



Castle View  
Enterprise  
Academy

## Health and Safety Policy

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<b>Next Review Date</b>	Academic Year 2019/20

<b>Date Ratified by Governing Body</b>	5 <sup>th</sup> July 2019
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<b>Principal</b>	Mrs J. S. Bridges
<b>Chair of Governors</b>	Mrs H. Mottram

## **General Statement of Health and Safety Policy**

The Governing Body is committed to achieving a positive and effective health and safety culture throughout the Academy. This document sets out the policy for protecting the health and safety of its employees, students and others i.e. members of the public, visitors and contractors etc. who may be affected by the work and curricular activities of the Academy. The breadth of the activities undertaken by the Academy present many varied health and safety risks. It is essential, therefore, that the Academy board have effective health and safety management strategies throughout its services.

The Governing Body aim to achieve a level of excellence in managing health and safety above and beyond compliance with legal standards. It is our aim to eliminate all work related accidents, injuries and illnesses to any person or damage to property that may result from our activities. Unsafe events, whether they result in property damage or injuries, may represent failures in control systems. All such instances will be investigated in order to improve controls and measure performance.

All Academy employees have a role to play in achieving and maintaining success as well as striving for improvement in performance.

The Governing Body will: -

- Work on the principle that work related accidents, injuries, dangerous occurrences and ill health conditions can be prevented, and actively promote amongst all those associated with the Academies activities, the high standards of health and safety consciousness, discipline and individual accountability that this principle demands.
- Recognise the vital importance of the continued commitment of all employees to the highest standards of health and safety, and ensure we have the necessary skills and support to achieve this.
- Actively promote employee participation and co-operation in establishing and maintaining measures to improve health and safety at work.
- Ensure through a systematic risk assessment program, that risks associated with the Academy's activities are identified and then eliminated, reduced, or adequately controlled.
- Provide adequate finance and resources to successfully achieve our aims.
- Recognise that an effective health and safety culture and management system will benefit the Academy, reducing financial and resource losses.
- Require that any company contracted to work for the section applies health and safety standards that are fully consistent with our own.
- Provide sufficient information, instruction, training and supervision for all employees.

All employees are encouraged to develop a culture which promotes a healthy and safe working environment by implementing the Health & Safety Policy, and introducing a comprehensive system of communication (formal and informal) which together ensure an adequate flow of information, throughout the Academy, thus encouraging a pro-active approach to all health and safety issues.

We will demonstrate our commitment to a healthy and safe work environment by using the visible behavior of managers and other employees, the written word, and face to face discussion.

We will use existing management and communication systems to ensure that health and safety information is appropriately disseminated and acted upon. These systems will be supplemented with additional strategies if assessed as necessary.

We recognise that for this policy to be effective, the management of health and safety must be fully integrated into the decision making process, and given status at least equal to other areas of the Academy's activities and undertakings

This policy will be reviewed at least annually to establish its effectiveness and amend where appropriate.

### **Role of the Governing Body**

The Governing Body has overall responsibility for health and safety for the Academy. In order to discharge this responsibility, they will demonstrate a genuine commitment to pursuing high standards of health and safety by integrating the principles of risk management into the general business activity.

Specifically, with responsibility for: -

- Compliance with the requirements of relevant health and safety legislation and the Academy's Health and Safety Policy;
- Production of an annual plan detailing health and safety objectives with key tasks and target dates;
- Consultation with Health and Safety Advisers in the Corporate Health and Safety Team to ensure compliance with legislation. Sunderland City Councils Corporate Health and Safety Team have been appointed as the Academy's competent source of health and safety advice and guidance;
- Implementation of a systematic programme of risk assessment, ensuring that assessments are undertaken and reviewed for all Academy activities, as necessary and not less than annually;
- Allocation of adequate resources and ensuring the provision of necessary finance to improve and maintain health and safety standards when proposing the Academy's annual budget;
- Ensuring that there are systems in place to ensure that all employees of the Academy are competent to fulfill their designated duties, and procure any necessary training and supervision to support the development of competence;
- Consultation with employees to ensure a joint approach to health and safety in the workplace and co-operate with recognised trade union health and safety representatives to enable them to fulfill their function;
- Bringing this policy to the attention of all Academy employees and undertaking a review and update of the policy at least annually;
- Informing the Corporate Health and Safety Team immediately of any non-routine correspondence and/or visit by the Health and Safety Executive or Employers Medical Advisory Service, and any intended or served Improvement Notice, Prohibition Notice or prosecution made by a HSE Enforcement officer;
- Implementation of a system for the periodic audit and review of the Academy's health and safety performance.

## **The Principal**

The Principal is responsible for ensuring that the health and safety standards within the Academy are exemplary. Specifically, the Principal must: -

- Comply with the standards identified in the Academy's health and safety policy and associated codes of practices and propose improvements and amendments as appropriate;
- Monitor progress in achieving the objectives and tasks agreed by the Board and its Partners;
- Ensure risk assessments are undertaken and reviewed as appropriate;
- Ensure employees, including non-permanent employees and agency workers, are competent and have sufficient resources allocated to discharge their health and safety duties;
- Ensure that a system is in place to undertake health and safety training needs analysis for all employees and to ensure all employees receive induction, job specific, and refresher training where appropriate;
- Ensure all accidents, assaults, dangerous occurrences and "near misses" are reported and investigated in line with agreed procedures;
- Incorporate key health and safety responsibilities into individual job descriptions and objectives, indicating individual levels of responsibility;
- Ensure health and safety systems and procedures are periodically monitored;
- Inform The Governing Body and the Corporate Health and Safety Team of any non-routine correspondence and/or visit by the Health and Safety Executive or Employers Medical Advisory Service, and any intended or served Improvement Notice, Prohibition Notice or prosecution made by a HSE Enforcement officer;

The Facilities and Centre Manager and Leadership and Business Support Manager are responsible for ensuring the implementation of this policy within their areas of responsibility. Specifically, this requires them to: -

- ✓ Manage the annual Health & Safety plan through review, update and sharing with The Governing Body
- ✓ Report relevant issues to the Governing Body and the Corporate Health and Safety Team.
- ✓ Ensure compliance with the Academy's health and safety policies

## **Facilities and Centre Manager**

The Facilities and Centre Manager is responsible for ensuring the implementation of this policy within his area of responsibility. Specifically, this requires him to: -

- Manage the annual Health & Safety plan through review, update and sharing with The Governing Body Report relevant issues to the Academy Board and the Corporate Health and Safety Team.
- Ensure compliance with the Academy's health and safety policies Coordinate the systematic programme of risk assessment, ensuring that assessments are undertaken and reviewed for all areas of the Academy's activities, as necessary and not less than annually.
- Coordinate and managing health and safety training records and competency standards for all employees of the academy.
- Act as the Academy's Display Screen Equipment Coordinator (DSE) ensuring the nomination and training of DSE assessors and maintenance of comprehensive records.
- Coordinate the periodic audit and review of the Academy's health & safety performance.
- Liaise with the Corporate Health & Safety Team to ensure compliance with legislation.

- Undertake general risk assessments, with the involvement of employees and ensuring that the findings of risk assessments are implemented.
- Communicate the content of risk assessments and safe methods of work to employees.
- Ensure employees have adequate training in order that they may undertake their tasks safely without endangering themselves or others.
- Ensure that all plant and equipment used is adequately tested, maintained and that comprehensive records are kept of all tests.
- Ensure that all employees are aware of the action to take where equipment becomes defective.
- Monitor health and safety performance
- Investigate all incidents with the aim of identifying the cause, and the appropriate remedial action to prevent a reoccurrence.
- Consult and co-operate with appointed safety representatives.
- Ensure that the Leadership and Business Support Manager is kept informed of relevant health and safety issues, especially those with resource implications and those that require input and approval of The Governing Body.
- Prepare a quarterly incident report, which identifies trends and appropriate remedial action.

## **Employees**

All employees of the Academy, including non-permanent employees and agency workers, have a responsibility to: -

- Adhere to the requirements of risk assessments and also comply with all safe working practices.
- Make full use of appropriate equipment, personal protective equipment and all safety devices.
- Report any unsafe practices or systems of work, unsafe working conditions, damage to plant, machinery or equipment, accidents or violent incidents.
- Take reasonable care for the health and safety of themselves and of any other person who may be affected by the way they undertake their work.
- Co-operate with the Academy Board so as to enable them to carry out their responsibilities for the management of health and safety.
- Not intentionally or recklessly interfere with or misuse equipment and materials provided in the interests of health, safety and welfare.
- Co-operate in all consultations regarding health and safety.

## **Safety Representatives/Heads of Departments**

To assist employees of the Academy to co-operate effectively in promoting and developing appropriate health and safety culture, policy and procedures, the appointment of safety representatives by recognised trade unions and non-union elected representatives will be supported. Heads of Department are responsible for the Health and Safety in their own departments with the assistance of the Facilities and Centre Manager and access to the support offered as part of the SCC SLA.

Safety representatives/Heads of Departments will be encouraged to actively participate in improving the Health and Safety performance of the Academy and will be fully consulted and provided with suitable and sufficient resources to enable them to undertake their functions.

Subject specific consultation will be conducted as an open and honest exercise when needed with the aim of ensuring the fullest input from all interested parties. It will take place at the earliest opportunity to be fully effective.

The functions of safety representatives are: -

- To make representation to managers about the health and safety of their colleagues and others.
- To draw manager's attention to health and safety deficiencies.
- To carry out departmental Risk Assessments and to monitor and review these on a yearly basis.
- To carry out inspections of the workplace.
- To assist in investigating accidents, assaults, dangerous occurrences and near misses to identify the underlying cause and make recommendations to prevent a recurrence.
- To attend the joint consultative forum.
- To be involved in the planning and implementing of health and safety, particularly in the introduction of any changes to the workplace, working practices or new technology that may affect health and safety.

### **Sunderland Health and Safety Team within terms of the Service Level Agreement**

The Corporate Health and Safety Team is responsible for providing competent health and safety advice as required by the Management of Health and Safety at Work Regulations. Specifically the Corporate Health and Safety Team will: -

- Advise the Governing Body on the implementation of current health and safety legislation, best practice and corporate policy.
- Assist in the identification of appropriate competency standards and health and safety training strategies to support development.
- Actively participate in the Health and Safety Working Group and Joint Consultative Forum.
- Investigate accidents and other incidents as appropriate.
- Undertake an annual review of Health & Safety activity within the Academy and report to the Governing Body.

### **SPECIFIC PROCEDURAL ARRANGEMENTS IN PLACE AT THE ACADEMY**

1. Risk Assessments: Risk assessments are carried out for every activity and stored centrally in the staff drive. These are periodically reviewed and any change communicated to all staff.
2. Control & Management of Contractors & Reporting Repairs: All repairs are triaged by facilities team and responded to as deemed appropriate. Contractors are vetted, monitored by the Facilities and Centre Manager.
3. Management of Asbestos: Asbestos is managed by SCC with designated SAMO (Site Asbestos Managing Officer) Facilities and Centre Manager and Assistant. Annual condition checks carried out. All staff and contractors working in any asbestos contaminated area are to read, understand and sign the Asbestos register, risk assessment and log book
4. Violence & Aggression: Reporting Procedures All appropriate staff are to be Team Teach trained. The school will address any bullying aggressive or violent behaviour. Radios and telephones in most areas. Any violence from external persons is to be reported to Police and lockdown procedure in place and drills practiced periodically.

5. Accident Reporting: See IR1 appendices
6. First Aid Arrangements – Academy has risk assessed first aid need and will always have at least 2 first aid trained staff on duty and cover for sickness/absence all first aiders are expected to respond to any call for assistance where applicable.
7. Provision & Use of Work Equipment: Work Equipment is maintained and serviced where applicable no equipment is to be used unless trained to do so. Pre use checks on all equipment to be carried out prior to use
8. Display Screen Equipment: All DSE users are to be risk assessed during induction or if any change to job role regarding their equipment or environment.
9. Personal Protective Equipment: all PPE identified necessary by way of the risk assessment is supplied and maintained by the Academy
10. Manual Handling of Inanimate Objects: Training offered to all staff. Trolleys and barrows available and maintained available Risk assessments of all activities carried out.
11. Moving & Assisting People Training offered to relevant staff and trained staff on site at all times.
12. Fire: Precautions & Emergency Procedures: Fire precautions information carried out at induction. Training available to all staff. Emergency procedures reviewed and communicated and drilled every term and upon induction. All Electrical and Gas equipment serviced and inspected at least annually and any defective equipment made safe or removed. Plant rooms off limits to non-authorized staff. Fire RA reviewed annually. Good housekeeping throughout the academy to ensure limited spread in event of fire
13. Control of Substances Hazardous to Health: All Chemicals and hazardous substances Risk assessed and reviewed. Training offered to all staff. PPE made available to all. Only authorised chemicals used in academy and stored appropriately according to MSDS guidance.
14. Electricity at Work: Wiring system 20% tested every year to ensure 100% is tested every 5years to ensure safety and compliance. Training offered to all staff. PAT testing of all portable electrical equipment carried out annually. Pre use checks on all equipment to be carried out.
15. Prevention & Control of Legionella: Managed by SCC. Flushing regime carried out by Facilities staff. Samples and temperature readings carried out by Biochemica.
16. Boiler & Electrical Room Safety & Maintenance of Heating Plant: inspected daily service and maintenance carried out by John Cullerton and Sons. No unauthorised staff permitted in these areas
17. Vehicle Movement on School Premises: Clear markings, one-way system and speed limits set and in place. Pedestrian paths provided. Additional car parking staff employed during events and high traffic bookings.
18. School Transport/Trips: All trips processed through Evolve and emergency procedures planned and documented.
19. Arrangements for New Staff: H&S Induction Carried out by Facilities and Centre Manger on all new starters. Subject specific training carried out by head of department or external provider.

## **Incident Report Forms (IR1) – Instructions for Use**



Supervisors or people in charge of activities must ensure Incident Report Forms are completed for all work related incidents, which occur in areas under their control. Incidents include accidents, violence at work, near miss and work related ill health conditions involving employees, the public, contractors, service users and trainees.

The Corporate Health and Safety Team must be contacted immediately if the incident results in major injury, death or dangerous occurrence (see definitions below) because these incidents require immediate notification to the Health and Safety Executive.

Incident Report Forms must be completed as soon as possible after an incident and forwarded to the relevant people without delay. This is because some incidents must be reported to the Health and Safety Executive within 10 days of the incident date and others may require independent investigation.

If members of the public have completed this form staff members are to check to ensure it is completed as detailed and as accurately as possible. This form is not designed to get in the way of First aid, but must be filled in as soon as practical, with as much detail as can be practically collected.

### **Section 1: Injured Person or their representative**

#### **Part A**

Please tick either accident, violence at work, near miss or work related ill health condition. If the incident does not come under these headings please tick other.

#### **Part B**

This is the injured person's or person reporting an incident, description of what happened. This is to be filled in by that person or their representative where practical. Staff members can fill this in as the representative but this must reflect the affected person's version of events. If staff members are completing section one, they are to imply as such. For example "according to Dave.....Kelly says she was...." etc. This section needs as much detail as possible. The place and time of the incident must be accurate and well explained.

#### **Part C**

This is the injured persons or person reporting an incident, personal details and injuries sustained where applicable. Try and obtain as much detail as possible. The signature of the injured person or parent/guardian is to be signed if they agree with Part B; staff members who complete this section are to make this clear.

#### **Part D**

Any type of violence, where aggressor or details are known, is to be recorded in this section. This includes verbal abuse.

#### **Part E**

Any details of any witnesses are to be recorded in this section. Only people who directly witnessed the incident are to be recorded.

## **Part F**

This section is to be completed by the person filling in section 1 only. Job title has been changed to designation which is in what capacity is the person filling in the form; examples are representative, centre staff, friend, relative etc.

### **Section 2: Supervisor or Person in Charge of Activity**

The supervisor or person in charge of the activity should complete Section 2.

They must explain any discrepancies between the injured person's account of the incident and their interpretation of events.

An investigation however small may be needed to gather information regarding the incident. DO NOT take the injured persons account for granted. Some immediate action may need to be taken to prevent further incidents. If so, then this needs to be recorded. If it is not necessary to take any immediate action following the incident, supervisors should state that in the relevant box.

### **Section 3: Academy Senior Management**

Managers should complete Section 3.

Referral to Occupational Health Service would be appropriate if a work related ill health condition is suspected or if a condition may develop as a result of the incident or if an existing condition may develop. Managers are to ensure all forms are collected, stored, recorded, analysed and acted upon. Managers are to look for, or delegate to look for, frequently occurring trends and take steps to reduce or eliminate these occurrences.

### **Section 4: Health and Safety Adviser**

This is for use by the Corporate Health & Safety Team only.

### **Major Injuries and dangerous occurrences requiring Academy telephone notification to Corporate Health & Safety Team**

- Fracture (except fingers, thumbs or toes)
- Amputations
- Dislocation of shoulder, hip, knee or spine
- Loss of sight; chemical or hot metal burn to eye or penetrating eye injury
- Any injury or burn resulting in unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours
- Acute illness from chemicals, infected materials or biological agents
- Members of the public taken immediately from the scene to hospital
- Collapse, overturning or failure of any load bearing part of lifting equipment/machinery
- Fire or explosion
- Collapse or failure of part of scaffold or access equipment
- Dangerous contact with underground electric cables, gas pipes or overhead electric lines
- Dangerous failure or malfunction of any plant, machinery or equipment
- Electrical fault in equipment or plant causing electric shock
- Dangerous collapse of a structure
- Dangerous release of hazardous substances including dusts, fumes chemical and biological agents



**Section 1: To be completed by Injured Party or their Representative**

<b>Department/Section</b> CVEA	<b>Address: Cartwright Road</b> <b>Sunderland SR5 3DX</b>
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**Part A: State what you are reporting** (please ✓ one box only)

Accident <input type="checkbox"/>	Violence at Work <input type="checkbox"/>	Near Miss <input type="checkbox"/>	Work Related Ill Health Condition <input type="checkbox"/>	Other <input type="checkbox"/>
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**Part B: About the Incident**

<b>Incident date</b> <b>Location</b> (eg room no. or place)	<b>Time</b>
<b>Give an account of the incident</b> (describe a cause if possible) (continue on separate sheet if necessary)	

**Part C: Personal details of injured or affected person**

<b>Name of person</b> <b>Address</b>	<b>Date of Birth</b> <b>Sex</b> Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Designation</b> (please ✓ one box only)	
employee <input type="checkbox"/> pupil/student <input type="checkbox"/> public <input type="checkbox"/> trainee/work experience <input type="checkbox"/> contractors <input type="checkbox"/>	
Other <input type="checkbox"/> please specify _____	
<b>Job Title</b> (if applicable) _____	
<b>Describe the Injuries or ill health condition</b> (eg burns, cut, fracture etc)	
<b>Part of Body Affected</b> (indicate left/right side as appropriate) (✓ all that apply)	
eye left <input type="checkbox"/> right <input type="checkbox"/> hand left <input type="checkbox"/> right <input type="checkbox"/> wrist left <input type="checkbox"/> right <input type="checkbox"/> arm/shoulder left <input type="checkbox"/> right <input type="checkbox"/>	
leg left <input type="checkbox"/> right <input type="checkbox"/> knee left <input type="checkbox"/> right <input type="checkbox"/> ankle left <input type="checkbox"/> right <input type="checkbox"/> foot left <input type="checkbox"/> right <input type="checkbox"/>	
Hip left <input type="checkbox"/> right <input type="checkbox"/> head <input type="checkbox"/> neck <input type="checkbox"/> chest <input type="checkbox"/> back <input type="checkbox"/> abdomen/lower body <input type="checkbox"/> none <input type="checkbox"/>	
<b>Signature of Injured Person (if possible)</b> _____	

**Part D: If reporting an act of violence at work please give details of aggressor if known**

<b>Name</b>	<b>Address</b>
<b>Designation</b> (please ✓ one box only) employee <input type="checkbox"/> pupil/student <input type="checkbox"/> public <input type="checkbox"/> trainee/work experience <input type="checkbox"/> contractors <input type="checkbox"/> Other <input type="checkbox"/> please specify _____	

**Part E: Witness Details** (if applicable)

<b>Name</b>	<b>Address</b>
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**Part F: Person completing Section 1**

<b>Name</b>
<b>Designation</b> _____ <b>Signature</b> _____ <b>Date</b> _____

**Section 2: To be completed by the supervisor or person in charge of the activity**

<b>Are the details in Section 1 accurate?</b> (If No, please state discrepancies)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Was the incident due to possible defects in premises, equipment, tools and/or systems of work</b> (If Yes, describe effects)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Was the injured person</b> (✓ all that apply) First aid declined, advice given <input type="checkbox"/> given first aid <input type="checkbox"/> sent to hospital <input type="checkbox"/> other <input type="checkbox"/> (If other, please specify) _____	
<b>What immediate action have you taken to prevent further occurrence?</b>	
<b>Name</b>	<b>Telephone No.</b>
<b>Job Title</b> _____ <b>Signature</b> _____	<b>Date</b> _____

**Part G: Employees only**

<b>Has the employee been unfit for work for more than 3 days (excluding day of incident, including non-working days)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Expected hours of work on day of incident from _____ to _____		
Actual hours of work on day of incident from _____ to _____		

**Section 3: To be completed by the manager**

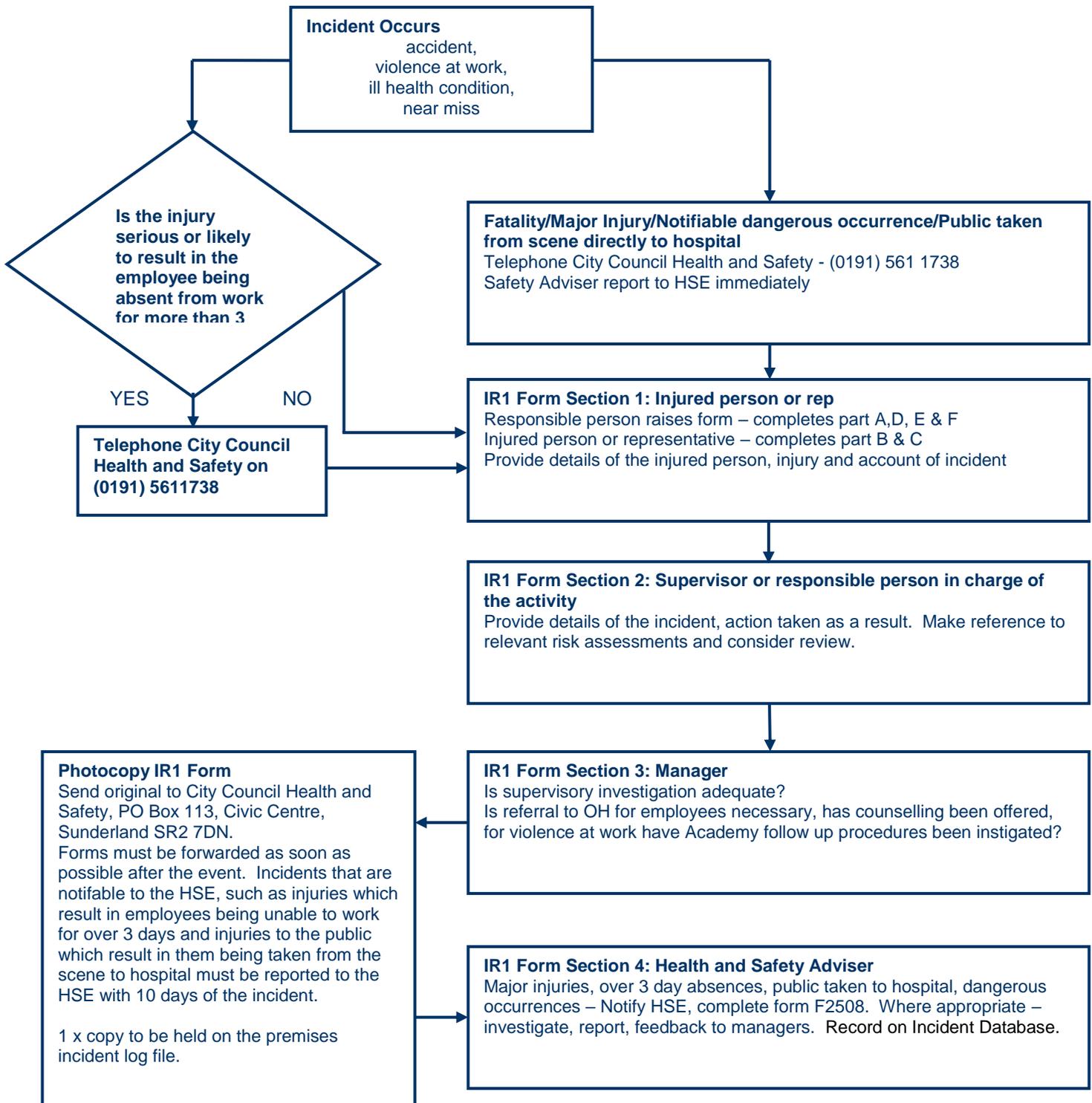
<b>Are you satisfied that the person supervising the activity has conducted an appropriate investigation?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>What action have you taken to prevent a reoccurrence?</b>		
<b>Have you considered referral to the Occupational Health Provider?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>In case of violence at work have directorate follow up procedures been applied?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Was the activity permitted?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Is the Risk Assessment for this activity suitable &amp; sufficient (If not contact your Safety Adviser to discuss it)?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Name</b> _____	<b>Telephone No.</b> _____	
<b>Job Title</b> _____	<b>Signature</b> _____	<b>Date</b> _____

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**Section 4: To be completed by Health and Safety Adviser**

<b>Comments</b>		
<b>Name</b>		
<b>Job Title</b> _____ <b>Signature</b> _____ <b>Date</b> _____		
<b>Feedback to Academy</b> > 3 day   Public   Major   D.O.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Incident Procedure Mapped



## **Major injuries**

Fracture (except fingers, thumbs or toes); amputations; dislocation of shoulder, hip, knee or spine; loss of sight; chemical or hot metal burn to eye or penetrating eye injury; any injury or burn resulting in unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours; acute illness from chemicals, infected materials or biological agents.

## **Dangerous occurrences**

Collapse, overturning or failure of any load bearing part of lifting equipment/machinery; fire or explosion; collapse or failure of part of scaffold or access equipment; dangerous contact with underground electric cables, gas pipes or overhead electric lines; dangerous failure or malfunction of any plant, machinery or equipment; failure in explosion during demolition; electrical fault in equipment or plant causing electric shock; dangerous collapse of a structure or excavation; dangerous release of hazardous substances including dusts, fumes chemical and biological agents.