining an accurate inventory of all kitchen equipment and resources.
- Overseeing completion of risk assessments and ensure that they are auctioned.
- Ensuring that all hazardous equipment is appropriately tested, marked and maintained.
- Ensuring that Academy meals are prepared, cooked and served in safe conditions.
- Ensuring the correct hygiene and foods safety requirements are observed.
- Reporting faults or defects in equipment or the fabric of the building to relevant personnel.

- Ensuring that where protective clothing and equipment are required, that these are properly utilised, maintained and renewed in accordance with the Personal Protective Equipment (PPE) Regulations.
- Accompanying the Governing Body and / or health and safety representatives on health and safety inspections of the kitchen area.

## **9. The responsibilities of the Network Manager**

9.1 The Principal will delegate the following responsibilities to the Assistant Principal ICT in liaison with the service provider:

- Ensuring that the Academy is compliant with all aspects of Esafety for students, staff and visitors.
- Facilitating the appropriate training for safe electronic working practices.
- Organising the regular maintenance of computers, printers and equipment.

## **10. The responsibilities of all staff with leadership and / or management roles including Course Directors, Subject Leaders, TLR post holders, educational and administrative support staff:**

10.1 The Principal and Vice Principal Operations will delegate the following responsibilities to all staff with leadership and / or management roles:

- Familiarity with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.
- Implementation and operation of the Academy's Health and Safety Policy within their relevant departments and areas of responsibility.
- Ensuring that all equipment, machinery and apparatus in their area is in good condition and can be used safely.
- Ensuring that all hazardous substances in their area are correctly used, handled, stored, transported and disposed of safely in accordance with COSHH Regulations 2002.
- Reporting faults or defects in equipment or the fabric of the building in their area to relevant personnel.
- Ensuring that where protective clothing and equipment are required, that these are properly utilised, maintained and renewed in accordance with the Personal Protective Equipment (PPE) Regulations.
- Ensuring the health and safety and compliance with the requirements of this, of all staff, students and any other persons whilst under their management.

## **11. The responsibilities of Individual Employees (all staff)**

11.1 The Principal and Vice Principal Operations will delegate the following responsibilities to all staff:

- Familiarity with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.
- Following designated procedures and safe working methods once they have been explained and understood.
- Ensuring that staff, students, visitors and contractors are applying health and safety regulations, rules, routines and procedures effectively.
- Ensuring that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment.
- Reporting faults or defects in equipment or the fabric of the building to relevant personnel.
- Using the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied.
- Ensuring that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- Reporting any defects in the premises, plant, equipment and facilities that they observe to Vice Principal Operations.
- Taking an active interest in promoting health and safety and suggest ways of reducing risks
- Attending safety training courses provided by the Academy, Service Provider for Health and Safety and other agencies.
- Co-operating with others in the Academy, Service Provider for Health and Safety and other agencies to comply with Health and Safety legislation.
- Reporting accidents and incidents to the Principal or Vice Principal Operations.
- Seeking advice from their line manager if they are unsure about any health or safety matter.

## **12. Health and Safety Committee**

12.1 The Academy has a Health and Safety Committee which monitors health and safety issues within the Academy. This will convene once per term. The Committee will report to the Governing Body.

### 13. Health and Safety Related Policies and Procedures

Detailed below is a list of Academy documents related to Health and Safety. These are held in the Staff Shared Area of St Anne's Academy Intranet in the Policies and Procedures folder.

POLICY
Academy Vehicle Policy
Accidents / Injuries Procedures
Behaviour Policy
Child Protection Policy
COSHH
Educational Visit Procedures Documentation
Emergency Planning + Emergency Response Team Documentation
E Safety Policy + Acceptable Use Procedures
Extreme Weather Conditions Procedures [ Snow Plan]
Fire and Emergency Evacuation Policy
First Aid and Medical Procedures
General Maintenance Contracts / M M T
Occupational Health Procedures
Risk Assessments
Safe Working Procedures
Safety Representatives
Security and Visitors to Site Procedures
Sickness absence
Stress Policy