

Health and Safety Policy

Review Date: February 2022

Review by: Health and Safety Committee

Final Approval by: Full Governors

Statement of Intent

- It is the intent of the Board of Governors and Trustees to ensure compliance with all current and future Health and Safety legislation appertaining to educational and sporting establishments We will, through delegated powers, promote, establish and consolidate such measures as are reasonably practicable to foster the safety, health and welfare at work of all employees and users of the facilities and all other visitors to these premises. The academy policy is based on the Health and Safety at Work etc. Act 1974 and associated legislation.
- The Sports & Lettings Manager has operational responsibility for the out of hours non-academy use. All hirers must be made aware of the Health and Safety procedures before using the facilities.
- The Health and Safety policy will be brought to the attention of all members of staff by:
 - Including a copy on the VLE and emailing a link to all staff when the policy is updated.
 - A hard copy will be available for reference in the H&S Notice Board in the Staffroom Corridor.
 - A copy of the policy is given to all new members of staff prior to commencing work at the academy as part of their induction packs. This is referred to in their induction meeting.

NB: Visitors and Contractors will be made aware of any specific health and safety requirements, as appropriate.

- Our aims are to:
 - Maintain control of health and safety risks arising from our activities
 - Consult staff (where appropriate) on matters affecting their health, safety & welfare
 - Provide and maintain safe plant and equipment
 - Ensure safe handling, storage and use of substances
 - Provide appropriate information, instruction and supervision for staff/students/visitors
 - Ensure staff are suitably trained and competent to do their work safely and are provided with adequate resources in which to do this.
 - Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
 - Maintain a safe and healthy working environment ensuring the welfare of all persons
 - Assess risks, record significant findings and monitor safety arrangements
 - Review and revise safety policies & procedures periodically and when circumstances may arise, introduce a requirement to amend or improve arrangements
- This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

Signed:



Chair of Governors



Headteacher

Dated: September 2020

The current version of any policy, procedure, protocol or guideline is the version held on the Bishop Stopford School internet. It is the responsibility of all staff to ensure that they are following the current version

Context

The Core Values which relate specifically to this policy, state that we are working together to form relationships based on:

- **Responsibility** - everyone is expected to understand the consequences of their actions
- **Truth** - everyone is required to be honest and to communicate in a positive manner
- **Justice** - everyone is entitled to be treated fairly and to promote the self-esteem of others

Such values contribute to our common purpose of '*Striving for high quality education with a strong Christian ethos*'.

Data Protection

Any personal data processed in the delivery of this policy will be processed in accordance with the Academy Data Protection Policy.

Introduction

This policy sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

It is the duty of all people within this academy to raise the awareness of Health and Safety matters as they affect themselves and others.

Any person on these premises has a duty to report to the Headteacher or the appointed representative, any item of concern relating to Health and Safety

2) Organisation & Responsibilities

2.1 The roles and responsibilities are summarised as follows:

The Board of Governors accepts the health and safety responsibilities transferred to them through the establishment of academy status, as outlined below:

❖ **Board of Governors**

Whilst the Board of Governors do not implement the health and safety policy of the academy, they do have a responsibility and accountability in ensuring that the academy has a suitable health and safety policy in place and that it is acted upon. The Governors must ensure that the senior management operates safe academy premises with safe equipment, materials and substances, in accordance with the aims and objectives outlined in this policy.

The Board of Governors also ensure that the policies and standards laid down by the Health and Safety at Work Act 1974 and associated regulations are adhered to.

To ensure that the above are in place it is necessary for a representative of the Board of Governors to periodically inspect the academy and ask specific questions of senior management to ensure compliance.

❖ **Headteacher**

The Head Teacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of students, visitors and contractors. Many operational duties may be delegated to suitable staff (see below). Even if duties are delegated, overall responsibility rests with the Head Teacher to ensure they are carried out.

The current version of any policy, procedure, protocol or guideline is the version held on the Bishop Stopford School internet. It is the responsibility of all staff to ensure that they are following the current version

Business Manager

The Business Manager is responsible for day to day health and safety matters affecting the academy. The Business Manager should:

- Ensure that effective communications on health and safety matters exist between the academy and any third party organisations;
- Ensure compliance with health and safety legislation;
- Organise periodic whole academy health and safety audits;
- Provide the Board of Governors with regular reports on matters affecting health and safety within the academy, via the Health and Safety committee
- Together with academy staff, assess and control the risks to persons, from hazards identified within the academy;
- Ensure that first aid and accident reporting systems are maintained appropriately for the academy;
- Evaluate the need for health and safety training for academy staff which is not faculty or site team specific and arrange for its delivery;
- Bring to the attention of the Board of Governors, any matter of health and safety that cannot be resolved or is of substantial or imminent danger to any person;
- Keep the academy's Health and Safety policy under review and bring any amendments to the notice of all staff;
- Ensure adequate fire drills are carried out and their results recorded;
- Ensure that adequate emergency procedures exist;
- Ensure that the academy has access to competent health and safety advice.

❖ **Property Manager**

The Property Manager has a very specific and important role to play in the implementation of the health and safety policy for the academy.

The Property Manager will:

- Provide the academy with Health and Safety advice where appropriate;
- Ensure arrangements for fire prevention within the academy are adequate and that suitable arrangements are in place for statutory testing and maintenance of the fire alarm systems, firefighting equipment, emergency lighting etc. and that records are maintained;
- Provide equipment and articles for the academy that are adequate for their intended use, are correctly serviced, tested and properly maintained;
- Ensure hazardous substances that the Property Services Team are responsible for, i.e. cleaning substances, are properly used, stored and disposed of;
- Liaise with contractors, or their representative undertaking work on the academy site, to ensure the safety of any persons exposed;
- Ensure risk assessments have been carried out on all hazardous activities undertaken. e.g. using ladders, manual handling.
- Ensure compliance with legal requirements of managing the academy site. Such as legionella, gas, electricity

❖ **Head of Faculty and Departments**

Heads of Faculty and other Department Managers are responsible for Health and Safety in their own areas. They must:

- Ensure staff within their control are adequately trained or instructed to perform the duties for which they are employed;
- Identify risks and hazards within their areas of work and bring these to the attention of the Property Manager (Academy Health and Safety Advisor) in the first instance;

The current version of any policy, procedure, protocol or guideline is the version held on the Bishop Stopford School internet. It is the responsibility of all staff to ensure that they are following the current version

- Have risk audits completed by a suitably qualified person, in the DT, Art, PE, and Science faculties and implement any risk improvement requirements;
- Ensure risk assessments are completed and updated annually or more frequently if required in the areas of PE, DT, Art, Science and lettings.
- For general classrooms, ensure staff are aware of the general classroom safety awareness notice (displayed in rooms).
- Ensure hazardous substances that their faculty/department are responsible for, are properly used, recorded, staff are trained, stored and disposed of;
- Action health and safety requirements within agreed timescales and report these to the Health and Safety committee where appropriate; Review Accident/Incident data applicable to the faculty (where supplied) and implement actions where appropriate; This data is available electronically on request at any time from the Business Manager.
- Keep records for the monitoring of Department Health and Safety procedures;
- Keep records of Department Health and Safety training.

❖ **All employees**

All employees will read the academy Health and Safety policy when it is updated annually and:

- Ensure that they work in ways that are safe and without risk to themselves, taking reasonable care for the health and safety of themselves, students, visitors and other staff, who are affected by their acts or omissions, including:
 - Checking that areas are safe before commencing activity
 - Checking equipment is safe to use
 - Ensuring safe procedures are followed
 - Using protective equipment as required
- Co-operate with the employer and others who have a duty by adhering to advice, instructions and procedures for health and safety, to enable them to fulfil their legal obligations;
- Report any unsafe practices which come to their notice to the Property Services Team or Senior Leadership Team
- Complete all training in a timely manner;
- Participate with the academy to improve the standard of health and safety;
- Encourage students and visitors to understand and comply with Health and Safety requirements as appropriate.

Others: There is a general requirement that each person will behave at all times in a manner which shows regard for the health, safety and welfare of themselves and others.

All contractors will be made aware of their responsibilities by induction prior to the start of any work. Risk Assessments and/or Method Statements will be requested by the academy prior to work commencing.

2.2. Organisation

Meetings are held by the Health and Safety Committee which is a sub-committee of the Governing Body. It is chaired by a Governor, and takes place 6 times a year (once each half term). The minutes of these meetings are reported by the Business Manager to the Finance and General Purposes Committee. The Chair of the Health and Safety committee reports under a dedicated agenda item to the full board of governors at their meetings. Appendix 2 shows the decision making process of responsible individuals and their relationship to the Committee and the Academy.

Emergency issues can be brought to the meeting by any member of staff for instant discussion and the Chair is willing to respond on Health and Safety matters with the help of the Business Manager and Property Manager. Emergency meetings can be called at any time.

The current version of any policy, procedure, protocol or guideline is the version held on the Bishop Stopford School internet. It is the responsibility of all staff to ensure that they are following the current version			
---	--	--	--

Similarly, emergency matters of Health and Safety relating solely to the Sports Centre can be dealt with by the Sports & Lettings Manager with the assistance of the Business Manager and Property Manager.

General health and safety issues including wellbeing which are raised will be covered at the meetings. Any operational health and safety matters can be raised by staff and will be raised by the Business Manager at the Senior Leadership Team meeting where there is a weekly health and safety agenda item. This facilitates a quicker resolution to the item. The **committee** is made up of representatives from the academy teaching and associate staff. The Sports & Lettings Manager has access to the Health and Safety Committee through the Business Manager, and for special policy amendments directly into the H & S Committee by invitation. Union representatives are also invited to attend the meetings.

The academy Health and Safety policy and associated policies apply for any lettings of the academy premises.

3) **Arrangements**

3.1 **Risk Assessment**

The academy has an obligation as tenant of the land and buildings to ensure that all statutory health and safety requirements are fulfilled. The Board of Governors will enable the Diocesan Surveyor to carry out risk assessments in respect of landlord items, as required.

Section 2 above and the risk assessment summary matrix (kept by the Business Manager) outline the responsibility for specific categories of staff to identify, complete and control risks within their particular area of work, ensuring that safe working procedures are in place for colleagues, students, visitors and contractors. The Risk Assessment Summary Matrix lists all risk assessments in operation and will be available to all staff through the VLE once established. A separate risk assessment procedure document is available and provides guidance to appropriate staff on the process to be followed when completing a risk assessment and where to go for support or advice. This will also improve consistency of approach across the academy.

3.2 **Users of the Establishment**

The Board of Governors acknowledges its duty of care to all visitors and users of this establishment including those letting the premises.

3.3 **Arrangements for the Supervision of Students**

The Headteacher is delegated by the Board of Governors to ensure that all staff engaged in supervisory duties are provided with a basic understanding of the academy's agreed policy on behaviour, how to report incidents, and how to obtain first aid assistance.

The academy will put procedures in place for the supervision of students for the beginning and end of the academy day as well as break and lunch times. These procedures are set out in the 'Routines and Expectations' section of the Annual Staff Guide.

3.4 **Sports & Lettings Users at weekends, holidays and from 5.30 p.m. weekdays.**

The Sports & Lettings Manager will arrange for a person to be in charge of the facility while in use. Evacuation in the case of fire, treatment of injuries and the control of potentially dangerous practice will be delegated to the person in charge. Management contacts are available in the event of an incident or emergency occurring.

3.5 **Students with Allergies**

The academy will put in place procedures to ensure that student allergy information is kept up to date each year. At the start of the academy year, information will be requested from parents

The current version of any policy, procedure, protocol or guideline is the version held on the Bishop Stopford School internet. It is the responsibility of all staff to ensure that they are following the current version

and stored in the student record on SIMS, which is accessible to appropriate staff in the academy. The academy caterers will be provided with information, which will be added directly onto the catering cashless system which will display allergy information for individual students so it is available at the point of sale. The First Aid Policy outlines the procedures for medicines and EpiPen use

These students are dealt with in accordance with the academy's Supporting Children with Medical Needs Policy

3.6 No Smoking

Bishop Stopford Academy is a no-smoking environment, which includes electronic devices.

- ❖ Contractors coming into the academy will be informed in writing of the no-smoking status prior to their visiting the site. They will be reminded of this upon their arrival at the academy;
- ❖ Parties who hire the premises out of academy hours will be advised of the no-smoking status of the academy and will be reminded that smoking is not allowed anywhere on the site. When the premises are booked, the no-smoking status will also be communicated in writing.
- ❖ Staff and Sixth Form Students are not permitted to congregate outside the academy gate at break times to smoke/vape

3.7 Specialist Areas: (Cf also Department Protocols)

- ❖ Design & Technology, Art & Science
The Board of Governors will comply with the guidance circulated by Consortium of Local Education Authorities for the Provision of Science Equipment (CLEAPSS) regarding safe practice in Design and Technology. This includes guidance regarding the necessity for PRIOR training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment. The Head of Faculty will complete the risk assessments for specific activities where required or adopt those provided by CLEAPSS or the equipment suppliers, ensuring procedures are in place within the department. The academy will comply with the correct storage of chemicals and appoint a Radiation Protection Officer. Each of these faculties will hold their own health and safety documents and update these at appropriate intervals. The Head of Faculty will arrange servicing and remedial work to equipment and maintain the appropriate records.
- ❖ P.E.
Physical Education equipment will be serviced at prescribed intervals and remedial repairs or replacement of items arranged. Equipment must be properly maintained within the set guidelines before use. For more detailed information please refer to the P.E. Faculty Health and Safety Policy and associated health and safety documents, which are held in the PE department and updated at appropriate intervals.
- ❖ Catering
The academy provide a kitchen facility for the catering contractor to deliver the provision of food and drinks under a contracted service. The academy are responsible for the maintenance, repair and replacement of academy catering equipment and will arrange appropriate ~~servicing~~ servicing at prescribed intervals. Where the caterer has supplied specific items, they will be responsible for this. The catering company will complete catering audits of the catering team and facility (including health and safety) periodically. The academy also complete health and safety audits periodically carried out by a specialist consultant.

The Governing Body delegate to the **Heads of Faculty, Departments** and the **Business Manager** the task of identifying and recording training needs, ~~itemising~~ itemising equipment requiring servicing as well as completing risk assessments where appropriate.

The current version of any policy, procedure, protocol or guideline is the version held on the Bishop Stopford School internet. It is the responsibility of all staff to ensure that they are following the current version

3.8 Off-site Activities

The Board of Governors will comply with the guidance concerning the conduct of Outdoor Pursuits and use of minibuses by academies. The Academy Minibus Policy outlines procedures and requirements for all off-site travel by Minibus and Coach.

The Educational Visits Coordinator (EVC) and Headteacher, acting on behalf of the Board of Governors, must give approval to any visits outside the country. The academy will comply with the procedures in the Trips and Visits Policy.

3.9 First Aid

The academy will ensure compliance with the requirements of the First Aid Regulations and document this through the Academy First Aid Policy which are in place. These detail the organisation and procedures to be followed for first aid and medical arrangements in the academy. These are circulated to all staff when updated annually and a hard copy is available in the staff room for reference.

3.10 Fire and Other Evacuation Emergencies

The Board of Governors will ensure that all fire safety requirements in the Fire Management Plan are followed. All visitors are to be made aware of these procedures.

The procedures for evacuation of the premises in the event of fire or other emergency are clearly displayed in all rooms. A fire drill will be carried out three times a year for students and staff of the academy. The staff in charge of the Sports Centre must know the out of academy hours procedure for evacuation and calling the Fire Service.

Firefighting equipment is available within all areas of the academy as recommended by the Fire Officer and is serviced on an annual contract and inspected monthly. Instructions for action in the event of a fire are included in the staff guide and a copy is emailed to all staff.

3.11 Arrangements for Reporting and Investigating

The academy will put procedures in place to ensure all accidents and serious occurrences are reported appropriately and the necessary investigation and remedial work or action is carried out. This includes RIDDOR notification via the academy's health and safety advisors to the HSE by the Business Manager

With regard to lettings, all club leaders and other hirers are responsible for the health and safety of their own activities. The academy are responsible for those relating to the hiring of the premises and facilities only. Any actions carried out by the club which are deemed unacceptable will be addressed by the Sports & Lettings Manager.

Any Sports & Lettings incidents that are recorded in the accident/incident book will be reviewed by the Business Manager and action taken where required. This is outlined under the monitoring section of the First Aid Procedures document.

3.12 Arrangements for Consultation on Health and Safety Matters

The Board of Governors has agreed that the Headteacher, the Business Manager and Property Manager shall be the persons directly receiving all information on Health and Safety procedures.

3.13 Arrangements for Training

The Business Manager is required to maintain an up-to-date record of general training for the academy on Health and Safety for current staff. An exception to this is listed below where the Head of Faculty, Sports and Lettings Manager or department manager will keep a record of specific training for their teams.

❖ Property Manager

The current version of any policy, procedure, protocol or guideline is the version held on the Bishop Stopford School internet. It is the responsibility of all staff to ensure that they are following the current version

- ❖ ICT Manager
- ❖ Sports & Lettings Manager
- ❖ Exams Officer (for invigilators)
- ❖ Heads of Faculty – PE, Science, Design and Technology and Art.
- ❖ Cover Manager - Temporary, part-time and supply staff must be informed of their responsibilities and the academy's agreed policy prior to the commencement of their duties.

3.14 **Additional Health & Safety Policies**

Where deemed necessary the academy has put in place policies and/or related procedures and copies of these can be found on the academy intranet.

Appendix 1

General Classroom Safety Awareness

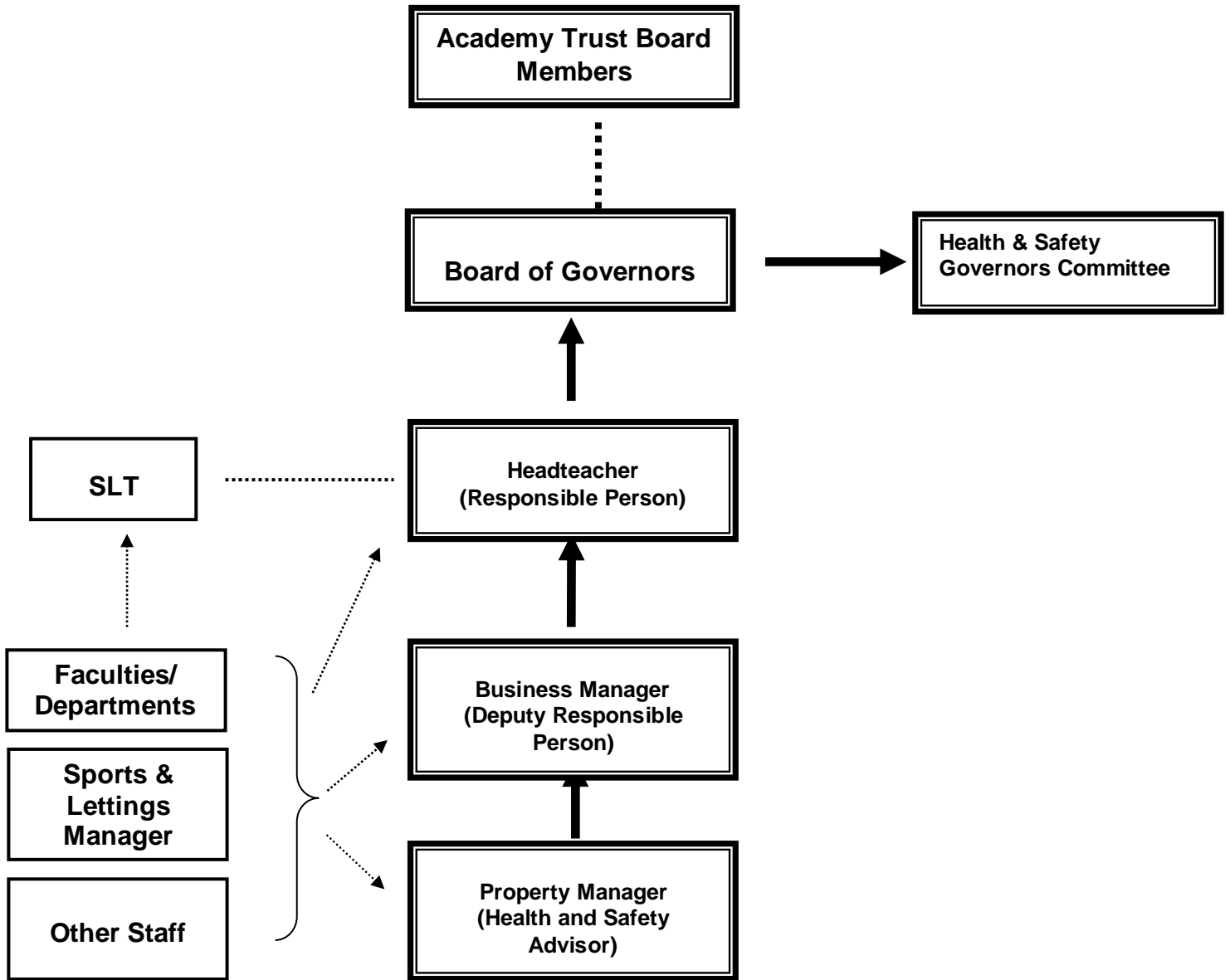
- ✓ Are all gangways between desks kept clear?
- ✓ Are trailing electrical leads/cables prevented wherever possible and not causing a trip hazard?
- ✓ Are all lights working?
- ✓ Are evacuation procedures clearly displayed?
- ✓ Are all plugs, cables, electrical switches and plug sockets in good repair?
- ✓ Is portable equipment stable?
- ✓ Is furniture in a good state of repair?
- ✓ Are fixtures and fittings secure to walls and ceilings?
- ✓ Are fire exits clear of obstructions?
- ✓ Are students aware of any health and safety rules for this particular room?

Note: If there are any issues relating to this classroom please notify the Property Team immediately

The current version of any policy, procedure, protocol or guideline is the version held on the Bishop Stopford School internet. It is the responsibility of all staff to ensure that they are following the current version			
---	--	--	--

Appendix 2

Responsibility and Decision Making



NB

- **Bold Arrows/Lines show decision making direction**
- **Level of responsibility is top down**
- **Routine Health and Safety decisions will be taken by the Headteacher or a delegated responsible person. A summary of these can be provided to Governors on request.**
- **Issues raised by the Health and Safety Committee will be taken to either the Headteacher/SLT or to Finance & General Purposes Committee, depending on the nature of the issue.**

The current version of any policy, procedure, protocol or guideline is the version held on the Bishop Stopford School internet. It is the responsibility of all staff to ensure that they are following the current version

Appendix 3

Personal Electrical & Electronic Equipment Use

1. General principles

- 1.1 Failure to maintain portable electrical equipment adequately is a major cause of electrical accidents.
- 1.2 Equipment used in the Academy should be purchased by the Academy and will be maintained and PAT tested as appropriate in accordance with the Electricity at Work Regulations 1989.
- 1.3 The Academy aims to provide staff and students with all essential equipment required.
- 1.4 Personal electrical or electronic devices are used at the owner's risk. It is the user's duty to be responsible in the upkeep and protection of the device. Bishop Stopford School will not be responsible for personal devices which are damaged or lost whilst at the Academy.
- 1.5 The Academy will not provide technical support for personal devices.
- 1.6 Access to the Academy wireless facility is in accordance with the Academy's ICT Acceptable Use Policy.

2. Requirements for use – Personal Mobile Phones & Hand Held Devices

- 2.1 Students are permitted to bring to the Academy mobile telephones or hand held devices.
- 2.2 During the working day, students are not permitted to use these and mobile phones should be stored away in their bags. Sixth form students are permitted to use mobile phones in specific areas of the Academy only. If being used inappropriately, items will be confiscated and returned at the end of the day, in accordance with the BSS Mobile Phone Procedure
- 2.3 Use of other personal devices is governed by the Academy's ICT Acceptable Use Policy.
- 2.4 Students must bring personal devices to the Academy **fully charged**: they are **not permitted** to recharge these on the Academy premises.
- 2.5 For staff, all plugs and connecting leads for personal devices must be PAT tested as part of the Academy's PAT testing annual programme or the item can only be charged by connecting it to an Academy PAT tested laptop or PC.

3. Requirements for use – Laptops and iPads

- 3.1 Students are permitted to bring laptops and iPads into the Academy if they are supporting personal study.
- 3.2 Students using personal laptops and iPads during lesson time which are not essential, should request permission from the teacher before using them.
- 3.3 Students must bring their laptop/iPad to the Academy **fully charged** and are **not permitted** to recharge these on the Academy premises. In exceptional circumstances where the laptop/iPad has failed to charge the item must be taken to the ICT Helpdesk and left for charging or to have a visual inspection of the cable.

4. Requirements for use – Other Electrical Equipment

- 4.1 In exceptional cases, students may wish to bring an item of electrical equipment which requires a plug to be connected to the mains e.g. a music amplifier. This will require permission from the relevant subject teacher before it is used and a check made by the Property Services team.
- 4.2 Staff needing to bring in an item of electrical equipment on a temporary basis should notify the Property Services team who will carry out a check.
- 4.3 Any electrical item which is donated to the Academy on a permanent basis should be notified to the Property Services team prior to it being brought into the Academy. It will be given an initial check and then be PAT tested as part of the routine PAT testing annual programme.
- 4.4 Any item failing a visual check or a PAT test must be removed from use immediately.

The current version of any policy, procedure, protocol or guideline is the version held on the Bishop Stopford School internet. It is the responsibility of all staff to ensure that they are following the current version