



Castle View
Enterprise
Academy

Health and Safety Policy

Author's Name	G. Barwell
Date Written	27 November 2019
Next Review Date	Academic Year 2021/22 (or as necessary in line with legislation)

Date Ratified by Governing Body	27 March 2020
--	---------------

Principal	Mrs J. S. Bridges
Chair of Governors	Mrs H. Mottram

General Statement of Health and Safety Policy

The Academy 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 Academy 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 Academy 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 Academy Governing Body

The Academy 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 Academy Principal

The Principal is responsible for ensuring that the health and safety standards within the Academy are exemplary.

Specifically, the Academy 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 Academy 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 is 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 Academy 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

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 Academy 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 Academy 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 Academy Board 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.
- Investigate accidents and other incidents as appropriate.
- Undertake an two yearly review of Health & Safety activity within the Academy and report to the Academy Board.

SPECIFIC PROCEDURAL ARRANGEMENTS IN PLACE AT THE ACADEMY

1. **Risk Assessments of Staff, Pupils, Activities and Premises:** Risk assessments are carried out By Facilities and Centre Manager and Department Heads for every activity and stored centrally in the staff drive. Staff and Student Risk Assessments are stored in the secure Facilities Drive under “Risk Assessments”. These are periodically reviewed annually. These are also reviewed if anything changes or if any failures of control measures. Any change will be communicated to all staff. Training in Risk Assessment provided to staff carrying out Risk Assessment in their role.

Please Reference Risk Assessment Folder in the following location: Staff Drive > Risk Assessments

2. **CDM & Management of Contractors & Reporting Repairs:** All repairs are triaged by facilities team and responded to as deemed appropriate. All maintenance and construction work is to be carried out complying with CDM regulations 2015. Contractors are vetted and 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:** Please Reference IR1 procedures in the following location: Staff Drive > Incidents > New 2019
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. Monthly checks carried out on tools and moving equipment.
8. **Lifts and Lifting Equipment:** Lifts and Lifting equipment checked thoroughly every month. All findings recorded in “Work Equipment, Lifts and Lifting Equipment” file in facilities office. If faulty any equipment to be removed or taken out of action until repair or replacement. Passenger lift to be serviced and thoroughly inspected every 6 months by Orona and Zurich respectively. All records to be kept in above folder.
9. **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.
10. **Personal Protective Equipment:** all PPE identified necessary by way of the risk assessment is supplied and maintained by the Academy

11. **Manual Handling of Inanimate Objects:** Training given to all staff via SCC Training Portal. Trolleys and barrows available and maintained available Risk assessments of all activities carried out.
12. **Moving & Assisting People:** Training offered to relevant staff and trained staff on site at all times.
13. **Fire Precautions & Emergency Procedures:** Fire precautions information carried out at induction. Training available to all staff. Emergency procedures reviewed, 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

Please Reference Fire and Evacuation Plan
Please reference Critical Incident Plan

14. **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.
15. **Electricity at Work:** Wiring system 20% tested every year to ensure 100% is tested every 5 years 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.
16. **Prevention & Control of Legionella:** Managed by SCC. Flushing regime carried out by Facilities staff. Samples and temperature readings carried out by Biochemica.
17. **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.
18. **Premises Management and Welfare:** To comply with The Workplace (Health, Safety and Welfare) Regulations 1992 the following is maintained
 - Adequate and comfortable levels of heat, ventilation and light to be maintained.
 - All areas to be kept clean and tidy waste to be removed by facilities team
 - Storage areas made available for books files etc.
 - Adequate space for teaching provided using recommended ratios
 - Sanitary provision for all – sufficient staff, student and disabled toilets available
 - Premises to be kept in a safe condition all defects reported to be repaired or replaced as soon as is reasonably practicable.
 - All furniture fixtures and fittings to be maintained in a safe clean condition.
 - Drinking water provided via chilled water dispensers
 - Restaurant available for breakfast, break time and lunch
 - Facilities made available to accommodate pregnant and nursing mothers
19. **Traffic Management 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.
20. **School Transport/Trips:** All trips processed through Evolve and emergency procedures planned and documented. Minibus (x2) to be serviced, insured and MOT. Pre use checks carried out and recorded before each journey. All drivers to be MIDAS trained, have OCC Health report carried out and driver licence checks completed prior to driving the minibus. Colin Reed and Gareth Barwell responsible for organising training, service/repair and monitoring. Please reference Minibus Policy.

21. **Working at Height:** working at height will not be carried out, unless absolutely necessary and work at height activities will be properly planned, organised and supervised in accordance with job specific risk assessments. Step ladders only to be used when necessary by suitably trained individuals. All ladders inspected every 6 months. Pre use checks on ladders to be carried out prior to use. Training to all staff provided via SCC training Portal.
22. **Medication:** Please reference the Medication Policy
23. **Science:** Please reference Science H&S Policy
24. **P.E.:** Please reference P.E. H&S Policy
25. **Food & Design and Technology:** Please reference Technology H&S Policy
26. **Art:** Please reference Art H&S Policy
27. **Educational Visits:** Please reference Educational Visits Policy
28. **Wellbeing and Stress:** Please reference Wellbeing Policy
29. **Swimming Pool:** All persons working in pool hall will be familiar with and comply with the Pool Safety Operating Procedures (PSOP) this comprises of the Normal Operating Procedures (NOP) and the Emergency Action Plan (EAP).

The NOP: This is the procedures and information you need for normal day to day running of the centre. Including pool dimensions, Ratios etc.

The EAP: This is an emergency plan for instances where something goes wrong. Including fire evacuations, bomb threats and lighting failure.

All staff working in the swimming pool will be trained to a minimum of National Rescue Award for Swimming Teachers and Coaches (NRASTC). This will ensure emergencies in the pool will be acted upon by trained staff.

The Facilities and Centre Manager is responsible for training, maintenance, water treatment and H&S in the swimming pool.

Please reference the PSOP documents

30. **Arrangements for New Staff & Training:** Suitable sufficient training is to be provided to all staff to meet their H&S needs. Training needs will be identified via Job specific Risk Assessments, Induction and H&S advice and guidance. As part of the SCC H&S SLA staff have access to a training portal which includes Manual Handling, Working at Height and DSE. All staff will be given Log on to the system upon Induction. More in depth and subject specific training that has been identified will be sourced and supplied by the Academy. This will apply to things like First Aid, Evacuation Chair, Team Teach etc. Where Applicable, suitable refresher training will be provided at suitable intervals.

A Training log will hold qualifications and expiry dates for each staff member.

The Facilities and centre Manager will be responsible for Monitoring

H&S Induction Carried out by Facilities and Centre Manger on all new starters. Training needs identified & subject specific training carried out by head of department or external provider.

31. **Lone Working:** The Academy does not expect any employees to go into any dangerous situations or areas for which they are not prepared. If you think you may be exposing yourself to danger by working alone, you should not do so.

The Facilities and Centre Manager will ensure that:

- The risk assessments are carried out to identify any special risk to lone workers and identify any actions arising out of the assessment.
- Ensure that there are suitable systems in place to supervise lone workers.
- Ensure that lone workers have adequate access to first aid provision.
- No Working at Height when lone working.