

BARNSLEY ACADEMY

HEALTH AND SAFETY POLICY



Barnsley Academy
The best in everyone

1. GENERAL

- 1.1 Barnsley Academy recognises and accepts that everyone of its employees, students and visitors to the Academy is entitled to a safe and healthy environment in which to work.
- 1.2 It is the wish of both Governors and the Management of Barnsley Academy that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.
- 1.3 The overall high quality of the environment will be evidence of a strong ethos of housekeeping, 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.
- 1.4 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
- 1.5 Barnsley Academy's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned
- 1.6 The policy will be reviewed periodically so as to ensure so far as is reasonably practical that all legislative changes which may affect activities have been incorporated and are being observed throughout the establishment.

2. ORGANISATION:

2.1 Duties of the Local Governing Body (LGB)

- 2.1.1. In discharge of its duties the LGB, in consultation with the Principal will:
 - 2.1.1.1. Make itself familiar with requirements of the appropriate legislation and codes of practice.

- 2.1.1.2. Create and monitor a management structure for Health and Safety.
- 2.1.1.3. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school, and, that it is implemented.
- 2.1.1.4 Periodically assess the effectiveness of the policy and ensure that any necessary changes are made.
- 2.1.1.5 Identify and evaluate risks relating to possible accidents and incidents connected with school-sponsored activities (including work experience).
- 2.1.2 In particular the LGB undertakes to provide as far as is reasonably practicable:
 - 2.1.2.1 A safe place for all users of the site to work, including safe means of entry and exit.
 - 2.1.2.2. Plant, equipment and systems of work that are safe.
 - 2.1.2.3. Safe arrangements for the handling, storage and transportation of articles and substances.
 - 2.1.2.4. Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance.
 - 2.1.2.5. Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner.
 - 2.1.2.6. If necessary issue/provide safety and protective equipment and clothing, with any necessary guidance, instruction and supervision.

2.2 Duties of the Principal

- 2.2.1 As well as the general duties that all members of staff have, the Principal has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- 2.2.2 The Principal will take all reasonably practicable steps to ensure the Health and Safety policy is implemented through the heads of the appropriate departments and other as appropriate.

- 2.2.3 The Principal will arrange for a member of the School Management Team (currently the Site Manager) to be responsible for the day to day implementation of the Health and Safety Policy and for this person to be the designated contact with the Local Authority Health and Safety Officer and when necessary the HSE.

2.3 Duties of Supervisory Staff

- 2.3.1 All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.
- 2.3.2 In addition to the general duties that all members of staff have, they will be directly responsible to the Principal or member of staff nominated by the Principal to have overall day-to-day responsibility for the implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility.
- 2.3.3 Responsibility for aspects of Health and Safety are written into the Job Descriptions for Curriculum Team Leaders and the Site Manager.
- 2.3.4 Supervisory staff will take a direct interest in the school's Health and Safety Policy and in ensuring that other members of staff, students and others to comply with its requirements.

2.4 Duties of all members of staff

- 2.4.1. All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.
- 2.4.2. In particular members of staff will:
- 2.4.3. Be familiar with the Health and Safety Policy and all safety requirements laid down by the LGB.
- 2.4.4. Ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively.
- 2.4.5. See 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.
- 2.4.6. Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied

- 2.4.7 Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled
- 2.4.8. Report any defects in the premises, plant, equipment and facilities that they observe to the designated Health and Safety Officer
- 2.4.9. Take an active interest in promoting Health and Safety and suggest ways of reducing risks

2.5 Health and Safety Committee

The Academy's Health and Safety Committee will monitor Health and Safety issues within the school and comprise of representatives of the staff, major teaching and non-teaching unions, the Site Manager, Health and Safety Technician, Governors representative and be chaired by a designated member of the Management Team. It will report to the Governors.

3. ARRANGEMENTS

3.1 Fire Safety

- 3.1.1 .Appropriate procedures for ensuring safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.
- 3.1.2 The evacuation procedures are prominently displayed in all teaching rooms, offices and curriculum areas.
- 3.1.3 All staff and students must be fully conversant with the procedures for evacuation of the premises in case of fire/bomb threat.
- 3.1.4 Evacuation procedures will be tested each school term.
- 3.1.5. The evacuation and safety of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 3.1.6. All fire fighting equipment will be checked annually by an approved contractor and records maintained.
- 3.1.7. Fire alarm will be tested weekly from different points when site is not in use and records maintained.
- 3.1.8. All emergency lighting will be tested six-monthly and records maintained

3.2 Accidents

- 3.2.1 All accidents to staff, students and visitors must be reported to the school office and the appropriate form completed. The completed form is to be

handed to the Health and Safety Officer, or his/her representative, who will be responsible for liaison with the Local Authority Health and Safety Officer, as appropriate.

- 3.2.2 .All staff must be familiar with the procedures for dealing with an accident as detailed in the Staff Hand folder.

3.3 First Aid

- 3.3.1 The arrangements for first aid provision will be adequate to cope with all feasible incidents.
- 3.3.2. The number of certified first aiders will not, at any time, be less than the number required by law.
- 3.3.3. Supplies of first aid material will be held at various locations throughout the school.

Sites to be decided

- 3.3.4. Supplies of first aid materials will be checked on a regular basis by a qualified first aider.

3.4 Equipment

- 3.4.1 Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.
- 3.4.2 The following equipment must be checked annually by approved inspectors or trained Health and Safety technician (where appropriate)
- Fume cupboards
 - All electrical appliances
 - Workshop equipment, e.g. lathes, kilns
 - Fixed gymnasium equipment
- 3.4.3 When new equipment is purchased, it is the responsibility of the Team Leader, with the assistance of the Health and Safety Technician as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.
- 3.4.4 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. Team Leaders should consider storage life when ordering new supplies. Reference must be made to

COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Dept.

3.5 Housekeeping

- 3.5.1 The Site Manager will monitor the cleaning standards of the Contract Cleaners. The standard required is laid down in the specifications. Special consideration will be given to hygiene areas.
- 3.5.2 The Site Manager will monitor the efficiency of the waste collection service.
- 3.5.3. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.,) clinical waste and normal refuse.

3.6 Visits

- 3.6.1 Trips must be organised in accordance with Academy Policy.
- 3.6.2 Where school trips and visits are made to locations away from easy telephone communication, the leader will take the school mobile telephone on the trip. Where more than one trip is being made at the same time, then the mobile telephone will be taken on the trip on which communication in the event of an emergency is considered to be most difficult.

3.7 Minibuses

- 3.7.1 Users of minibuses must be aware of and observe the following requirements
- 3.7.2 The driver must have a current license and not been involved in any accident for the past five years, be aged 25 years or over and hold a full licence in Group 'A' or PCV.
- 3.7.3 Drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence. Where transport of students is involved they are required to have undertaken the County Council drivers assessment programme and received the resulting accreditation.
- 3.7.4 When a charge is being made to passengers the minibus permit must be displayed in the vehicle.

- 3.7.5 Internal damaged to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus. The school will decide upon the repairer to be used.
- 3.7.6 Only one person per seat is to be carried (i.e. a maximum of 14 passengers excluding driver). Seat belts to be worn by all passengers and driver at all times.
- 3.7.7 The responsibility for payment of fines incurred is that of the driver at the time the relevant offence was committed.
- 3.7.8 A log sheet must be taken on each journey, complete by recording starting and closing mileage readings, detailing any defects and signing before returning, along with vehicle keys and permit, to the transport coordinator.

3.8 Visitors to Barnsley Academy's Site

- 3.8.1 All visitors to the school will sign in at the reception of the Academy. Visitors will be collected from reception by the member of staff concerned or escorted to the area of the school.
- 3.8.2 No contractor may undertake work on the school site without permission from the Site Manager other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.
- 3.8.3 Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the school.
- 3.8.4 Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.
- 3.8.5 Whilst on site all visitors and contractors must wear a school visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in school by reporting to reception.
- 3.8.6 If a member of staff meets someone on site whom they do not recognise and/or is not wearing a visitors badge they should, if they do not feel threatened, enquire if they need assistance and direct them either to the main school reception or off the site as appropriate.
- 3.8.7 If an intruder is unco-operative in going to the school reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police

should be sought by telephone. A runner to the Academy reception for a '999' call is often quicker than using the internal telephone system.

3.9 Security

3.9.1 All staff should be conscious of all aspects of the security of people and property. In particular the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

3.9.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

3.10 Critical Incidents

As part of its commitment for the well being of staff, students and visitors, the Academy has set out a procedure which is to be adopted in the event of a critical incident occurring either on the Academy premises or on an activity away from the school site.

3.11 Healthy Eating

It is the policy of Barnsley Academy to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the Academy works with the catering contractor in providing menu options that support these aims.

4. MONITORING

4.1 The LGB shall appoint a Governor from the Governors' Resources Committee to be a member of the Health and Safety Committee.

4.2 The School Management Team representatives will monitor accident/incident reports and make an annual report to the Governors' Resources Committee.

4.3 The School Management Team will examine Safety Committee meeting minutes and follow up procedures.

4.4 The Governors' Resources Committee will examine Safety Committee meeting minutes.

- 4.5 The Site Manager will provide checking maintenance reports for the Governors' Resources Committee.
- 4.6 The Health and Safety Committee will organise an annual health and Safety check of the premises. The report will be submitted too the School Management Team. A summary of the major items will be given to the Governors' Resources Committee.
- 4.7 The Governors' Resources Committee will review this policy statement annually making any recommendations for amendments to the Governors.

Guidance

Responsibility for Health and Safety in Schools

Health and Safety at Work Law

Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

Employer

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the Local Education Authority (LEA).
- For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.
- For independent schools, the employer is usually the governing body or proprietor.

The Local Authority is the employer for statutory youth groups.

Education employers have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of teachers and other education staff
- the health and safety of pupils in-school and on off-site visits
- the health and safety of visitors to schools, and volunteers involved in any school activity.

Employees

Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well.

Employees must:

- take reasonable care of their own and others health and safety.
- co-operate with their employers.
- carry out activities in accordance with training and instructions.
- inform the employer of any serious risks.

Enforcement

The HSE enforces health and safety law relating to the activities of LEAs and schools.

Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employers policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Responsibility of All Schools

The employer must have a health and safety policy and arrangements to implement it. The Health and Safety at Work etc. Act 1974 applies. Key elements of a health and safety policy are listed below; this is not a comprehensive list.

Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.

In practice, employers may delegate specific health and safety tasks to individuals. But the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.

Key Elements of a Health and Safety Policy

- A general statement of policy
- Delegation of duties as allocated tasks
- Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards
- Training of staff in health and safety including competence in risk assessment
- Off-site visits including school-led adventure activities
- Selecting and controlling contractors
- First-Aid and supporting pupils' medical needs
- School Security
- Occupational health services and work-related stress
- Consultation arrangements with employees
- Workplace safety for teachers, pupils and visitors
- Violence to staff
- Manual handling
- Slips and trips
- On site vehicle movements
- Management of asbestos
- Control of hazardous substances
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.
- Recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Fire safety, including testing of alarms and evacuation procedures
- Dealing with health and safety emergencies - procedures and contacts

DfES Guidance

Coping with the sudden death of a pupil

Unfortunately, some head teachers will be faced, in the course of their professional lives, with a set of circumstances arising from the death of a pupil at school or elsewhere.

In such circumstances, the Principal may feel on their own and may need advice at that moment.

Accordingly, the Department has been asked to make advice available to help head teachers cope with the immediacy of a pupil's sudden death at school.

The text below is based on work prepared by Chris Bridge, Head Teacher of Huntington School. We are very grateful to Mr Bridge for this.

Working with the Police

Very soon after the death is announced the Police should visit as they have to carry out an investigation into the circumstances.

You will need to clear rooms or spaces for them to work in.

They may want to collect evidence.

The Police will normally tell the child's next of kin and will want to speak at once to the usually very upset teacher who will need someone with them and will probably need to stay at school.

The Police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

Telling Pupils

Where a pupil collapses during the school day when other pupils are present, is rushed to hospital and subsequently dies, those pupils will need to know what has happened before they leave at the end of the school day.

It is important to agree with the police the timing and content of the information that you give to pupils so as to meet the needs of the pupils whilst not impeding any police investigation.

Are there any siblings, close relatives, or boy/girl friend who needs to know first? Advise them first, but only when parents are ready to collect them.

Gather the whole year group together with 20 minutes to go before the final bell. Timing is everything. The pupils will listen intently until you tell them that the pupil has died. Then they stop hearing. If the pupil has died as the result of an accident you may want to ask them not to speculate about the causes of the accident and not to spread rumours. Getting them to hear this is very difficult. Allow them ten minutes to just be together as a year group. They will need to cry. Expect that some pupils will contact the local press.

If you want teachers to tell other pupils, you should have a statement ready for them to read out before you advise them.

Telling Teachers

This may have to be after you have told the key pupils. You will need to tell the teachers who were nearest to what happened first. Depending on who that teacher is, they will probably need someone with them.

If you want teachers to tell other pupils for you, have a statement ready for them to read out before you advise them.

Telling Parents

The police will tell the parents of the child.

Getting a letter to other parents, which both expresses sympathy and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other pupils, parents and teachers.

Dealing with the Media

The Principal of the Academy should contact the ULT as soon as possible, especially if at all unclear about procedures for dealing with the media. It is recommended that the Academy should have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures. Note: the ULT may advise the Academy not to speak to the media and direct all enquiries to an appointed ULT officer.

If your school does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need intense help. A press officer may be required for the whole day.

The press and local TV channels may contact the parents and they together with the press may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.

You may find you have no time to prepare interviews and certainly no time to filter statements through the ULT even if the ULT wants you to do this.

Keep expressing your sympathy for the parents so that editors will find it hard to cut this part of your statement.

If there is a post mortem, this may happen very quickly, possibly within 24 hours of the death.

Ensure you are advised of the results of any post mortem as soon as possible.

The ULT may want to hold onto this information, but you will need it. The best way to stop media speculation is to give them facts. Be advised by ULT Executive.

Helping the School Recover

This is a long-term issue. You can help a school recover through a memorial service or assembly and through the use of counsellors.

Recognise that those who go to counsellors may well not be those whose need is greatest.

A brother or sister may well have intense needs that appear later. It is very difficult for the school to know when to stop making allowances.

Educational Visits

The Department has already issued guidance on coping with emergencies off-site in its 1998 good practice guide Health & Safety of Pupils on Educational Visits and three-part supplement published in July 2002. See <http://www.teachernet.gov.uk/visits>.

Assistance from the DfES

The Department will help in any way it can. Please telephone the Pupil Health and Safety Team on 020 7925 5886.