

HEALTH AND SAFETY PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been established at The Hill Primary Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the Academy. More detailed policies and written procedures for a number of these areas are also available and these will be provided as applicable to staff and visitors.

ACCIDENT AND INCIDENT REPORTING

All accidents, incidents and near misses/dangerous occurrences must be reported as soon as possible on the appropriate form (located in the general office) and handed to the School Business Manager who will be responsible for informing Nottinghamshire County Council on the OSHENS reporting system. Copies of all forms are kept in the Business Manager's office.

ACCIDENT INVESTIGATION

All accidents, however small, are investigated and the findings recorded on the appropriate forms and signed off by the Principal/Head of School.

ACCIDENT/ILL HEALTH EVALUATION

Nottinghamshire County Council will undertake periodic evaluations of all reported incidents, near misses and incidents of ill health. This will allow the identification of patterns and trends and enable corrective action to be taken.

ACTIVE MONITORING SYSTEMS

Active monitoring provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work.

The forms that these systems take at The Hill Primary Academy are:-

- a) The periodic examination of documents to check standards are complied with, i.e. reviewing risk assessments, training records, induction records.
- b) Audits (Health and Safety audits, HR audits, Fire Risk Assessment etc.), annually as above.
- c) Regular reports to management meetings and the Transition Board.
- d) Other measures (accident monitoring, Environmental Health visits, Ofsted).

BEHAVIOUR MANAGEMENT

All staff must be familiar with the Academy policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

BOMB THREAT PROCEDURE

Action to be taken on receipt of a bomb threat or suspicious package(s)

The caller should be asked the following questions, whether it is the police or direct:

- a) Where is it?
(1) In which building? (2) On which floor?
- b) What time will it go off?
- c) What does it look like?
(1) Size? (2) Colour of package?
- d) What kind of bomb is it (type of explosive)?
- e) Why are you doing this and do you have a code word?
- f) Who are you? Name
- Address
- g) Time of call.

Try to write down exactly what the person said immediately as this might include a code word and is very important to the Police. The person receiving the call should immediately contact the Principal/Head of School or in his/her absence the Vice Principal. The Principal/Head of School/Vice Principal should be informed of the answer to the questions and should alert the Police/Astrea Academy Trust.

The Principal/Head of School will decide whether to evacuate the building.

Evacuation:

Inform all staff of the situation (radios and mobile phones should **NOT** be used) and tell them to evacuate the Academy as per fire drill, **except to instruct them to:**

- a) Leave doors and windows open (the area that contains the bomb or suspicious package should be sealed with windows and doors closed).
- b) Ask staff and pupils to take all personal items with them (if left, these items would need to be searched thus wasting valuable time and effort).
- c) Ask staff and pupils to make their way to assembly areas (avoiding the area of the bomb/suspicious package) as directed by the Principal/Head of School.

Stage 1 – Assembly at the normal fire drill areas

Stage 2 – Move to the **far end of the school field** once the area has been cleared.

Security during an evacuation

The security of the building during an incident is the responsibility of the premises staff/fire marshals and should be carried out from a safe distance, out of the line of sight of any bomb/suspicious package(s). The premises staff/fire marshals are to be positioned at all gates leading into the Academy (which are to be locked once the premises have been evacuated) and will remain there until advised by the Principal/Head of School.

MAJOR INCIDENT PLAN

The Academy has a separate policy for managing a Crisis, which should be followed in the event of:-

- a) People related issues – Major accidents, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury
- b) Premises issues – Fire, explosions, floods, subsidence
- c) Technological – Computer related issues

CATERING

The Catering Manager is responsible for the safe operation of the catering facilities. She must:

- a) Be familiar with the Academy Health and Safety Policy.
- b) Prepare risk assessments for all catering activities as per Barnsley Council policies and procedures.
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- d) Inform the Premises Manager or Principal/Head of School of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the Academy is concerned.

Academy staff must not use the catering facilities and equipment without the prior agreement of the Principal/Head of School and Catering Manager.

CLEANING & MAINTENANCE

Barnsley Norse Cleaning Services are responsible for ensuring the safe, routine maintenance and cleaning of the Academy premises and grounds in accordance with their own policies and procedures.

CONTRACTORS

The Academy is responsible for the selection and management of contractors in accordance with Astrea's policy for the Management of Contractors.

Contractors should be made aware of the Academy Health and Safety Policy and sign the pre-contractors checklist before commencing any work on site.

Academy staff must be aware of this policy and report any concerns regarding contractors' activities to the Principal/Head of School immediately.

CURRICULUM SAFETY (including out of Academy learning activities)

The Health and Safety staff are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and are reviewed Regularly by the Health and Safety staff.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

DISPLAY SCREEN EQUIPMENT

The School Business Manager is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Regular laptop users will be provided with docking stations. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

ELECTRICAL EQUIPMENT

The Premises Manager/Business Manager will ensure that testing, inspection and maintenance of equipment is undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly, locked away and the defect reported to the Premises Manager who will arrange repair or replacement.

The Principal/Head of School must ensure that all electrical equipment brought onto the premises from other sources e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines.

Staff are reminded that they must not bring electrical equipment into the Academy without the permission of the Principal/Head of School.

EDUCATIONAL VISITS AND JOURNEYS

The Principal/Head of School and the EVC (Mrs D Williams) are responsible for ensuring that all Academy trips are managed in accordance with the Academy policy for Educational Visits and Journeys. All teachers must be familiar with this policy.

FIRE EVACUATION PROCEDURE:

Fire Drills are held every term in accordance with the procedure below. All staff, pupils and visitors must participate in the fire drill and follow the correct procedures.

In the event of an evacuation no member of staff, pupil or visitor should re-enter the building without the permission of the senior member of staff on duty. All staff, on entering any area of the Academy, should check that everything is in order. If it is not, the Principal/Head of School and Premises Manager should be informed immediately. If there is a potential hazard, the room should be vacated and the Principal and the Premises Manager informed immediately.

ON THE ALARM SOUNDING

The Premises Manager on duty (or Principal/Head of School if not on duty) to check the alarm status at the alarm panel. They should then investigate the reason for the alarm, at the alarm point identified. The alarm should not be silenced at this point.

The Academy is to evacuate on the alarm sounding. The priority is to evacuate the Academy to ensure the safety of pupils, staff and visitors.

The Premises Manager will decide whether to call the Fire Brigade or not based on the investigation of the alarm point. Alternatively, they will pass on the all clear to the Principal/Head of School (the alarm will be silenced at this point).

Pupils are to line up by tutor group at their assembly point. Staff should vacate the building with their class and supervise pupils at all times, ensuring they progress speedily to the appropriate assembly point.

Once at the assembly point, they should register their tutor group.

Responsibility for individual visitors and their evacuation falls to the appropriate Fire Marshal (see attached roles).

The office staff should bring out the fire registers to allow attendance to be checked.

Reception staff should evacuate any visitors from the Reception area, Conference Rooms and any other rooms and bring visitors signing in sheet from the electronic entry system to the assembly point for checking evacuation of visitors.

Learning Support staff should remain with the class they are working or associated with and assist with the evacuation.

Everyone is to remain at the assembly point, until the 'all clear' instruction is given.

The Principal/Head of School will decide when classes can return to the Academy buildings. In the event of a fire, the Fire Brigade will take overall responsibility.

If the alarm sounds during break or lunch, the same principles apply.

Back Up Alarm

In the event of a power cut, or an alarm failure, fire air horns should be used. These are positioned in the following areas:

In the emergency evacuation bag in the general office.

In the event of a fire, the person finding the fire should sound the alarm, using the nearest air horn, and also contact the Main Office. The Main Office will alert the Fire Brigade and the most senior member of management on the premises.

FIRE PRECAUTIONS

The Premises Manager/Business Manager is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.

- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the Academy Fire safety risk assessment, the Academy emergency plan and evacuation procedures.

FIRST-AID AND SUPPORTING PUPILS' MEDICAL NEEDS

The Academy has completed a First Aid Risk assessment to ensure ample provision of trained personnel and First Aid supplies/There is a separate policy for pupils' medical needs

GLAZING SAFETY

The design of the Academy means that there is a lot of glazing inside the building, many classrooms have glazed walls onto the corridors, and these must remain clear at all times and must not have anything affixed to them.

All glazing is strengthened safety glass and will provide protection on fire routes.

HAZARDOUS SUBSTANCES

Barnsley Norse Cleaning Service is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Principal/Head of School. The Premises Manager/Business Manager will complete an assessment for any authorised products.

HEALTH AND SAFETY COMMITTEE

Health and Safety is a standing item on the agenda of all meetings of the Transition Board.

INCLUSION

The Head of Safeguarding/Inclusion is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The SENDCO must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Principal/Head of School.

LONE WORKING

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Premises staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal Academy hours or during holiday times.

Lone workers should not undertake any activities which present a significant risk of injury.

If you can, avoid working alone in isolated parts of the building especially outside normal working hours or during holidays. There is a separate risk assessment for lone working.

If it is necessary and you are required to work early in the morning or after normal working hours at night:

- a) give prior notice to the Premises Manager if you intend working late and indicate you will be in the building;
- b) make sure your colleagues know;
- c) check where they are likely to be in the building;
- d) make sure suitable precautions have been taken to prevent intruders entering the area where you are working;
- e) if possible, take a telephone into the room in which you are working;
- f) if you are alone, consider locking yourself in;
- g) report your departure when you leave the premises.

MANAGING MEDICINES AND DRUGS

No pupil is allowed to take medication on the Academy site without a letter of consent from his/her parent/carer.

Staff must notify the Principal/Head of School if they believe a student to be carrying any unauthorized medicines/drugs.

The Academy policy for the Administration of Medication provides detailed guidance and all staff should be familiar with this policy.

MAINTENANCE AND REPAIR OF EQUIPMENT

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Premises Manager. All faulty equipment must be taken out of use and reported to the Premises Manager. Staff must not attempt to repair equipment themselves.

MANUAL HANDLING

The Academy will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Manager/Assistant Premises Manager for assistance. Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The need for PPE has been identified in Risk Assessments. It is the Principal/Head of School's responsibility to ensure adequate supplies of PPE. Where the need for PPE has been identified it must be worn by any staff member who might be at risk of injury or harm to health.

RISK ASSESSMENT

It is the Principal's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the Academy.

Risk assessments for offsite Academy trips, both residential and day trips are in a separate policy (Academy trips and visits policy)

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Trust who will prioritise issues and assign resources to undertake remedial control measures where required.

The EVC will ensure that risk assessments are completed by all staff who organise and lead Academy visits.

SECURITY

All ICT equipment is marked with SmartWater. SmartWater is a traceable liquid technology marks items of value with their own unique forensic 'code' which is almost impossible to remove. Any traces of the liquid will glow bright yellow under ultraviolet light, allowing the Police to easily identify any marked property.

Cash is kept in a safe and monies are banked regularly.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The Academy accepts no responsibility for items left unattended. In the event of a theft in the Academy, staff will be advised to report the incident to the police and will assist them in their investigations.

It is the responsibility of the staff to take appropriate measures to maintain the security of any equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the Duty Principal. When using portable and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

SEVERE WEATHER CONDITIONS

In the event of severe weather conditions, it is the responsibility of the Principal in liaison with the CEO to make a decision on closure on grounds of health and safety. In the event of a decision to close on these grounds, The Trust will be informed.

SMOKING

The Trust Board have adopted a no smoking policy throughout Academy premises. All staff and parents have been informed and signs are on display at main entrances to buildings.

STAFF TRAINING AND DEVELOPMENT

The Principal/Head of School is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training. Safety induction must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of the Academy's Health and Safety provisions e.g. Action to be taken in the event of a fire, Fire exits and knowledge of first aid arrangements.

Training must also be given to all key staff and staff with special responsibilities, such as the Premises Manager, First Aid staff and staff taking pupils on trips. The Academy keep a record of all staff who have been trained and the expiry dates of any certificates.

VISITORS - HEALTH & SAFETY

Under the provisions of the Health & Safety at Work Act 1974, The Hill Primary Academy has a duty of care to all its visitors. Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the Academy they intend to visit. They are to obey all displayed warning notices and verbal instructions.

Contractors who arrive to carry out work must inform the department/s of any potential hazard that may arise due to their work. (See Guide to Contractors available on request from the Business Manager/Premises Manager).

All visitors are to be made aware of the emergency procedures. Action to be taken during an emergency is printed on the back of the visitor's badge.

WORKING AT HEIGHT

The Premises Manager is responsible for the purchase and maintenance of all ladders in the Academy. All ladders conform to BS/EN standards as appropriate.

The Premises Manager is also responsible for completing risk assessments for all working at height tasks in the Academy.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Premises Manager/Assistant Premises Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.