



*Creative
Education
Academies
Trust*

Health & Safety policy

Academy: Harpfield Primary

1. Introduction

The day to day organisation and arrangements which support the H&S (“H&S”) Policy are the responsibility of the Principal and the Senior Leadership Team supported by the Local Governing Body (“LGB”).

2. Local adaptation

This policy is based on the model policy for Creative Education Academies Trust (“CEAT”) Academies.

3. Arrangement

The policy has four parts.

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Part 1 H&S Policy Statement

1. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the CEAT Trustees and those in control of the Academy recognise and take responsibility for compliance with the statutory duties.
2. In compliance with the legislation, the Trustees, through the Local Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and students are required to work and engage in Academy activities are maintained in a condition which is safe and without risk to health. This includes the H&S of persons on Academy premises or taking part in Academy activities elsewhere.
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and students can avoid hazards and contribute in a positive manner towards their own H&S and others.
 - a healthy working environment is maintained including adequate welfare facilities.
3. In addition to the above the Academy will ensure that so far as is reasonably practicable



the H&S of non-employees is not adversely affected by its activities.

4. Employee involvement is an important part of managing safely, and consultation on H&S with employees and employee representatives forms part of this policy.



Part 2

Organisation and Responsibility

Overall responsibility for H&S in Academies rests with the Trustees. The Trustees have set up an LGB for each Academy; the LGB has H&S responsibility as the occupier of the premises.

Principals have ultimate responsibility for the day to day management of H&S in their Academy. They must make arrangements for ensuring the implementation of the H&S policy. Any delegation will not remove this ultimate responsibility.

LGB

The LGB is responsible for monitoring the Academy's H&S performance and recommending appropriate action to the Principal and/or the Trustees. The LGB will

- check that sufficient competent persons are in place to advise the Academy on H&S issues;
- check that specific responsibilities in Academy for H&S have been given to named individuals, this has been communicated, and adequate training or instruction has been given;
- monitor H&S targets with Principal to improve H&S performance;
- receive reports from the Academy's H&S Advisers and take actions as necessary; and
- ensure that the annual auditing of H&S takes place and that action plans are developed as a result of audit.

Principal

Overall responsibility for the management of H&S in the Academy rests with the Principal. Matters requiring particular consideration by the Principal will include ensuring

- that there is an adequate system in place for the undertaking of risk assessment;
- that there is a management system for monitoring the effectiveness of H&S arrangements which form part of this policy;
- that there are adequate staffing levels for safe supervision;
- the delegation of responsibility for maintenance of the premises;
- the purchase of equipment to meet appropriate safety standards;
- the repair, maintenance and testing of Academy equipment;
- the provision of appropriate protective clothing where necessary;
- the purchase and maintenance of first aid materials and fire fighting appliances;
- the funding of necessary safety training for staff;
- the arrangements for securing H&S assistance from competent sources;
- the appointment of a premises manager; and
- the provision of appropriate H&S information to Trustees and Local Governors.

The Principal may choose to delegate to other members of staff any or all of the duties associated with the above matters. The delegation of certain duties will not relieve the Principal from the overall responsibility for H&S within the establishment.

The Principal may set up an H&S Committee to meet regularly to consider H&S planning and organisation, the implementation of policies and the review and monitor of performance.



The Principal will prepare and present a report to the summer term meeting of the LGB. The report will contain a summary of accident and ill health statistics for the previous twelve months and will suggest H&S targets and priorities for the forthcoming year.

Premises Managers

They have the following additional responsibilities:

1. Maintaining an awareness of relevant premise related H&S legislation, issues and procedures and operating within these requirements.
2. Controlling contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented.
3. Ensuring adequate security arrangements are maintained.
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided.
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace H&S standards are in effective working order and that a safe means of access and exit is maintained.
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.
7. Ensuring that plant and equipment is adequately maintained.
8. Arranging for the regular testing and maintenance of electrical equipment.
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.
11. Ensuring that all premises related hazards are adequately identified, assessed and that suitable and sufficient control measures are implemented and monitored.
12. Undertaking thorough investigation of all premises related accidents/incidents. Ensure the availability of an accident book at each location.
13. Ensuring that H&S notices and warning signs are provided, prominently displayed and comply with the H&S (Safety Signs and Signals) Regulations.
14. Ensuring that a copy of the H&S Law Poster is displayed in an accessible location and the information on the poster kept up to date.
15. Maintaining a H&S file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests.
16. Ensuring that adequate systems are in place for the management of asbestos and the control of legionella and excessive water temperatures.
17. Responding promptly to any 'D1 Notification' that is notification of a defect that could affect the H&S of building occupants/visitors.

Employees including temporary staff & volunteers

Irrespective of their position within the Trust, all staff (both permanent and temporary), consultants and volunteers are defined as employees for the purpose of this policy and therefore all the employee responsibilities within CEAT's H&S Policy apply to them.

All employees have general H&S responsibilities both under criminal and civil law. Employees must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Principal, the Local Governing Body and senior management of the Academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.



Students [This section should be drawn to attention of all students]

All students must be encouraged to follow all safe working practices and observe all Academy safety rules.

All students will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

H&S at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Local Governing Body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee s/he represents relating to that employee's H&S or welfare at work;
- to make representations to the Principal via the H&S Co-ordinator on general matters affecting the H&S and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting H&S at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.



Part 3

Arrangements & Procedures

The following arrangements and procedures have been established within the Academy to eliminate or reduce H&S risks to an acceptable level and to comply with at least the minimum legal requirements:

1. Accident Reporting, Recording & Investigation

1.1. The Principal shall be notified by the senior first aider in the event of a serious accident. All accidents are entered on an accident form, which is completed by the relevant member of staff or a member of the first-aid team. Completed forms are forwarded to the Principal. The Principal will then decide if the incident needs to be investigated.

2. Asbestos

There is no asbestos in the Harpfield Primary Academy building.

3. Contractors

3.1. H&S issues are discussed with contractors in advance of commencing work and monitored by the Caretaking staff. Any concerns or issues over working practice will be communicated to the H&S Co-ordinator who will either contact the contract supervisor or the company concerned, as appropriate.

4. Curriculum Safety

4.1. Subject Leaders are required to undertake suitable risk assessments for each aspect of their subject's teaching.

4.2. All leaders of out of Academy activities must complete full risk assessments, in line with Academy policies, in consultation with the Principal.

5. Drugs & Medications

5.1. Parents/carers' requests for medicines to be administered must be received in writing using the form available from the Reception Office, giving first aid staff permission to administer medication and stating how much medication is to be administered and how often. The completed form is locked in the medical cabinet together with the appropriate medication. The amount of medication and the time given is recorded and the form signed by the member of staff who has administered the medication.

6. Electrical Equipment

6.1. Equipment is monitored by the Caretaking staff but it is the responsibility of all staff to alert the H&S Co-ordinator regarding any item of equipment which may be dangerous or defective. Personal equipment brought into the Academy must be tested before use.

6.2. Portable Electrical Equipment

- A visual inspection should be made of all portable equipment each time it is used.
- Portable Appliance Testing will be undertaken by a qualified company at least every two years. Equipment requiring more frequent testing ie Science and Site equipment will be tested in-house by trained Technical and Caretaking staff. Any item which fails such a test must have the appropriate 'fail' sticker attached to it and must be removed from use for repair or replacement.



6.3. Fixed Electrical Equipment

- A comprehensive test of all fixed electrical equipment is carried out every five years by a qualified electrical company.

7. Fire Precautions & Procedures and other emergencies incl. bomb threats

7.1. The Academy's Crisis Management Policy which contains important material relevant to fire incidents, should be read in conjunction with this sub-section.

7.2. Caretaking staff are responsible for ensuring that all Fire Exits are clearly marked and kept free from obstruction, and that Fire extinguishers (Water, Carbon Dioxide, Powder and Wet Chemical) are distributed throughout the building in appropriate locations. Caretaking staff will carry out weekly testing of the fire alarm system and monthly testing of emergency lighting and record all findings. All equipment is maintained annually and any defective equipment is removed and replaced as necessary.

7.3. The H&S Co-ordinator will undertake and review fire risk assessments annually and arrange evacuation drills on a termly basis. Fire Risk Assessments are held in the office of the H&S Co-ordinator.

7.4. Maintenance of Fire Alarms, Fire equipment and Emergency Lighting are contracted out and overseen by the H&S Co-ordinator.

8. First Aid

8.1. The Academy's First Aid Policy should also be read in conjunction with this sub-section.

8.2. The Academy has a number of support staff employees who are trained first-aiders working in various locations around the site. The senior first-aider maintains and updates a duty rota to ensure that all periods of the Academy day are covered by a trained first-aider. If a first-aider is absent on the day of their duties then another first-aider will cover for them.

8.3. In the event of an ambulance being required, reception staff will dial 999 and the first-aider on duty will be responsible for overseeing the incident and, in the case of a student going to hospital, arranging with a senior member of staff to accompany the student to hospital if a parent/carer is not available.

8.4. Checking, ordering and restocking of first-aid boxes is the responsibility of the senior first aider.

8.5. The H&S Co-ordinator receives notification when a first-aid certificate is due for renewal (every three years) and is responsible for booking staff on the renewal course.

9. Glass & Glazing

9.1. All glass in doors and side panels will be safety glass; all replacement glass will be of safety standard. Condition of glass is monitored by Caretaking staff and any glass in a dangerous condition will be replaced immediately. Any single glazed units will be checked regularly by Caretaking staff and high risk areas filmed or replaced with laminated glass as deemed necessary.

10. Hazardous Substances (COSHH)

10.1. All Science, D&T and Art work, including the storage of materials is carried out under the strict guidance from CLEAPSS. All hazardous substances are listed



and copies kept in each Department, and with the H&S Co-ordinator and Caretaking staff. The findings of regular Academy subject audits are acted upon and procedures updated as necessary.

11. H&S Advice

- 11.1. The Academies may enter into an annual Service Level Agreement with a third party in order to obtain specialist advice.

12. Housekeeping, cleaning & waste disposal

- 12.1. The Academy may employ the services of a third party via an annual Service Level Agreement to provide for the cleaning of all areas of the Academy. On a day-to-day basis, Caretaking staff will:
- ensure that cleaning is done to a reasonable standard and that rubbish is cleared away;
 - ensure that wet floor warnings are in place to minimise risk of slips and falls.
 - dispose of glass and sharp objects safely;
 - put in place arrangements for snow shifting (see also Crisis Management Policy - Adverse Weather Conditions section); and
 - ensure that waste bins are at safe distance from buildings and are secure.

13. Handling & Lifting

- 13.1. Caretaking staff will be trained in manual handling procedures; risk assessments should be undertaken where this is a routine activity.

14. Jewellery

- 14.1. Students are only permitted the following items of jewellery:
- One pair of stud earrings
 - One watch or bracelet
- 14.2. The Academy does not permit nose studs, eyebrow or other facial piercings. Students are not allowed to attend Academy with a plaster covering a piercing.
- 14.3. All members of staff have a duty to ensure that the jewellery policy is observed and that breaches result in the appropriate disciplinary action.

15. Lettings/shared use of premises

- 15.1. Organisations who hire the Academy premises are given a copy of the Lettings Policy and have to sign an agreement indicating that the conditions for hiring have been met, including insurance requirements, maximum numbers, lifeguard requirements, fire alarm procedures, etc.
- 15.2. Caretaking staff will undertake regular checks to ensure that:
- the fire alarm is working;
 - first-aid equipment is at hand;
 - emergency lighting is working;
 - the premises licence is current;
 - fire doors are working;
 - escape routes are clear;
 - the hirer is aware of escape routes.

16. Lone Working

- 16.1. For H&S reasons, all staff who work during Academy closure periods are required to sign in and out. This allows other staff present to know who to account for in the event of a fire or other emergency.



- 16.2. The external doors are kept locked to keep out intruders but must allow exit in the event of an emergency.

17. Maintenance / Inspection of Equipment (including selection of equipment)

- 17.1. Caretaking staff are responsible for inspection of the following items:
- ladders, steps and scaffold - examined each time they are used and kept secure;
 - fire alarms - tested weekly;
 - emergency lighting - tested monthly and serviced annually;
 - smoke detectors - tested monthly;
 - fire extinguisher - serviced annually.
- 17.2. Caretaking staff will keep records relating to fire alarms and emergency lighting.
- 17.3. An annual inspection of all gymnasium equipment is undertaken by an external consultant. Any defective items will be identified and repaired or replaced as necessary. All other PE Equipment is monitored by staff and repaired or replaced when needed.

18. Monitoring the Policy and results

- 18.1. The “Annual H&S Checklist – Premises” is issued to the designated Area Managers and Subject Leaders by the H&S Co-ordinator. The completed checklists are monitored by the H&S Co-ordinator and the confirmation sheet is sent to CEAT’s Executive Committee.
- 18.2. All other checks, reports or complaints are monitored by the H&S Co-ordinator, and reviewed by the H&S Committee.

19. Poster on H&S Law

- 19.1. These are located in the staff room and in the kitchen and will be updated by the H&S Co-ordinator

20. Personal Protective Equipment (“PPE”)

- 20.1. Suitable PPE will be provided where necessary in accordance with submitted Risk Assessments. Masks, gloves and safety boots must be worn by Caretaking staff when necessary.

21. Reporting Defects

- 21.1. Defects will be reported either by contacting Caretaking staff on site or by entering the defect in the Repair File in the Reception Office. Defects must be resolved in order of priority with H&S issues being given a high weighting.

22. Risk Assessments

- 22.1. Risk assessment forms must be completed annually by all Heads of Subject Departments and those responsible for the buildings, the fabric of the Academy and those leading trips and educational visits. The forms are issued and monitored by the H&S Co-ordinator and reviewed by the H&S Committee.

23. Academy Trips and Off-Site Activities

- 23.1. All visits must be vetted and approved by the Educational Visits Co-ordinator. Relevant forms must be completed and copies left in Reception and, if appropriate, with another nominated person, e.g. police.



- 23.2. Parents/carers must be given details of the visit / trip and the emergency telephone number(s) and must have returned a permission slip to the Academy before the trip. Activities should be in line with the Department for Education guidelines.

24. Academy Transport - minibuses

- 24.1. All drivers using an Academy minibus must have passed a relevant Driver Training Course and Driving Assessment in order to transport passengers. From time to time, if bookings permit, other organisations can hire an Academy minibus if their nominated driver has passed the above assessment. Minibus bookings are made via the booking diary in the H&S Co-ordinator's office. Caretaking staff carry out routine checks on the minibuses (ie oil and water etc) but it is the responsibility of the driver to ensure correct tyre pressures and fuel levels before transporting students.

25. Smoking

- 25.1. The Academy is a Non-Smoking Site.

26. Staff Consultation and Communication

- 26.1. Every room in the Academy has a named member of staff responsible for general upkeep. Issues of concern and suggestions for H&S improvements should be made to the H&S Committee via the H&S Co-ordinator.

27. Stress and Well-being

- 27.1. All staff have a clear line management structure within which they work, and it is the responsibility of line managers to monitor stress levels and the general well-being of staff in their team. If staff have concerns about stress and / or well-being, they are encouraged to raise their concerns with their Line Managers and ultimately the Principal.

28. Swimming Pool Operating Procedures

- 28.1. If the Academy has a pool, a copy of normal operating procedures and emergency operating procedures must be held in the Physical Education Department. Caretaking staff will undertake daily water quality checks and must be notified in the event of any problems. Concerns regarding water quality will be discussed with the Subject Leader for Physical Education and may result in the use of pool being suspended.
- 28.2. Hire of pool – the letter sent out to all pool users must detail the normal operating practice and the emergency operating procedure standards that are expected.

29. Training and Development

- 29.1. All new staff should be briefed about the fire drill / fire arrangements by their Line Manager who must complete the Health & Safety Induction checklist during meetings with them in the first full week of their employment.
- 29.2. New teaching staff should be briefed about minimum H&S competencies and procedures by the Leaders of the relevant Subject(s).
- 29.3. The Teacher with responsibility for Newly Qualified Teacher induction will speak to them about their H&S responsibilities.



- 29.4. All persons who undertake construction, maintenance and repair work in the building or premises must be briefed about H&S compliance (including regulations pertaining to Asbestos).

30. Vehicles on Site

- 30.1. As far as possible movement of vehicles on site at times of high risk (whenever the students are on free time) is restricted. A 5 mph speed limit is imposed on traffic entering and leaving the site; there should be appropriate “traffic calming” constructions to slow movement around the site.
- 30.2. Deliveries and dispatches should happen at specified set-down points.

31. Academy Visitors

- 31.1. All visitors to the Academy site are required to sign in and out at Reception; access around the site is restricted and visitors must be accompanied by a member of staff.
- 31.2. Any incident of inappropriate behaviour by visitors must be reported immediately to Reception and appropriate action taken.

32. Working at Height

- 32.1. Staff should only use steps, ladders and scaffold in line with recommended safe working practice. Appropriate training must be given to all staff before they use such equipment. All equipment must be examined before use and only used by authorised personnel.

33. Water Hygiene

- 33.1. Water hygiene samples must be taken and checks made as required by the Academy’s Water Hygiene Manual. PFI staff are responsible for recording and updating the Manual.

34. Work Experience

- 34.1. Where students go on work placements, every effort should be made to ensure, so far as is reasonably practicable, that students will not be exposed to any unnecessary risks to their H&S and that adequate provision is made for their welfare whilst out on placement.
- 34.2. Employers (including work placement providers) are required under the H&S (Young Persons) Regulations 1997 to undertake a risk assessment with a view to identifying any particular risks to young workers and children. Whenever the Academy is informed of any such risks, the Academy will inform the parent/carer of students who are affected.



Part 4

Local H&S Audit and Key Performance Indicators (KPI's)

It is important that managers can monitor the H&S performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

- The Annual Health & Safety Self-Audit process will be performed during the Spring Term and reported to and reviewed by the Health & Safety Committee at their first meeting in the Summer Term.
- The events and statistics relating to Reported Accidents will be reported to each termly meeting of the Health & Safety Committee.
- A Health & Safety Report will be produced annually and will be presented to the Local Governing Body at its Summer term meeting.

1. Safety audit: maintenance and routine checking

The H&S Co-ordinator will issue the relevant section of the safety check list as follows:

Section	Heading	Issue to
1	General	
2	Risk Assessment – visits	
3	Accidents and Violence	
4	General Workplace	
5	Emergency Preparedness	
6	Work Equipment	
7	Noise, Vibration and Confined Spaces	
8	Electricity, Gas and Heating Systems	
9	In-house Catering Facilities (including classroom cooking)	
10	Laundries	
11	Hazardous Substances, Ventilation and Dust Extraction	
12	Safe Premise Management	
13	Personal Protective Equipment (PPE)	
14	General Office Safety	
15	Manual Handling	
16	Service Users and Pupils Care Management	
17	Workplace and Passenger Transport	
18	Outdoor Play Equipment	
19	Curriculum Activities	

The exercise is carried out in the Spring term each year, and a progress sheet is kept to enable the co-ordinator of the audit to keep a record of the distribution of the checklist to responsible persons in the establishment. The completed checklists and signed cover sheet are retained on the premises.

In addition to these checks, all staff have the routine responsibility for checking the safety of the buildings and equipment at all times and for reporting to Caretaking staff or to the H&S Co-ordinator any matter which they cannot deal with themselves.



A file is kept in the Reception Office in which routine repairs and H & S matters can be drawn to the attention of Caretaking staff to prioritise accordingly.

2. H&S KPIs

The following KPIs will be used to monitor compliance with H&S policy.

Academy						
Period	Au 1	Au 2	Sp 1	Sp 2	Su 1	Su 2
H&S Co-ordinator						
Date of return						
H&S management time (hours)						
Lost time (hours) due to accidents						
Number of fatalities						
Number of safety inspections						
Number of non-conformance issues identified in safety inspections						
Number of reportable accidents						
Number of solved safety non-conformances						
Percentage of attendance at H&S committee meetings						
Percentage of corrective actions closed out within specified time-frame						
Percentage of H&S representatives positions filled						
Number of issues raised by staff						
Number of raised issues actioned						
Number of significant products and services categories subject to procedures in which health and safety impacts of products and services are assessed for improvement						
Number of staff with adequate H&S training						
Total hours in safety and health training						