

## Health and Safety Policy

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**To ensure effective practice in the classroom leading to 'good' outcomes for all students**

This document is essential reading for every employee at Erdington Academy. This document details the standards and expectations to enable every child to achieve high quality outcomes and make strong progress.

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## **Part 1: Health and safety policy statement**

The objectives of the Erdington Academy health and safety policy are so far as reasonably practicable to:

The Academy Association regards the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Erdington Academy

It is The Academy's policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the Academy whether it is for pursuance of their employment or other activities.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of the Academy activity
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel can perform their various tasks safely and efficiently
- Ensuring that a constant awareness about health and safety at work is maintained in respect of all activities within the Academy and during out-of-Academy activities
- Annual review of the safety policy as Academy activities and the associated risks change
- All personnel employed within the Academy have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees and students within the Academy have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

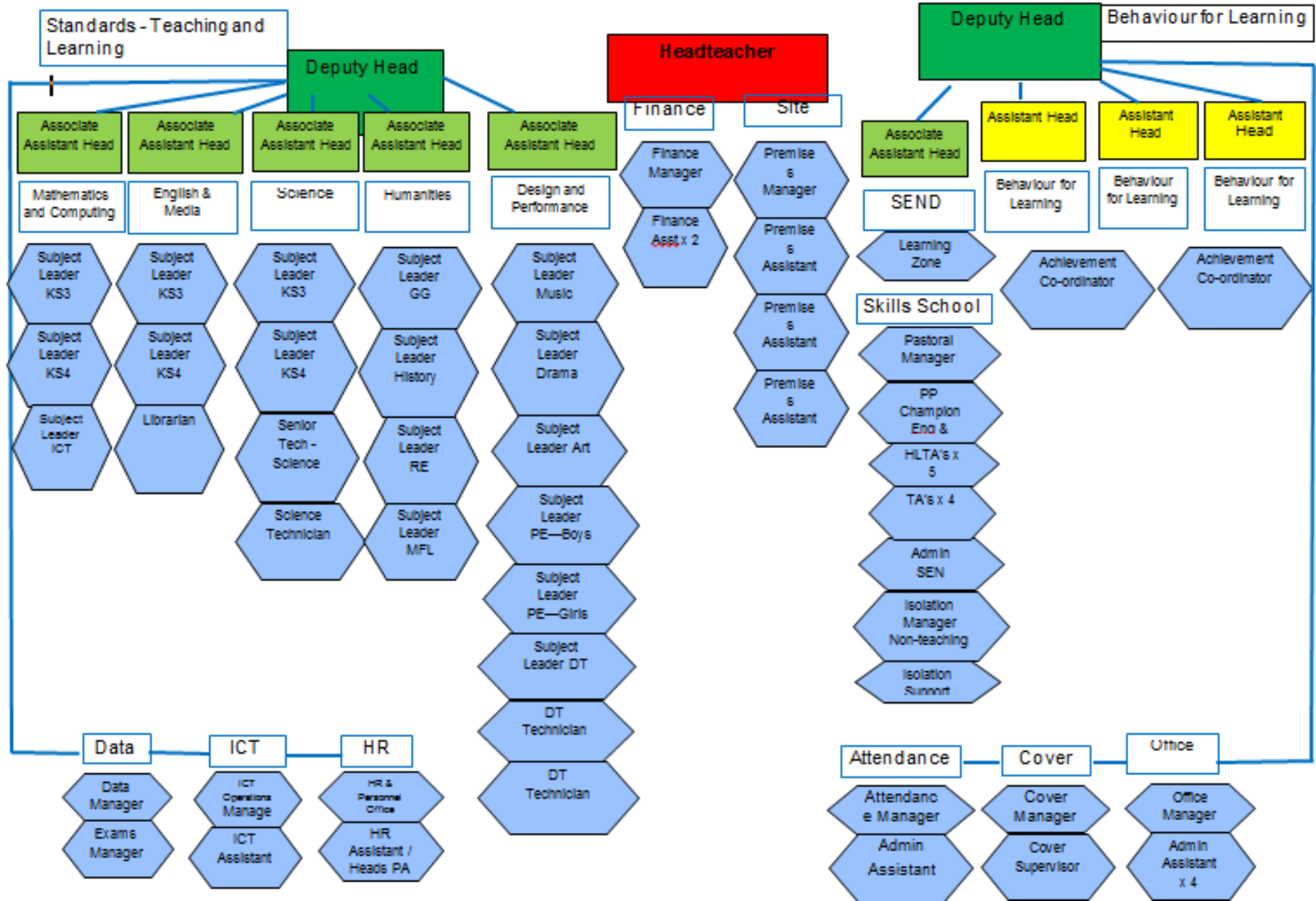
- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- Reporting to the Health and Safety officer any incident that has led, or could have led, to damage or injury
- Assisting in any investigation about accidents, dangerous occurrences or near-misses
- In line with the safety organisation set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the Academy.

## **Part 2: Safety organisation**

**2.1 The objectives of the Erdington Academy health and safety policy are so far as reasonably practicable to:**

**Develop a positive Health and Safety culture among the staff and pupils of Erdington Academy.**

- Promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice.
- Ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances.
- Protect personnel, whether they are employees, pupils, members of the general public visiting the Academy, or contractors and their employees, from any foreseeable hazards.
- Ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable.
- Ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- Ensure that awareness about all aspects of safety is fostered by all personnel.
- Ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects about safety.
- Ensure that full and effective consultation on all matters is encouraged.



## 2.2 Responsibilities of individuals within the Academy

**Academy Association:** Direct responsibility for all aspects of health and safety at work within Erdington Academy rests with the Association. They are to ensure that the policies of Erdington Academy are implemented along with any other statutory requirements. The GB monitors health and safety through the receipt of regular reports and discussion at Academy Association meetings.

**Head of Academy:** The Head of Academy is responsible so far as reasonably practical for the effective implementation of the safety policy and the day to day management of all Health, safety and welfare matters in accordance with this policy. The Head of Academy delegates certain functions to other staff as specified in individual job descriptions.

Responsible to the Academy Association for ensuring that:

- Hazards are identified and that the significant risks are assessed
  - Relevant health and safety legislation is identified and statutory records kept
- Arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation
- The arrangements are recorded in the health and safety policy
  - The arrangements are monitored to ensure they are working
  - Staff are aware of, are adequately trained and capable of dealing with the health and safety requirements of their work
  - Reports submitted by safety representatives are considered
  - Any problems in achieving the intentions of the Academy's general statement of health and safety policy are reported to the Academy Association
  - Specialist help and assistance are obtained where necessary
  - The results of health and safety monitoring are reported to the Academy Association along with details of any major injuries to staff or pupils.

The Health & Safety advisor has been appointed the delegated officer to assist the Head of Academy in fulfilling these responsibilities.

### **H&S Advisor:**

The H&S Advisor is adviser to the Head of Academy on health, safety and welfare matters within Erdington Academy. He will advise all personnel in meeting of their individual and corporate responsibilities about health and safety at work. In addition, he is responsible for investigating accidents and liaising with staff and other agencies as requested. To ensure safety standards are maintained he will monitor and review existing procedures through departmental reviews and a planned audit programme.

**EVC:** (Educational Visits Co-ordinator) The EVC is adviser to all personnel in meeting of their individual and corporate responsibilities with regarding all education visits.

**Heads of Faculties/Team Leaders:** All heads of department and team leaders are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process, operation or substance is introduced into the area of their responsibility they will liaise with the HSA. Safety representatives will assist them to ensure that risk and COSHH assessments in their area are completed and are up to date.

**All staff:** Have a duty to themselves and to others affected by their work with regards to health and safety. In addition, they are required to cooperate with the employer to enable them to discharge their legal duties in the area of health and safety. They are to report any concern or failings to their HOF for investigation.

Teachers and Associate staff are responsible to the Head of Academy for:

- Taking reasonable care for their own health and safety and that of others who may be affected by their actions or omissions
- Co-operating with the management of the Academy to implement the requirements of health and safety legislation and the Academy's Health and Safety Policy.
- Using all equipment and substances in accordance with training and instructions received.
- Not misusing anything provided in the interests of health and safety.
- Reporting to the Head of Academy or delegated officer any health and safety matter they cannot deal with themselves or any shortcomings they consider in the health and safety arrangements. This should include the reporting of all accidents, hazards and defects.

**Visitors and Students:** Have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the Academy, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the HSA, and to adhere to safety guidance given in helping to maintain standards of health and safety within the Academy.

**Dept. Safety representatives:** Safety representatives will assist their departments in ensuring risk assessments are in place and implemented. They will liaise with the HSA to ensure risk controls are adequate and that they meet current statutory requirements.

**Contractors:** It is the responsibility of contractors and their employees to read and comply with the Academy health and safety policy. In addition, contractors must ensure all of their work activities comply with current health and safety legislation. Contractors will be vetted to ensure that they meet safeguarding and safety criteria

**Safety Committee:** The Academy Association recognises the Health and Safety Committee as the appropriate mechanism for consultation with staff.

**Health and Safety Consultant:** HANDSAM Ltd are appointed by the Academy to be the competent persons as required by the MHSWR 1999 and are responsible in aiding with the identification of hazards and relevant health and safety legislation. The assessment of risks and devising and implementing of measures to control the risks and comply with health and safety legislation. The monitoring of health and safety arrangements by carrying out an annual inspection of the Academy and preparing a report for consideration by the Academy Association and Head of Academy.

## 2.3 The Safety Committee

The committee will comprise of:

- Health and Safety Advisor – Premises Manager
- Education Visits Administrator – Assistant Headteacher of Operation
- Academy Representative – Deputy Headteacher
- Faculty or area safety representatives - Volunteers
- Union representatives
- Catering Manager

## **2.4 Health and Safety Committee Meetings**

The committee will meet once a term.

## **2.5 Terms of reference of the safety committee**

Under section 2(7) of the Health and Safety at Work Act 1974, the safety committee has the function, in consultation with the staff it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees, pupils and visitors

Specific functions will include:

- The study of accident and notifiable disease statistics and trends so that reports can be made to the Academy Association on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- Examination of safety audit reports on a similar basis.
- Consideration of reports and information provided by inspectors of the enforcing authority.
- Consideration of reports that safety representatives may submit.
- Monitoring the effectiveness of safety procedures and safe systems of work.
- Monitoring the adequacy of safety and health communication and publicity in the Academy.
- Providing reports and recommendations to the Head of Academy.

## **Part 3: Safety arrangements**

### **Introduction**

The safety arrangements set out below are for the information, guidance and compliance of all personnel at Erdington Academy.



Health and Safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all Directors of Faculty or area to so far as is reasonably practicable prevent injury to individuals. This will be achieved by adoption of arrangements and procedures developed out of risk assessment for the proportionate control of risk. These can be summarised as:

- Providing and maintaining safe equipment and safe systems of work.
- Making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles.
- Providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety.
- All applicable statutory legislation codes of practice and other safety requirements as laid down from time to time are made know and complied with.
- Providing safe places of work with safe access to and exit from them
- Providing a safe and healthy working environment.
- All equipment is in good and safe condition and that electrical equipment are in good and safe order
- Providing a system for rapidly identifying and remedying hazards.
- Where hazardous conditions cannot be eliminated, apply the hierarchical order of control including providing suitable equipment and protective clothing.

More specific arrangements are set out below and will be amended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the Academy Association and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their head of faculty or area. Use all equipment and substances in accordance with training and instructions received.

Reporting to the Head of Academy or HSA any Health & Safety matters they cannot deal with themselves or any shortcomings they consider in Health and Safety arrangements. This should include the reporting of all accidents, hazards and defects.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## **Specific arrangements for Health and Safety**

### **3.1 RISK ASSESSMENT**

The Head of Academy & Health and Safety Officer is responsible for co-ordinating risk assessments to comply with current and future legislation. Directors of Faculty and Subject Leaders are responsible for risk assessment with respect to the activities carried out in their areas and putting in place any controls identified. The department safety representatives in consultation with the Health and Safety Officer will assist in this task. The Academy has adopted a common form of assessment to have continuity in process across the organisation these forms and guidance on completion can be accessed by Directors of Faculty or HSA.

Risk assessment is an ongoing procedure requiring regular review and, where necessary, revision. Unless a different period of review is specified, risk assessments should be reviewed annually. Risk assessments should also be reviewed whenever new substances, equipment or people are introduced into the establishment or when procedures and premises are altered. Revisions may also be necessary where monitoring procedures indicate that control measures are not working properly.

Directors of Faculty and Subject Leaders and all members of staff are responsible for ensuring that consideration is given to the identification of all foreseeable risks that might occur from carrying out all activities. Having identified all reasonably foreseeable risks they must ensure that the effects of such risks are eliminated or controlled.

The Academy has identified the following curriculum areas where higher risks may be present: Physical Education, Design and Technology, Science, Art & Design and Drama

In each of these areas the Directors of Faculty and Subject Leaders are authorised to seek specialist advice with the approval of the Health and Safety Advisor.

### **3.2 DISPLAY SCREEN EQUIPMENT (DSE)**

All PC's, laptops are classed as DSE. Any workstation provided on site must meet the requirements laid out in the DSE regulations.

#### **a. Definition of habitual users**

The following factors are those that should be considered to help establish whether a person is defined as a user by the Regulations:

- Can the job not be done without DSE?
- Does the worker have no discretion over whether to use DSE?
- Does the task require significant training or special skills?
- Is DSE used for periods of an hour or more at a time, and more or less on a daily basis?
- Does the task depend upon the fast transfer of information between the worker and screen?
- Are attention and concentration demands high?

If most or all of these questions are answered in the affirmative, the person is a 'user' or 'operator' of DSE for the purposes of the law.

### **Workstation Assessment**

The H&S Advisor will send out a link for on-line training and a workstation assessment to habitual users. Identified staff are required to carry out workstation assessments in their areas. The H&S advisor will assess the findings of workstation assessments and work with the user to rectify any identified issues.

### **Sight Screening**

DSE assessments must be undertaken with the Health & Safety Officer prior to attending the opticians for a sight test

A 'user' is defined as an employee who habitually uses display screen equipment for a significant part of his/her normal working week (ie. more than 50% of a full time working week (37 hours) on a regular basis). You can make appointments at your convenience with your own Opticians.

Where corrective spectacles are prescribed by the optician specifically for VDU work the employee may claim re-imbursment of the cost of a bi-annual eye test. A contribution of up to £50.00 may be made towards the cost of glasses with an element of prescription designed for VDU use. A letter from the optician will be required stating that the glasses **are** required for VDU use. Queries should be directed to HR Manager in the Personnel Office.

### **Working Arrangements/Good Practice**

Whilst no employee is required to work from home staff should recognise that any such work is subject to the DSE regulations and they should follow the guidance issued by the Academy. In addition, they must take steps to keep confidential information secure.

### **DATA SECURITY**

All staff have a duty to prevent sensitive and confidential data from becoming public. Staff are required to read and follow the Academy policy on Data Security found on the following link:

### **3.3 VISITORS AND USERS OF THE ESTABLISHMENT**

The Academy Association acknowledge their duty of care to all visitors and users of this establishment including those hiring the premises and will make every reasonable effort to ensure that visitors are aware of procedures laid out in this policy

All Academy visitors are asked to report to Reception where they are asked to sign in and out. At this stage visitors are issued with a pass for identification and a slip outlining their responsibilities for health and safety.

Contractors, community users and deliveries report to Reception where they will be signed in and out and given the appropriate pass identifying their area and type of work required along with documentation and guidance on specific H&S issues.

### **COMMUNITY/ADULT LEARNING SERVICE ACTIVITIES**

Updated details of the Academy's emergency plans and H&S information for community users is issued annually. The current documents can be accessed by the Premises managers' office Bursary office.

#### **Kitchen Use Policy**

All groups should note the disclaimer statement concerning loss, damage or injury and those hiring premises will be required to sign an indemnity form.

Hire users must follow their own H&S policy and are expected to follow the Academy's policies for emergency situations and accident reporting.

### **3.4 ARRANGEMENTS FOR THE SUPERVISION OF STUDENTS**

#### **a. Beginning and end of Academy day & Breaks and Lunch times**

All teaching staff on site have a responsibility in common law for the welfare of authorised students while on site. A senior staff team supervises the front of Academy from 8.30 to 8.50am. At the end of the day a similar responsibility exists. Any teacher may be required to perform supervisory duties at the beginning or end of any Academy session.

The Academy Association has agreed that enough people will be on duty in specific locations, during all breaks and lunchtimes. The rota is displayed on the staffroom notice board. The Senior Supervisor is responsible for a team of supervisors who operate in the dining rooms and in various locations around the Academy.

The Head of Academy or a senior member of staff is on call each lunch-time on a rota basis. The SLT and senior supervisory staff are in contact via radio.

The full schedule of rotas and duties is co-ordinated by the Assistant Headteacher (Operations)

#### **b. Out of normal Academy time**

Teaching staff have a common-law responsibility for the welfare of students on site with their permission out of Academy hours. Students should not be left unattended on site.

The Head of Academy is delegated by the Academy Association to ensure that all staff engaged in supervisory duties are provided with a basic understanding of the Academy's agreed policy on pupil behaviour, how to report incidents, and how to obtain first aid assistance.

#### **c. Students Taking Medicines**

The Academy Association request the Head of Academy to comply with Students taking medicine, the Academy Nurse or qualified First Aid persons must be present and sign the individual students approved document paperwork stating volumes and amounts taken. (See Medical Policy)

### **3.5 LABORATORIES AND PRACTICAL AREAS**

The Academy Association acknowledges and agrees to comply with advice and guidance detailed in the following publications: regarding safe practice in specialist areas.

- Safety in Laboratories (DFE publication)
- Topics in Safety (ASE publication)
- Laboratory Handbook (CLEAPSS publication)
- Hazards (CLEAPSS publication)
- Procedures for dealing with Radioactive Materials AM1/92 (CLEAPSS publication)

This includes guidance regarding the necessity for PRIOR training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment.

#### **Substances Hazardous to Health**

The following measures prescribed by CLEAPSS are kept by the Academy:

- Only the substances prescribed by CLEAPSS are kept by the Academy
- These substances are stored so as to prevent unauthorised access

- These substances are only used in accordance with the instructions and control measures detailed in the CLEAPSS Laboratory Handbook and Hazards
- Fume cupboards are inspected annually and maintained as necessary to ensure that performance standards meet those specified in the DES Design Note no. 29.

The implementation of the above measures allow the central assessments carried out by CLEAPSS (to comply with the requirements of the COSHH Regulations) to be adopted and it is concluded that the risks to health are adequately controlled.

Given the level of potential risk posed by Science a specific policy exists to cover health and safety in that curriculum area. Each Head of Department has their Risk Assessment and access to CLEAPSS.

### **3.6 WORK EQUIPMENT**

The Academy Association acknowledge their obligations under the Provision and Use of Work Equipment Regulations (PUWER 98) and the Electricity at Work Regulations.

These apply to the purchase, sale and use of all equipment at Erdington Academy.

All work equipment i.e. machine tools, portable hand and power tools, ladders, computers, heaters, boilers etc. provided by the Academy are to be:

- Selected to ensure that they are suitable for the task;
- Maintained in efficient working order.

Academy procurement policies must take these regulations into account.

In accordance with the Electricity at Work regulations all portable electrical equipment (equipment powered via 13 amp plug) in use at Erdington Academy will be PAT (Portable Appliance Testing) tested before coming into use and at set periods thereafter. The period of test is determined by equipment type and use. It is prohibited to bring into the Academy any electrical items.

It is prohibited to bring into the Academy premises any electrical items.

In particular, dangerous parts of machinery will be provided with guards and staff are responsible for ensuring that these are present, serviceable and in position at all times when the machinery is operating.

Staff shall not attempt repairs or make modifications to machinery other than those associated with daily operations. Any defects or malfunctions are to be recorded in the Defects Book in main reception and the Head of the Department must be informed.

The Academy Association has identified the following items of equipment that have legal requirements to be serviced at specific intervals by the H&S Advisor.

- Local Exhaust Ventilation (LEV): D&T, Systems and Control, Enterprise Centre and chemistry fume cupboards
- Pressure vessels: Science
- Machines: D&T, Food Tech, Textiles, Reprographics, Enterprise Centre, Estates
- Heating Plant: across site
- Electrical equipment: across site
- Lifts and Access equipment

- Access equipment

### 3.7 HAZARDOUS SUBSTANCES

When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are in place to prevent injury to health.

Adequate precautions should follow the COSHH hierarchy of control:

- Substitute
- Isolate process
- Use engineering controls
- Limit exposure
- Use PPE
- Supervision and training.

No new materials or chemical substances are to be brought into use unless an assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out; identified measures

are in place and clearance given for use by the Health and Safety Officer. The user department is to be in possession of a safety data sheet.

For chemicals and preparations used in science the relevant CLEAPPs assessment will cover this requirement provided that it covers the intended use.

The Material Safety Data Sheets along with the relevant [COSHH assessment](#) will be held in clearly marked files as follows:

- Science: Prep rooms
- Premises Manager: Health and Safety Advisors office
- Cleaners copies: in all cleaning cupboards
- Grounds copies: Grounds store
- Maintenance copies: Site team store
- D&T: Technicians office
- Art: Design Staff area.

### 3.8 ASBESTOS

Asbestos on the site is managed by the Health and Safety Advisor. In accordance Legislated requirements and the Control of Asbestos Regulations there is a standing type II (Management) survey of all asbestos present and all locations are clearly marked and monitored. All contractors who intend to carry out invasive work into the fabric of the building must check and sign the asbestos register. Key staff are trained in recognition and emergency procedures. The Academy has an emergency release plan and management plan:



### 3.9 WASTE DISPOSAL

As a producer of waste we have a duty of care to ensure that our waste is legally and safely dealt with. All waste transfers must have a waste transfer note and companies removing waste should be able to provide an auditable path for the waste up to its final disposal. Staff should bear in mind that only 'General Waste' should be placed in bins for the collection by premises staff. This waste includes:

- Wood
- Paper
- Cardboard
- Plastics
- Plasterboard
- Textiles
- Empty Containers

All other types of waste require special treatment and separate documentation, staff must book collection and disposal arrangements with the Estates Dept. in advance. On no account must special waste be disposed of without consultation with the Health and Safety Advisor.

The Health and Safety Advisor is responsible for making arrangements for the storage and transfer of General and Special Waste. The responsibility includes:

- Storing waste safely and securely
- Checking the company taking the waste away is legally authorised to do so
- Ensuring a written description of the waste is handed over,
- Ensuring that waste transfer tickets are correctly completed and received for all disposals.
- Maintaining a record of waste transfers

The Academy Association wish to promote the recycling of waste where appropriate and staff are asked to make use of facilities which may be provided from time to time.

### 3.10 CATERING

The catering facilities at Erdington Academy are managed by AIP. The Catering Manager responsible for the day to day safety in these areas. The Academy Association acknowledges its responsibilities under the Food Hygiene Regulations and the Governments Healthy Eating Policies.

All catering staff are expected to take and re-qualify in Level 2 Kitchen Hygiene Certificates.

The catering areas and operations are audited on a regular basis internally and by the local authority EHO.



### **3.11 OFFSITE ACTIVITIES**

The Academy Association requests the Head of Academy to comply with DFE the guidance: The Education Visits Co-ordinator is responsible for co-ordinating Health and Safety matters relating to offsite activities. The EVC will ensure that all visits are planned in accordance with the Erdington Academy policies and that they are adequately resourced. The Academy Association delegates to the Head of Academy, responsibility for approval of any visits outside the country.

Staff using their cars for official business must ensure that their insurance policy covers their vehicle for the intended use and that their vehicles are fit for roads use.

### **3.12 FIRST AID, ACCIDENTS AND ILLNESS**

The Academy Association acknowledges its duties under the First Aid at Work regulations to its employees and its common-law duties of care to visitors and students. The Health and Safety Advisor has been charged with maintaining adequate first aid cover during the operating hours of the Academy. Qualified First Aiders at Work are maintained backed up by Emergency First Aiders at Work. First aid cover levels on Academy trips will be determined by risk assessment of those trips.

A First Aid boxes stocked with the contents recommended in the Approved Code of Practice to the Health and Safety (First Aid) Regulations 1981 are kept in appropriate areas around the Academy. The locations are noted on the first Aiders list available on Staff common/H/Health and safety. The Cover Manager is responsible for ensuring that the contents of the First Aid box are replaced as necessary.

First aiders on educational visits will have the same duty of care as if they were in the Academy whilst on the trip they will carry their first aid kit and attend to the needs of injured and ill students as required or back up the venues first aid staff if they are present. They will ensure that the trip leader had information regarding treatment by themselves or a third party for inclusion in the trip return or RIDDOR report.

In response to the numbers of students attending the Academy with life threatening allergies additional staff have been trained to administer adrenalin to students who have parental consent for the administration of this drug.

#### **Procedure for students requiring hospital attendance**

Where students require hospital treatment the Academy will call parents and if they do not respond a member of staff should take them to hospital. If an ambulance is called then a staff member should accompany them.

Staff should be drawn in the first place from pastoral support for that year and then other available staff.

There is a cash float for staff to use to return from hospital in a taxi or public transport.

In all cases safeguarding issues should be considered, in the case of staff transporting students in their own cars ideally 2 staff should go unless the nature of the emergency dictates otherwise. Staff are only to use their own cars if the necessary insurance is in place.

Details of the Academy first aid staff Risk Assessment, procedures and documents are kept by the HAS.

The responsibility to investigate accidents and report required incidents to the HSE has been delegated to the Health and Safety Advisor. Accidents and near misses must be reported in all cases and the HSA will decide what action needs to be taken up to and including the freezing of the scene prior to investigation by the HSE. The HSA will authorise or action remedial work after consultation with the Head of Academy. In addition, they will prepare accident reports for the Health and Safety committee. The HSA will be the first point of contact for the HSE and other parties pursuing information regarding accidents at Erdington Academy.

**Any correspondence from parents, employers or solicitors intimating that a claim against Erdington Academy insurers is likely, should be referred by the Health and Safety officer unanswered to the Head of Academy for subsequent referral to the insurers.**

### 3.13 FIRE AND OTHER EMERGENCIES

The Academy Association requests the Head of Academy to ensure that where practicable all users of the Academy are aware of these procedures.

Guidance on fire precautions, control and risk assessment are outlined in Code of Practice Regulatory Reform Fire Safety Order

A fire risk assessment will be carried out by suitable contractor. Proposals for improvements required will be put to the H&S Advisor and Head of Academy.

Fire information is displayed in all Academy staff room notice board. The community arrangements in are issued with the hire agreement paperwork in reference to areas used for after Academy activities.

Information for staff and community users is issued annually. Academy staff receive the fire procedures via email or from the Academy's health and safety section located in Staff common/H/Health and Safety.

Fire drills are arranged on twice a year basis. With no announced to all staff. To assist in the control of persons and the evacuation of the Academy fire marshals have been appointed details of areas covered and control positions can be found in the Fire Evacuation Procedure. The following members of staff have responsibility to the Head of Academy for Fire Procedures:

RESPONSIBILITY	MEMBER OF STAFF
Arranging fire drills	Head of Academy/Premises manager
Provision of Fire Drill Notices	Premises manager
Checking of Fire Escape Routes	Health and safety Advisor & Premises manager
Liaison with Fire Officer over premises matters	H&S Advisor & Premises manager
Visual checking of Fire Extinguishers, Fire Alarms and other Fire Fighting Equipment	Health and safety Advisor & Premises manager
Informing students of arrangements	Group Tutors

The fire risk assessment will indicate where staff requires enhanced fire training over and above the procedures outlined above.

The Academy Association also acknowledges its requirement to put in place plans for serious and imminent danger as required by the Management Regulations (MHSWR 99). To meet this requirement the Health and Safety Officer coordinates the creation and update of the Academy Disaster Plan. This document will be reviewed annually by the Health and Safety Committee.

### **Academy Critical Incident Plan**

Fire prevention is part of everyone's duties. In particular, attention should be paid to checking the Academy before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All electrical equipment that need not be left on, such as word processors, photocopiers and kettles are to be switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended.

Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored properly in order to reduce the risk of fire.

Evacuation procedures have been devised and notices are posted throughout the premises. The Premises manager is responsible for organising regular evacuation practices and for completing the record sheet.

Escape routes should be clear at all times.

The Site Team are responsible for testing the fire alarms on a weekly basis and for completing the record sheet.

The Site team are responsible for testing the emergency lights every term and for completing the record sheet.

Fire extinguishers and fire blankets are serviced on an annual basis by specialist contractors.

### **3.14 SMOKING**

In line with legislation smoking is prohibited in all buildings with the required warning signs displayed. In addition, the Academy Association has asked that the whole site including sports fields is smoke free.

### **3.15 TRAINING**

New and temporary staff receives induction training when they take up post. Staff are given the links to the Health and Safety policy along with other relevant documents. Staff are asked to read the policy and note the sections that apply to them. Induction training is the responsibility of the HR dept. in conjunction with Departmental Line Managers.

Further training will be given as identified from task assessments and to aid professional development. Records are held via the Personnel office, staff are responsible for keeping their training records up to date.

### **3.16 HEALTH SURVEILLANCE**

For certain posts health surveillance may be required. Staff subject to health surveillance will be informed and the reasons for it will be explained. Erdington Academy will ensure that Health Surveillance is carried out as required by competent persons. Results will be treated as confidential and will be kept on record for 40 years.

### **3.17 WORK AT HEIGHT**

The use of class 3 domestic ladders is not allowed on site. All ladders on site now conform to EN131 class and have a unique identifier code. The Health and Safety Advisor will ensure that regular inspections of ladders are carried out and recorded and take action as required. Purchasing of ladders is to be carried out through the H&S Advisor. Locations of ladders are maintained by the H & S Advisor.

Staff in roles identified as requiring work at height will be trained in the use of the required access equipment. In most cases this will be in house training on the safe use of ladders. Job descriptions will identify such posts and the specific training required. Staff without training should not attempt such tasks.

All staff is reminded that work at height must only be carried out using approved means. Advise and HSE guidance on ladders and work at height can be obtained by the HSA.

### **3.18 CONTRACTORS**

From time to time contractors will be employed to carry out work for the Academy. Contractors will be required to show their DBS paperwork to the Personnel office, and have the competence along with adequate insurance cover to carry out the task. In such cases references will be requested. All contractors are to sign in and out with reception and will be restricted to agreed working areas. For large projects a pre-project plan will be agreed. All contractors will be required to acknowledge our conditions of work document on an annual basis along with supplying their Health and safety statement, risk assessments and evidence of insurance. Contractors site rules will be issued by the HSA prior to any work taking place on site.

### **3.19 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The need for PPE will be identified from risk assessment and the hierarchy of control. Where identified it will be provided free of charge to employees. Training on its use, storage and maintenance will be given. Employees identified as requiring PPE must use it for the tasks identified.

The senior science technician will carry out fit testing as required for all types of RPE (respiratory protective equipment) and ensure records of testing are kept.

Safety reps in depts. using RPE will ensure equipment is regularly inspected and filters are replaced as required.

All other PPE will be replaced when damaged or when it passes its marked expiry date. Records will be kept for equipment requiring periodic inspection.

### **3.20 MANUAL HANDLING**

Manual handling training will be given to staff identified as being at risk as identified in their job descriptions. Where possible MH will be avoided by the use of mechanical aids and the breaking down of loads. The Site Team will be tasked with providing portorage of heavy items. Where required the HSA will carry out manual handling assessments to identify remedial actions required.

Further guidance can be obtained from the HSA and by following HSE guidance Reference: [Musculoskeletal Disorders – health and safety in the workplace](#)

### **3.21 HOUSKEEPING AND PREMISES**

Cleanliness, waste disposal, safe stacking and storage, marking and keeping clear gangways, exits etc, checking equipment such as ladders, special access to particular places are all the responsibility of the Premises manager.

The storage and safe stacking of materials in departmental areas is the responsibility of all members of the department.

The Academy aims to provide an adequate provision of toilets for staff and students and seeks to maintain them in a good condition.

Defects in heating, lighting, ventilation etc should be reported via the online site team job request system.

The Academy Association recognises its obligation to maintain temperatures during the heating season to the DCFS standards. These temperatures will be maintained where practicably possible.

Current guidance is that when the temperature outside is -1c then an ordinary classroom is 18c.

### **3.22 WORK EXPERIENCE**

The locations for all Work Experience and Community Service placements undertaken by students must be an approved Company or agency, which will assess the suitability of the work place in terms of Health and Safety, Child Protection, Nature of Work and insurance. Under current legislation the Academy does not have to provide a work experience for students as they are all pre 16.

### **3.23 PERSONAL FOOTWEAR**

As in any public building or space, we may encounter hazards such as slips and trips or impact injuries from opening doors as we move around our site. Whilst the Academy would not want to be prescriptive about the choice of footwear for these general circumstances, colleagues should be mindful of these general everyday hazards when considering footwear choices. As in all such matters colleagues are reminded that as employees they have a common law and legal duty to take reasonable care of themselves about health and safety.

Certain work locations and duties will present hazards beyond the everyday ones. Risk assessment may lead to employees having to consider their type of footwear selection to ensure that it is sensible in that it gives adequate protection against the risks identified in that working environment.

In some specific work locations, there are more identifiable and specific risks from manual handling of heavy goods that present a direct risk. In these circumstances, the risk assessment should highlight whether protective footwear should be supplied to be worn at all times or for specific duties.

### **3.24 PROCUREMENT**

Budget holders must consider the requirements of all relevant regulations and Erdington Academy codes of practice when purchasing and sourcing equipment and materials. The same duties apply when receiving gifts of materials and machinery. The key regulations are:

The provision and Use of Work Equipment Regulations PUWER 1998 and its subordinate regulations and ACOP's

- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work 2005
- Management of health and Safety at Work regulations 1999
- Work at Height Regulations 2005
- Environmental Protection Act 1990 (amended 1995)
- LCC COP for D&T: BS4163:2007 Design and Technology in Schools

Advice and guidance on the above can be obtained from the Academy Health and safety Advisor.

### **3.25 LEGIONELLA**

The Academy Association recognises its duties under COSHH to prevent the growth of Legionella in its water systems and its requirement to follow the guidance in L8 ACOP for the Control of Legionella in Water Systems.

To this end the Academy has implemented a control and monitoring regime based on the use of temperature to prevent growth of Legionella Bacteria. HSA is the nominated person with site responsibility and the Premises Assistant is responsible for ensuring low use water outlets are flushed through for at least 5 minutes per week. The HSA is responsible to ensure that faults found are acted upon.

Risk assessments and bi annual tank /clarifier monitoring, Monthly sentinel and outlet monitoring will be carried out by an external contractor. The Risk Assessment is held in Premises Manager office.

