



# **Health and Safety Policy 2017-2019**

Approved by Governors:  
Review:

Spring 2017  
Spring 2019

# **HEALTH AND SAFETY IN THE WESTWOOD ACADEMY**

## **Introduction**

As the employer, The Westwood Academy Board of Governors has overall responsibility for the health, safety and welfare of staff and students. The Westwood Academy recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

The Westwood Academy will put in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, a safety committee will be established.

Although overall accountability for health and safety lies with The Westwood Academy Governing Body, day-to-day responsibility for the health and safety of staff and students is delegated to the Head Teacher, who in turn will delegate particular functions to other staff, in particular to the School Business Manager.

The Senior Leadership Team play an important role in ensuring strategic direction and will work in close partnership with the Head Teacher and the School Business Manager of the Academy to support ongoing good health and safety management.

This Policy should be read in conjunction with The Westwood Academy:

- Major Incident Policy
- Health and Safety of Students on Educational Visits Policy
- The Medical Conditions Policy
- First Aid Policy
- Asbestos Management Policy (LAMP)
- Fire Safety Management Policy
- Minibus Policy
- The Westwood Academy Stress Policy
- The Health and Safety Policy for the Westwood Academy Science Department
- The Health and Safety Policy for the Westwood Academy D & T Department
- The Health and Safety Policy for the Westwood Academy Art Department

## 1. General Statement of Intent

The Governing Body of The Westwood Academy undertakes to meet fully its responsibilities under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors. Details of how this will be achieved are given in the **Arrangements** section of this policy.

The Governors will actively work with the Head Teacher and staff to identify hazards and where these cannot be removed, ensure that they are adequately controlled.

In compliance with the Management of Health and Safety at Work Regulations 1999, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place, as far as is reasonably practicable, using a sensible risk management approach.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all academy activities.

This policy 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 managed are given in the **Arrangements** section.

Signed:

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Head Teacher    Date

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Chair of Governors    Date

## **ORGANISATION**

### **WHO IS RESPONSIBLE?**

The Health and Safety at Work Act 1974, requires governors, and employees according to their particular roles, to take the initiative on certain matters. The academy will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety.

### **2.1 Responsibilities of the Governing Body**

#### **The Governing Body will ensure that:**

- a) They provide, as far as reasonably practicable, a safe and healthy environment for all persons who work at, attend or visit the academy.
- b) Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments are kept.
- c) Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- d) Regular termly safety inspections are undertaken.
- e) Inspection reports are considered and acted upon.
- f) Health and safety is a standing item on all agendas.
- g) A positive health and safety culture is established and maintained.
- h) Any incidents/ accidents are reported and satisfactorily investigated.

### **2.2 Responsibilities of the Head Teacher**

The Head Teacher is responsible for the day to day, overall management of health and safety in the academy.

#### **The Head Teacher will ensure that:**

- a) A health and safety policy is produced for approval by the Governing Body and that the policy is regularly reviewed and revised as necessary, at least every two years.
- b) Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- c) For high risk activities, safe systems of work are identified via a risk assessment.
- d) Information and advice on health and safety is acted upon and circulated to staff and governors.
- e) Regular inspections are carried out with reports submitted to the Governing Body.
- f) An annual report is provided to Governing Body.
- g) The monitoring of health and safety practices and procedures.
- h) Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- i) Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- j) Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- k) There is co-operation with and provision of necessary facilities for health and safety representatives.

- l) Appropriate tasks are delegated to the Academy's School Business Manager and premises staff.

### **2.3 Responsibilities of Senior Managers and Department Heads**

- a) Deputy and Assistant Head Teachers may be required to undertake any of the Head Teacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management.
- b) Heads of department/faculty may be expected to oversee health and safety matters relating to their curriculum areas.

### **2.4 Responsibilities of the School Business Manager (SBM)**

#### **The School Business Manager will ensure that:**

- a) All responsibilities delegated to the SBM by the Head Teacher are diligently carried out.
- b) Safe means of access and egress are maintained.
- c) The premises are kept clean and that adequate welfare facilities are provided.
- d) Safe working arrangements are in place when contractors are working on the premises.
- e) Adequate security arrangements are maintained.
- f) Adequate fire safety arrangements are implemented.
- g) Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- h) Adequate systems are in place for the management of asbestos and control of legionella.
- i) Adequate systems are in place for the management of fire risk.
- j) All premises-related accidents/incidents are recorded and investigated.
- k) Regular inspections of the premises take place.
- l) A copy of the Health and Safety Law poster is displayed in an easily accessible location.

### **2.5 Responsibilities of all Employees**

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

#### **All staff employed by the academy will act responsibly to ensure that:**

- a) They are familiar with, and comply with, the Health and Safety Policy.
- b) They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- c) They report immediately, to the Head Teacher, Senior Leadership Team or to their line manager any serious or immediate danger of which they become aware.
- d) They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Head Teacher or to their line manager.
- e) There is no misuse of anything that has been provided for health and safety purposes.
- f) They use the correct equipment and tools for the job and any protective equipment that may be supplied.

## **2.6 Responsibilities of all Students**

All students will be encouraged to follow safe working practices and observe safety rules.

### **All students will:**

- a) Follow all instructions issued by any member of staff in case of emergency.
- b) Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- c) Inform a member of staff of any situation which may affect their safety or that of other students or staff.

## **ARRANGEMENTS**

### **3.1 Premises Security**

A perimeter fence is to be maintained with entry normally restricted to one pedestrian entry for children and staff, and a separate entry for vehicular access. The pedestrian entry is to be kept closed other than at the start and end of the academy day. The vehicular access is to be closed at all times. Access via both entries is to be supervised by the receptionist using closed circuit television as necessary and automated access control. Inside the perimeter fence surveillance arrangements are to be made to ensure the protection of students.

### **3.2 Visitors**

All visitors are to be signed in and issued with a visitor's badge and accompanied by a member of the academy staff throughout their visit unless they are DBS checked and undertaking work within the academy. Where visits require one-on-one interviews, arrangements are to be made to ensure their mutual safety.

### **3.3 Premises Hire**

Any hirers of academy premises are responsible for ensuring that they use them correctly. The Governing Body recognises its duties as controller of premises and will ensure that:

1. Premises hired are in a safe condition for the purpose of hire.
2. Arrangements for emergency evacuation are adequate.
3. Fire-fighting equipment is in place and in operational condition.
4. Proper physical security arrangements are made.
5. Insurance requirements are met.
6. All hirers are provided with a copy of this policy.

### **3.4 Contractors**

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control.

The Head Teacher, acting through the School Business Manager, is therefore to ensure that where contractors are appointed directly by the academy:

- Contract meetings are held to agree health and safety measures prior to works commencing and during the project.
- All duties under the Construction (Design and Management) Regulations 2015 are carried out and adhered to.
- Contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.

### 3.5 Communication

All staff are to be made aware of communication channels within the academy for health and safety. All new staff and volunteers are to be provided with a detailed health and safety induction when they commence work at the academy.

The School Business Manager will ensure that all health and safety guidance and advice is kept together in the SBM Office and where relevant at Reception. All electronic information will be appropriately stored, protecting personal data by password protection where relevant, on the W Drive section, located in the Pool. All such advice is to be communicated to staff where relevant and incorporated into the academy's procedures.

### 3.6 Staff Consultation

The Governing Body and Head Teacher recognise the valuable contribution to health and safety that can be made from all staff, particularly staff representatives. All the regular staff meetings of various groups will contain an agenda item on Health and Safety. The Head Teacher, or the School Business Manager acting on behalf of the Governing Body and Head Teacher, will liaise on a frequent basis, and at least every term, with Safety Committee representatives on matters of health and safety.

### 3.7 Health and Safety Committee

The Health and Safety Committee provides the main forum for the academy leaders and staff representatives to discuss health and safety issues. The Committee will meet at least once per term. It is to be chaired by the School Business Manager, on behalf of the Head Teacher, and includes a member of the Governing Body and members of the teaching and support staff.

### 3.8 Safety Practices

Guidance issued by the Health and Safety Executive is to be incorporated into the academy's procedures. These arrangements will be discussed at the appropriate health and safety committee and any significant issues are to be relayed to relevant staff.

### 3.9 Risk Assessment

The Head Teacher is to ensure that risk assessments are carried out for the academy activities and operations, and for premises related issues. This duty is delegated to the School Business Manager to ensure that all premises related risk assessments are carried out and that school departments maintain up to date risk assessments. The assessments will be used to identify health and safety hazards and ensure that, where

they cannot be eliminated, the associated risks are reduced or otherwise adequately controlled.

### 3.10 Fire Precaution Procedures

The Head Teacher and Governing Body are to ensure that a Fire Risk Assessment and Audit is carried out on an annual basis. The findings of the FRA are to form the basis for the management of fire safety at The Westwood Academy.

Procedures to be followed in the event of fire are to be circulated to all staff, students and visitors. Notices giving instructions concerning what to do in the event of fire are to be displayed by all Fire Alarm Call Points and at appropriate positions across the academy. A fire drill is to be held every term, towards the beginning of term, and relevant details recorded in the Fire Log.

All fire safety equipment including, but not limited to, fire extinguishers, fire alarm, fire doors and emergency exits are to be regularly tested and maintained.

### 3.11 Accidents and Assaults

Relevant legislation - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) – see HSE guidance - <http://www.hse.gov.uk/riddor/>  
<http://www.hse.gov.uk/pubns/edis1.pdf>

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

### 3.12 Provision, Inspection and Maintenance of Work Areas and Equipment

Relevant legislation – Provision and Use of Work Equipment Regulations 1998 HSE guidance – safe use of work equipment <http://www.hse.gov.uk/pubns/books/l22.htm>

Work places and equipment will be suitable for the purpose and as far as is reasonably practical, free from risks of injury. Where the safety of work places and equipment is dependent on proactive inspection and maintenance, a programme will be established for a competent person to carry out the necessary works (e.g. portable appliance testing – PAT). Appropriate records and relevant test certificates will be maintained.

The Academy will ensure that all Plant and equipment meets the requirements of the Provision and Use of Work Equipment Regulations 1998. As far as reasonably practical, all work associated plant and equipment is suitable for its purpose, is safe to use, fully maintained and inspected for any damage or shortfall in its safety performance.

Routine maintenance will be provided for designated equipment in use and records of maintenance kept. An assessment will be made on all work equipment for its operational risks and any preventative measures will be provided to ensure its safe operation. Any

personnel and students who use work equipment will receive adequate health and safety information and if appropriate, written instruction/ training concerning its use.

If instruction is needed on any work equipment then this will be given by instructors who are suitably trained.

All work equipment will be fitted with approved 'on and off' switches. Designated equipment will be tested and inspected on a regular basis to ensure that these controls function safely, and full records of these inspections maintained.

All new machinery brought onto site for use will comply with the requirements of the Supply of Machinery (safety) Regulations 2008 (as amended) and carry CE markings and other relevant information. Certain machines will be subject to type-examination by an approved body.

### 3.13 The use of Display Screen Equipment (DSE)

Relevant legislation – Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002) – see HSE guidance - <http://www.hse.gov.uk/msd/dse/guidance.htm>

The Regulations require employers to minimise the risks in DSE work by ensuring that workplaces and jobs are well designed. The Regulations apply where staff habitually use DSE as a significant part of their normal work. The Governing Body has general duties to protect DSE users. In summary these duties are to ensure that:

- Workstations are assessed to reduce risks on an annual basis.
- Workstations meet minimum requirements.
- Work is planned so there are breaks or changes of activity.
- On request to have arrangements for eye tests, and provide spectacles if special ones are needed to staff.
- Health and safety training is provided and relevant information is communicated.

### 3.14 Inspection

The academy will be inspected on a regular basis by a qualified Health and Safety consultant and recommendations will be provided to the School Business Manager who will communicate this information to the relevant parties. A report will be produced for the Health and Safety Committee, and the Governing Body at least every two years detailing the overall compliance of the academy's health and safety management system. In addition there will be weekly health and safety tours by the Senior SSO who will notify the SBA of all safety concerns. A termly health and safety tour will be conducted by the SBA accompanied by the Health and Safety Consultant. Relevant details will be provided to the Governing Body, Head Teacher and SLT.

### 3.15 Specialist advice/support

The Westwood Academy will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives.

### 3.16 Control of hazardous substances

Relevant legislation – Control of Substances Hazardous to Health Regulations 2002 – see HSE guidance <http://www.hse.gov.uk/coshh/essentials>

The Westwood Academy comply with the HSE's approved code of practice '*Control of substances hazardous to health*' (L5) relating to the management and control of hazardous substances on site. The academy will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any need for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the schools procurement systems can be used on site
- substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored quarterly and reviewed annually

### 3.17 Driving

All staff that drive their own cars for work purposes must have a full UK driving licence and maintain their vehicle in a road worthy condition.

Local arrangements for minibus use can be found in The Westwood Academy Minibus Policy.

Managers of staff who use their own vehicles for work purposes, should refer to the following guidance links

HSE Driving at Work <http://www.hse.gov.uk/pubns/indg382.pdf>

Mobile Phones <http://www.rospa.com/roadsafety/info/workmobiles.pdf>

### 3.18 Electrical systems and equipment

The Westwood Academy maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in offices and other low environments*' (INDG236), by a competent person. Only portable electrical equipment that is provided by the academy is allowed to be used on site unless specific permission is granted and the device is subjected to a portable appliance test.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The academy's defect reporting procedure is followed as required.

### 3.19 Manual Handling

Relevant legislation – Manual Handling Operations Regulations 1992

HSE guidance on Manual Handling <http://www.hse.gov.uk/pubns/indg143.pdf>

Manual handling constitutes any activity that involves an operation of lifting, pushing, pulling, carrying, moving, or restraining. Manual handling activities should be avoided where practicable, but if it cannot be avoided and staff undertake manual handling activities regularly, a risk assessment must be carried out where significant risks are identified, and training must be provided.

### 3.20 PE Equipment

The academy's PE equipment is inspected annually by contractors. Pre-use visual checks are carried out by staff on PE equipment prior to use. All relevant staff are made aware of PE risk assessments. Arrangements are in place for maintenance and checking of sports fields and pitches.

Refer to the current AfPE Safe Practice in Physical Education and Sport document.

### 3.21 Medication

Academy staff members do not administer medication. The Academy will keep pupil's medication in a safe place during the school day for the pupils to self-administer if necessary. See separate Medication Policy.

Refer to guidance – DfE - Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies (revised September 2014).

### 3.22 Water Hygiene

HSE guidance – Legionnaire’s disease – The control of Legionella bacteria in water systems (L8) <http://www.hse.gov.uk/pubns/books/l8.htm>

A water hygiene survey has been undertaken, and a subsequent risk assessment produced. The Site Services Officer is the designated competent person for water hygiene monitoring of the water systems, and records this in a log book. The SSO is provided with appropriate training to assist him to carry out his duties.

### 3.23 Lone Working

HSE guidance on Working Alone <http://www.hse.gov.uk/pubns/indg73.pdf>  
<http://www.hse.gov.uk/contact/faqs/workalone.htm>

Lone working is discouraged wherever possible, due to potential risks of injury or ill health. Lone working is kept to a minimum but where it is unavoidable risk assessments are undertaken.

### 3.24 Asbestos

Relevant legislation – Control of Asbestos Regulations 2006 – see HSE guidance <http://www.hse.gov.uk/services/education/asbestos.htm>

Managers of the premises should be aware of the up to date asbestos management information and Asbestos Register. The risk of asbestos is controlled by the findings of the asbestos risk assessment and LAMP. The School Business Manager is responsible for ensuring asbestos surveys are undertaken and updating the asbestos management information. If staff suspect that the asbestos has become damaged they must contact the School Business Manager who will arrange to isolate the area and contact the relevant contractors to isolate and remove the risk. The HSE will be notified if required. Contractors are asked to sign to say they have seen the relevant asbestos information for the site and are required to demonstrate that they have received asbestos awareness training. Only specific contractors who are properly trained and qualified are allowed to work with asbestos. Relevant sampling and air testing will be carried out to ensure areas are safe when needed.

## 4.0 Monitoring and review

This Health & Safety Policy will be reviewed bi-annually. The policy was adopted by the Governing Body at its Spring 2017 meeting.

Signed: ..... Head Teacher

Signed: ..... Chair of Governors

Date:.....

Review date: .....February 2019.....



