



Health and Safety Policy

Last reviewed: April 2016

This document applies to all academies and operations of the Vale Academy Trust.

The following related document(s) can be found on the Trust's website: www.vale-academy.org

- Health & Safety Statement

Document Control			
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Acknowledgment

This policy is based on advice from the Department of Education contained in 'Health & Safety: Advice on Legal Duties and powers (June 2013)'

Applicability

This policy applies to all academies and operations of the Vale Academy Trust (referred to collectively in this document as the "Trust")

Policy Aim

- To work in conjunction with Oxfordshire County Council (the LA) and other stakeholders to establish and maintain a safe and healthy working environment which enhances and encourages best practice in teaching, learning and working, and where all members of the Trust are happy, safe and successful

Policy Objectives

- To maintain awareness amongst staff, children and young people (C&YP), other users and visitors to the Trust of health and safety matters, to encourage good practice, raise the awareness of each person's individual and shared responsibility
- To take all reasonable precautions to protect people and property by reducing and managing risks on Trust premises and elsewhere as appropriate
- To take prompt and appropriate action in the event of a hazardous situation developing, or an accident or emergency occurring on Trust premises or elsewhere as appropriate, and to ensure that future practice is positively informed by the managing of the situation

Health and Safety Responsibilities

1. The Board of Directors

The Board of Directors has ultimate responsibility for the health, safety and welfare of all persons. Through the Trust's Scheme of Delegation, day to day responsibility is delegated to the Headteacher and Local Governing Body of each academy: Their responsibilities include:

- Ensuring that appropriate resources are allocated for health and safety matters based on suitable and sufficient risk assessments
- Health and safety matters are given priority within the academy's plans
- British and European Standards are adhered to when purchasing and maintaining equipment
- Health and safety is a standing item on the agenda of principle meetings
- Appropriate health and safety inspections are carried out.

- Co-operating proactively with Oxfordshire County Council on matters of health and safety
- A Governor is nominated for oversight responsibility for health and safety within the academy

2. The Headteacher (within each academy)

To take overall responsibility for the implementation and monitoring of the Trust's health and safety policy in the academy by:

- Line managing the leadership team
- Allocating sufficient resources to meet health and safety priorities
- Encouraging the members of the leadership team to continuously develop and thereafter maintain the highest possible standards of health and safety
- Ensuring attendance on appropriate health and safety training courses
- Liaising with Oxfordshire County Council over health and safety issues
- Regularly checking the health and safety website:
<http://education.oxfordshire.gov.uk/healthsafe/index.cfm>
- Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings
- Organising and implementing appropriate periodic inspections in consultation with Trade Union Safety Representatives and Governors
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities
- Ensuring that health & safety is a criterion for performance management/ appraisal scheme
- Formulating and implementing a policy for the management of critical incidents
- Ensuring all staff are trained and competent to undertake their tasks safely and are fully briefed on health and safety matters.

The Headteacher is personally responsible for compliance to this health & safety policy, but may delegate duties to deputies (where such positions exist) and other members of staff, as follows:

3. Deputy Head

- To maintain as far as practicable day-to-day discharge of the Headteacher's health and safety responsibilities as above and to alert the Headteacher and the leadership team to any relevant matters arising
- To ensure, in conjunction with all relevant staff, that off site visits are appropriately staffed, organised and monitored and that risk assessments are carried out.
- To ensure that safety procedures, particularly critical incident response procedures, are effective, and regularly tested.

- To ensure that safety and contingency planning is an integral aspect of the premises development plan.
- To identify needs and propose solutions.
- To monitor and revise this policy where necessary

4. Assistant Head Teacher

- To ensure that health and safety awareness training is included in the induction of all new staff
- To ensure that a periodic and appropriate health and safety training needs analysis is undertaken for all staff.
- To encourage and support staff in completing risk assessments for students giving cause for concern
- To support any staff and students experiencing personal safety issues including work-related stress reaction

5. Deputy Head Teacher

- To ensure that QCA/HSE health and safety curriculum requirements are delivered in lessons

6. Operations Manager

Through management of the Premises Team and oversight of Academy offices:

- To review and monitor all individual departmental documentation, risk assessments, practices and procedures annually
- To review all non-curriculum risk assessments regularly
- To ensure that visitors follow the correct procedures about signing in and wearing badges.
- To ensure that hazard reporting and maintenance documentation is acted upon
- To ensure that Accident and Physical and Verbal Abuse documentation is completed and submitted to the Education Department Health & Safety Section
- To ensure that appropriate risk assessment guidance and hiring documentation is completed for external hirers of the premises and that external hirers are made aware of emergency procedures
- To ensure that adequate trained first aid cover is available on the premises
- To ensure that periodic checks are made of the first aid arrangements and supplies
- To organise a planned programmed maintenance of plant and equipment
- To arrange an annual electrical testing programme.
- To ensure that all hazardous equipment and materials are appropriately marked, maintained and used only by competent trained persons.

- To ensure that the Trust follows appropriate procedures when:
 - Selecting a contractor for building maintenance or repair work
 - Completing a Self-Financed Improvement Project (SF1 Form)
 - Liaising with contractors over health and safety matters
 - Monitoring health and safety issues on-site regarding all contractors
- To carry out daily checks of the site and take appropriate remedial action
- To prioritise and deal with repair/maintenance requests
- To review progress at a meeting of the Premises Team weekly
- To carry out termly fire drills (in conjunction with the Heads of Site), weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder
- To carry out monthly water temperature tests
- To alert the Premises Team meeting to any security issues including lone working

7. Departmental Heads / Team Leaders

- To maintain for their department appropriate health and safety documentation including risk assessments, practices and procedures
- To advise colleagues in their teams on the completion of risk assessments and to ensure they are carried out, recorded and reviewed periodically
- To undertake a periodic training needs analysis for their teams
- To ensure that health and safety is a standing item on all agendas
- To ensure that students and staff are continually kept aware of health and safety matters

8. All Staff

- To cooperate with health and safety requirements and to take personal and shared responsibility for the safety of themselves and others
- To report all apparent defects in premises or equipment on maintenance forms and return to the Operations Manager
- To complete and action risk assessments for all potentially hazardous activities
- To properly use any item provided for health, safety or welfare
- To refrain from undertaking any unsafe acts or acts where the level of risk cannot be managed
- To inform the Head of Site of any “near-misses”
- To be familiar with the emergency action plans for fire, first aid, intruder, terrorist, security and other issues
- To raise and reinforce health and safety matters with student

9. Visitors and Contractors

- To sign in at Reception immediately on arrival and wear a visitors badge at all times whilst on site
- To read the summary of health and safety and evacuation procedures on

arrival at the Trust premises

- To wear the visitors badge provided whilst on the Trust premises
- To follow evacuation procedures in the event of an emergency

10. C&YP

- To behave in a way that does not put their or anyone else's health and safety at risk
- To observe standards of dress consistent with good health, safety and hygiene practices
- To follow all safety rules including the instructions of staff given in an emergency
- To properly use any item provided for health, safety and welfare.

Information and Communication

To ensure that employees are kept well informed about health and safety matters use the following *verbal methods*;

Curriculum Team Meetings:	These are held monthly and health and safety is discussed alongside other management issues. All are encouraged to raise subjects for discussion and to feed back issues of concern.
Performance Management	These are held annually. Managers and employees are required to discuss and if necessary, clarify safety responsibilities and identify training or development needs.
Premises Team Meetings	These are held weekly and issues concerning health and safety are relayed from other departmental meetings. Plans of action arising from this feedback will be implemented.
Staff Briefing	This takes place twice per week. Health and safety is a standing item on the agenda and any issues are announced along with other essential staff information.

Written forms of communication include;

Staff Notice board	They are regularly updated and contain information on the latest updates, training requirements, courses and legislations. They are duplicated across the three sites
Fire Safety Folder	This is kept in the main office / reception on each site and is available for inspection at all times

Safety Training

Training plays an important part in the effective development of all staff. Constructive health and safety training enhances the performance of individuals and improves effectiveness. A trained member of staff is able to work confidently, knowing and understanding what the work involves, why it is being carried out and how it should be done safely.

We decide on the training needs of employees by;

- Completing a training needs analysis (TNA)
- Evaluating the outcomes of risk assessments
- Feedback from Performance Management meetings
- New safety legislation or guidance

The following specialised health and safety courses are available for the benefit of all employees;

- Risk Assessment (½ day)
- Manual Handling (½ day)
- Fire Marshal Training (½ day)
- Display Screen Equipment (2 hours)
- Driver Assessment Training (2 hours)

Specific details will be advertised on the staff notice boards on all three sites. Specialised skills training will be provided whenever a need is identified.

When a member of staff has received training and development, they will be asked to complete an initial evaluation form to identify how the training met its objectives and how it will affect their work. In the annual performance management review, training and development undertaken will be evaluated in terms of individual performance and its impact upon the department in which they work.

Risk Assessments

Risk assessments are an essential part of health and safety and the head of establishment is responsible for implementing the Risk Management Policy agreed by the Governing Body and for ensuring that:

- All members of staff are informed of the Risk Management Policy; appreciate the importance of risk management; and understand the establishment's policy and their own responsibilities.
- There are annual reviews of the risk assessments
- All line managers are responsible for the identification of tasks that present a significant element of risk for those performing them in their group. In addition they are responsible for evaluating the level of risk and identifying precautions already in place for minimizing the risk as far as is reasonably

practicable. Other suitably trained staff, under the direction of the line manager, may carry out these assessments.

Incident Reporting Arrangements

It is vital that all accidents, dangerous occurrences, work-related diseases, incidents of violence to staff and near misses are reported as soon as possible in order to:

- Prevent further accidents under similar circumstances
- To compile statistics on accidents and identify problem areas
- To comply with the law

What needs to be reported?

- Any injury to any person, however minor, including acts of violence
- Any incident that results in a 'near miss' i.e. no actual injury, but where the incident could easily have resulted in such
- Any injury to a non-employee involved in an accident or near miss incident whilst on Trust premises
- Any incident of violent or abusive behaviour not resulting in an injury

Reporting Arrangements

All incidents must be recorded in an accident book, a pad with a four-part form, located in each of the Trust offices. Once completed, these forms must be forwarded as follows;

White:

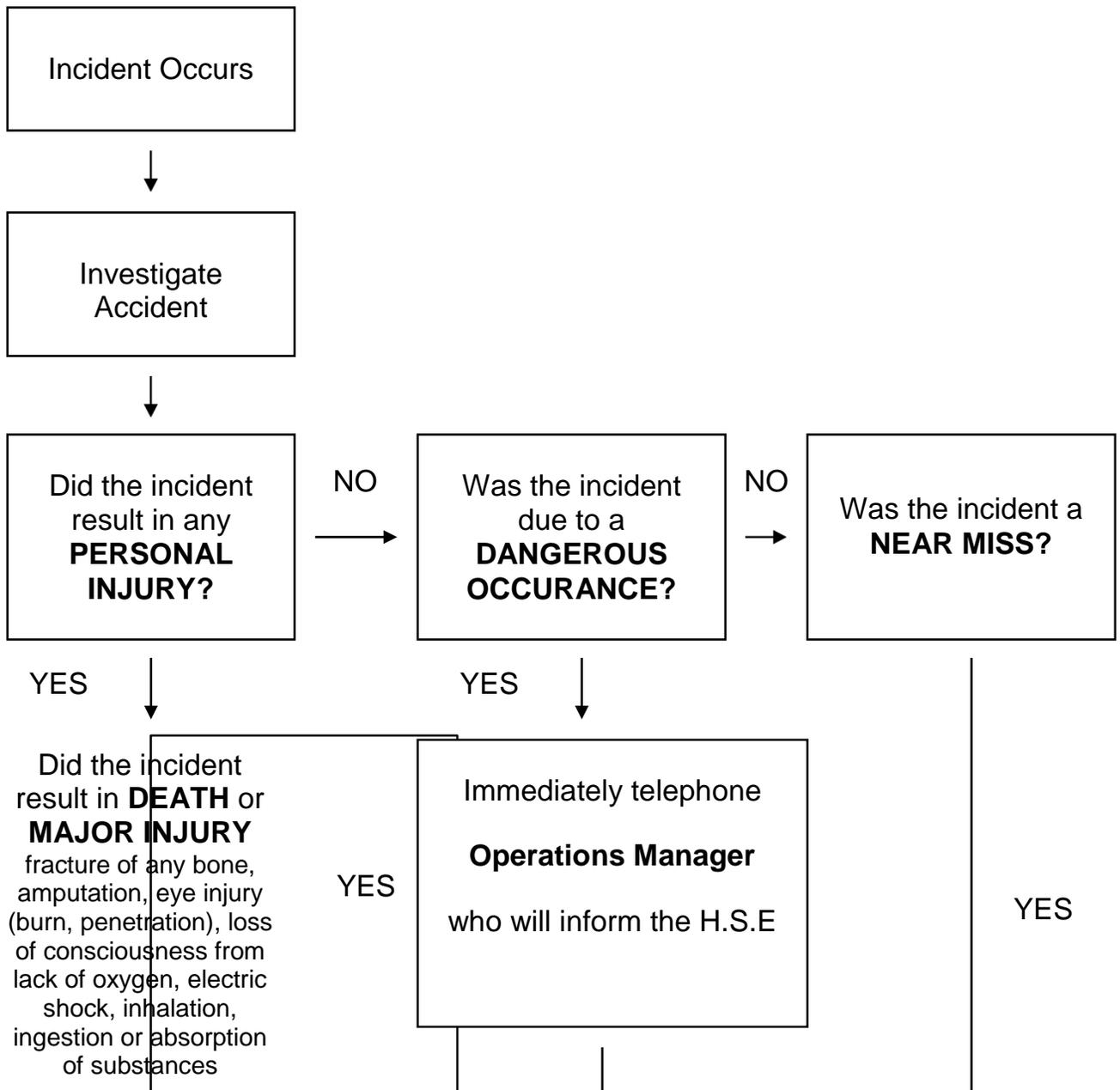
Yellow:

Green:

Pink:

Please refer to the flowchart, which outlines the steps to take when reporting an incident. Please note that these incident forms are now available on-line.

Incident Reporting Arrangements



→ Health & Safety Policy

First Aid Arrangements

The Need for Arrangements

The Health and Safety (First Aid) Regulations 1981 require that adequate facilities are provided to enable first aid to be rendered to all employees who are ill or injured at work and that an appropriate number of suitably trained persons are available to deliver such aid.

APPENDIX A

Health & Safety Documents

OCC Health & Safety Policy (Part I) 2003

http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/123/part1/Part_One_Policy.pdf

Health & Safety Policy (Part II) Edition 2004

<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/123/part2.pdf>

Learning & Culture Health & Safety Policies and Procedures Current

[Learning & Culture](#) ▲ [Resources](#) ▲ [Health & Safety](#) ▲ [Procedures](#) ▲

Learning & Culture Health & Safety Action Bulletins Current

[Learning & Culture](#) ▲ [Resources](#) ▲ [Health & Safety](#) ▲ [Action bulletins](#) ▲

Health and Safety Guidance for School Governors and Members of School Boards

Health & Safety Commission (HSC) 1998 ISBN 0 7176-1218-8
1998

Management of Health & Safety in Schools

Health and Safety Commission (HSC) 1995 ISBN 0 7176 07704
1995

Managing Work Related Stress - A Guide for Managers and Teachers in School.

Health & Safety Commission (HSC) 1998 ISBN 0717612929
1998

Health and Safety of Pupils on Educational Visits Current

http://www.dfes.gov.uk/h_s_ev/index.htm

Out & About with Oxfordshire 3, Learning & Culture 2003

http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/outabout/Out_And_About_3.pdf

Health and Safety On-Site Work 2002

[Learning & Culture](#) ▲ [Resources](#) ▲ [Health & Safety](#) ▲ [Procedures](#) ▲ [On site Works](#) ▲

Property Maintenance Manual, Corporate Property Group
2001

Developing your emergency / critical incident plan
2004

[Learning & Culture](#)  [Resources](#)  [Health & Safety](#)  [Procedures](#)  [Emergency Plans](#)

Fire Safety Folder
2003

[Learning & Culture](#)  [Resources](#)  [Health & Safety](#)  [Procedures](#)  [Fire Safety](#) 

Water Hygiene Folder, Oxfordshire County Council, Corporate Property Group
2002

Safety Practice in Physical Education

British Association of Advisers & Lecturers in Physical Education.

2004

(BAALPE) 2004 ISBN 1 902523 68 7

Make it Safe

National Association of Advisers & Inspectors in Design Technology (NAAIDT)
(Primary) **2001**

Be Safe

Association for Science Education (ASE) (Primary), 3rd Edition. ISBN 0 86357
081 X **2001**

Essentials of Health & Safety at Work

Health & Safety Executive (HSE) 1994. ISBN 0 7176 0716 X
1994

Safety in Science Education DfEE

1996

Department for Education and Employment 1996 ISBN 0 11 270915
(Secondary)

Topics in Safety

Association for Science Education 2001 (ASE) ISBN 086357 3169 (Secondary)
2001

Code of Practice for Health & Safety in Workshops of Schools and Similar Establishments

British Standards Institution BS 4163: 2000
2000

HSE BOOKS, P O Box 199, Sudbury, Suffolk, CO10 6FS,
Tel: 01787 881 165 Fax: 01787 313995

APPENDIX B

Useful Numbers for Major Emergencies:

Fire Service Control 01865 379789

REPORTABLE MAJOR INJURIES

ALL FATALITIES

MAJOR INJURIES

1. Any **FRACTURE** other than to fingers, thumbs or toes;
2. Any **AMPUTATION**;
3. **DISLOCATION** of the **SHOULDER, HIP, KNEE or SPINE**;
4. **LOSS OF SIGHT** (whether temporary or permanent);
5. A **CHEMICAL** or **HOT METAL BURN** to the **EYE** or any **PENETRATING INJURY** to the **EYE**
6. Any **INJURY** resulting from an **ELECTRIC SHOCK** or **ELECTRICAL BURN** (including any electrical burn caused by arcing or arcing products) leading to **UNCONSCIOUSNESS** or requiring **RESUSCITATION** or **ADMITTANCE TO HOSPITAL for more than 24 hours**.
7. **ANY OTHER INJURY**
 - a) leading to: **HYPOTHERMIA, HEAT-INDUCED ILLNESS** or to **UNCONSCIOUSNESS**;
 - b) requiring **RESUSCITATION**; or
 - c) requiring **ADMITTANCE TO HOSPITAL for more than 24 hours**.
8. **LOSS OF CONSCIOUSNESS** caused by **ASPHYXIA** or **EXPOSURE** to a **HARMFUL SUBSTANCE** or **BIOLOGICAL AGENT**.
9. Either of the following conditions which result from the **ABSORPTION OF ANY SUBSTANCE** by **INHALATION, INGESTION** or **THROUGH THE SKIN**.
 - a) leading to: **ACUTE ILLNESS** requiring **MEDICAL TREATMENT**
 - b) or **LOSS OF CONSCIOUSNESS**.
10. **ACUTE ILLNESS** requiring **MEDICAL TREATMENT** where there is reason to believe that this resulted from **EXPOSURE** to a **BIOLOGICAL AGENT** or its **TOXINS** or **INFECTED MATERIAL**.

ACTION REQUIRED

1. IMMEDIATELY

Telephone: **Health & Safety Executive** **0845 300 9923**

2. THEN

Telephone: **Learning & Culture Health & Safety Team** **01865 816464**

3. **Complete Accident Report Form AR1 and send to Health & Safety Team.**

N.B. FAILURE TO COMPLY MAY LEAD TO CRIMINAL PROCEEDINGS



**OXFORDSHIRE
COUNTY COUNCIL**
LEARNING & CULTURE
www.oxfordshire.gov.uk

APPENDIX C

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Form RA1

RISK ASSESSMENT RECORD

a) Activity / Process / Operation
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b) What are the Health & Safety Hazards?

c) What risks do they pose and to whom? (See checkpoint 2)	Estimate Risk Level H/M/L* (*see point 3)
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d) What measures have been taken to reduce the risks (See checkpoints 1,4,5 - 11)	Level achieved H/M/L
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e) What further action is needed to reduce the risk (state action/specify dates)

Name of Assessor

Signed by (12,13 &14)

Job Title Head of Establishment / Manager

Date of assessment..... Date

Review Date (13):

CHECKPOINTS

1. Has all health and safety information been obtained?
2. Consider the number of persons exposed informed?
3. Estimate initial risk level - high, medium or low
4. Consider if elimination or safer substitution could be achieved.
5. Consider all necessary control measures including procedural and technical controls.
6. Are the above controls to the required standard and regularly maintained?
7. Have emergency action plans been considered?
8. Have employees (and other persons) been adequately trained/ instructed and
9. Has adequate supervision been provided?
10. Consider if personal protective equipment is required.
11. Is health surveillance required?
12. What arrangements have been made for monitoring the assessment?
13. How often is the assessment reviewed?
14. Has the assessment been drawn to the employee's attention?

Signature of Head of Establishment

Date Section (A) Report Completed

Date Section (B) Action Plan Completed

Name of Persons present during inspection
For Governors
For Head of Est.
Union Safety Rep.
Others

This report forms the notification to the employer (or his representative) of conditions and working practices considered to be unsafe or unhealthy and of arrangements for welfare at work considered to be unsatisfactory.

Note: This report does not imply that the conditions are safe and healthy or that arrangements for welfare at work are satisfactory in all other respects.

Copies of completed action plan(s) (Tick Box)
sent by Head of Establishment to:
Governing Body
Head of Est. to Retain
Head of Est. to Display/Circulate
Union Safety Representative(s)
Oxfordshire County Council