

Batley Multi Academy Trust

Policy Document

Health and Safety Policy

Produced by: WJB and ML

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(Earlier if there is a significant incident, or change in circumstances or Law)

Health and Safety

Statement of Intent

1. Introduction

- 1.1 The Trust recognises and accepts that every one of its employees, students and visitors to the Trust is entitled to a healthy and safe environment.
- 1.2 It is the intention of the Trust Board that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a healthy and safe environment. The “References” section at the end of this policy sets out these sources.
- 1.3 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The Trust’s Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.
- 1.4 The Trust is committed to ensuring the allocation of sufficient resources to ensure a safe and healthy place to work, providing appropriate information, instruction, training and supervision, and promoting worker consultation on matters of health and safety.



Ann McCall



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Co-Heads, Batley Girls’ High School

May 2016

2. Responsibilities

- 2.1. The Department for Education (DfE) guidance note on the statutory responsibilities of schools is given in Annex 1 of this policy.

Responsibilities of the Trust Board

- 2.2 In discharging its responsibilities, the Trust Board will:

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

- 2.3 In particular, the Trust Board undertakes to provide as far as is reasonably practicable:

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

Responsibilities of the Co-Heads and School Leaders

- 2.4 The Co-Heads will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented. The Co-Heads will be the designated contact with the Health and Safety Executive.

Headteachers and members of SLTs have responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.

Responsibilities of the Health and Safety Managers

- 2.5 The Assistant Head (Finance Director), Network and Facilities Manager and Senior Caretaker will be responsible for the day to day management and implementation of the Health and Safety Policy At Batley Girls' High School (BGHS). The Head's PA and Senior Caretaker will be responsible at Upper Batley High School (UBHS).

Responsibilities of Line Managers

- 2.6 All Line Managers should 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.
- 2.7 In addition to the general duties that all members of staff have, they will be directly responsible to the Network and Facilities Manager (BGHS) and the Head's PA (UBHS) for the implementation and operation of the Trust's Health and Safety Policy within their relevant departments and areas of responsibility.
- 2.8 Line Managers will take a direct interest in the Trust's Health and Safety Policy and in ensuring that staff, students and others comply with its requirements.

Responsibilities of all Member of Staff

- 2.9 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. They have legal duties under the Health and Safety at Work etc. Act 1974, and failure to comply with these requirements may lead to both disciplinary action being taken by the Trust and prosecution by the enforcing authority.
- 2.10 In particular, members of staff will:
- Be familiar with the Health and Safety Policy and all safety requirements laid down by the Trust Board
 - Co-operate with management on health and safety matters
 - Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work
 - Ensure that staff, students, visitors and contractors are applying health and safety regulations, rules, routines and procedures effectively
 - 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
 - Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied
 - Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
 - Report any defects in the premises, plant, equipment and facilities that they observe to the Senior Caretaker or Network & Facilities Manager (BGHS), caretaker or Head's PA (UBHS)
 - Take an active interest in promoting health and safety and suggest ways of reducing risks

Health and Safety Committee

- 2.11 The Trust has a Premises Team which monitors health and safety issues within the Trust. The Team reports to the Co-Heads and Trust Board. This Team is made up of the Assistant Head (Finance Director), Network & Facilities Manager and the Senior Caretaker at BGHS and the Senior Caretaker and Head's PA at UBHS.

Competent Person

- 2.12 The Trust will enlist external advice through Safety Audit UK, in order to fulfil the requirements of having a Competent Person.

Consultation with Staff

- 2.13 Health and safety issues is a standard agenda item on appropriate internal meets agendas, and all staff are given the opportunity to raise any health & safety issues as they arise.
- 2.14 Health and safety issues forms an important part of staff induction.

3. Risk Assessments

- 3.1 Under the Management of Health and Safety at Work Regulations 1999, the Trust has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the Trust's policy to ensure that no-one is put at undue risk from any activities under its control.
- 3.2 Risk assessments will be undertaken for situations that may present a risk to health and safety. The main areas of risk are:
- Manual handling
 - Display screen equipment
 - Contact with electricity
 - Pressure systems
 - Lifting equipment
 - Working at height
 - Asbestos
 - Legionella
 - Transport safety
 - Noise and vibration
 - Contractors and visitors
 - Lone working
 - Pregnant staff
- 3.3 The Site Team and other appropriate personnel will undertake and monitor risk assessments.

4. Health and Safety Arrangements

Fire Safety

- 4.1 Appropriate procedures for ensuring that safety precautions are properly managed are formulated and disseminated to all staff. These procedures include Fire Drills and the use of fire extinguishers.
- 4.2 The Trust's evacuation procedure should be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the

procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be reviewed periodically. The evacuation and safety of visitors and contractors will be the responsibility of the person whom they are visiting or working for.

- 4.3 All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points and records maintained. All emergency lighting will be checked monthly in-house and six monthly by an approved contractor and records maintained.

Reporting Accidents

- 4.4 All accidents involving staff, students and visitors must be reported using an Incident Report Form or Minor Incident Form, as appropriate. These can be found in reception in the Medical Forms folder. The complete forms are passed to the relevant Head, processed appropriately and kept securely. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Wellbeing Manager will ensure that the Health and Safety Executive is informed of reportable incidents.

First Aid

- 4.5 First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- 4.6 A DfE good practice guide, Guidance on First Aid for Schools, can be referred to for advice on ensuring that the Trust is meeting its statutory duties. In particular, it includes a checklist of issues for undertaking a risk assessment.
- 4.7 Each school will have an identified First Aid lead who should ensure that the number of certified first-aiders will not, at any time, be fewer than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the schools. These supplies should be checked on a regular basis by a qualified first-aider.
- 4.8 A First Aid rota is maintained to ensure First Aid coverage at all times of the school day.

Equipment

- 4.9 Protective clothing/gloves/masks/helmets are available and should be used by technicians and site staff when required. Staff and students are provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors are provided with protective clothing as appropriate.
- 4.10 The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
- DT equipment
 - Fume cupboards
 - All electrical appliances
 - Sewing machines
 - Kitchen appliances

- 4.11 When new equipment is purchased, it is the responsibility of the curriculum leader, with the assistance of the Network & Facilities Manager (BGHS) or Head's PA (UBHS) as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.
- 4.12 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. Managers should consider storage life when ordering new supplies. Reference must be made to Control of Substances Hazardous to Health (COSHH) and the Ionizing Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department, cleaning cupboards and other appropriate locations.

Manual Handling

- 4.13 There are times in day to day work when it may be required to lift or move very heavy or awkward loads. If staff do not feel comfortable doing this, they should contact a member of the site team. A number of staff are trained in the correct manual handling techniques and only they should be carrying out this kind of task. Under no circumstances should staff be asking or allowing students to move such items (this includes laptop trollies); by doing so, the member of staff becomes responsible for their health and safety.

Working at Height

- 4.14 Some tasks in school require access that is out of reach whilst standing at floor height. This would therefore require the use of stepladders or suitable working platform (chairs and tables should not be used for gaining access to out-of-reach areas). A number of staff have been trained in the correct methods for working at height. Staff and students should not attempt to carry out any such task unless they have been instructed in the correct manner, and that they are using the correct equipment which has been checked for safety. Under such circumstances, staff become responsible for their health and safety, and that of any students they are working with. Under no circumstances should staff or students be left alone to work at heights.

General Health and Safety

- 4.15 At no time should students be given staff keys to allow themselves into rooms. This creates the opportunity for students to be in places of danger, without correct supervision. Rooms and offices should be locked at all times when not in use.

5. Housekeeping

- 5.1 The Senior Caretaker/Senior Cleaner will monitor the cleaning standards of the cleaners. Special consideration will be given to hygiene areas.
- 5.2 The Senior Caretaker will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), electrical waste (WEEE) and clinical waste and normal refuse.

6. Visits

Educational trips and visits must be organised in accordance with the Educational Visits Policy. The Kirklees Evolve system is utilised and complied with.

7. Minibuses

Users of minibuses must be aware of and observe the following requirements:

Hirers must refer to the Minibus Conditions of Hire document and complete a booking form prior to using the minibus.

- The driver must have a current licence, be aged 25 years or over and hold a full licence in Group 'A' or PSV
- Drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence
- Where the transport of students is involved, drivers are required to have undertaken the MIDAS assessment programme and received the resulting Accreditation
- When a charge is being made to passengers, the minibus permit must be displayed in the vehicle
- Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the Trust will decide upon the repairer to be used)
- Only one person per seat is to be carried
- Seat belts are to be worn by all passengers and the driver at all times
- In the event of an offence being committed, the driver at the time is responsible for the payment of fines incurred.

8. Visitors to the Trust Site

- 8.1 All visitors to the school must sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.
- 8.2 No contractor may undertake work on the Trust site without permission from the Network & Facilities Manager or Senior Caretaker other than in an emergency, eg fire, flooding or to make safe following damage/theft/vandalism.
- 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.
- 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.
- 8.5 Whilst on site, all visitor and contractors must wear a school visitor's lanyard and photo ID badge. Temporary teaching staff on cover duties will be required to indicate their presence in the school by reporting to reception.
- 8.6 If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs

assistance and direct them either to the school reception or off the site, as appropriate. SLT should be informed if escorting an unknown visitor off site.

- 8.7 If an intruder is uncooperative in going to the 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.

9. Security

- 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 be kept secure at all times, they should not be left open and unattended.
- 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.
- 9.3 Staff must ensure that any visitors they let into the building are not left unattended.
- 9.4 Maglocks and the electric fence (Batley Girls') control external security. External doors should never be left open.
- 9.5 All rooms within school should be locked securely when not in use.

10. Critical Incidents

As part of its commitment for the well-being of staff, students and visitors, the Trust has set out Disaster Management/Emergency Plans for each school which are to be adopted in the event of a critical incident occurring either on the school premises or on an activity away from the school site.

11. Healthy Eating

It is school policy to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the schools works with their catering teams in providing menu options that support these aims.

12. Portable Appliance Testing

A number of staff have been trained in PAT testing, and all electrical items used in school are checked for compliance on an annual/3 yearly basis in line with guidance, with visible checks carried out more frequently on certain items.

13 Relevant Policies

Disaster Management Plan
Evacuation Plan
Safeguarding and Child Protection Policy
Educational Visits Policy
Lone Worker Policy

14. References

HSE Website

<http://www.hse.gov.uk>

DfE Health and Safety: advice for Schools

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

Health and Safety Legislation

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

15. Monitoring, Evaluation and Review

The Trust Board will update the policy on an annual basis, and review it at least every two years and assess its implementation and effectiveness

If an incident occurs, the policy will be reviewed as necessary.

Annex 1: 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. The Trust's employer is the Trust Board.

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

- The health, safety and welfare of all 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. Under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, employees must:

- Take reasonable care of their health and safety and that of others
- Co-operate with their employers over health and safety matters
- 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 LAs and schools.

Responsibility of All Schools

The employer must have a Health and Safety policy and arrangements to implement it. The Health and Safety at Work Act etc. 1974 applies.

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. Risk assessment and risk management measures are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. A common sense and proportionate approach should be taken.

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.