



THE KIMBERLEY SCHOOL

HEALTH AND SAFETY POLICY ORGANISATION AND ARRANGEMENTS

1. ORGANISATION

1.1. Responsibilities of the Governing Body

As an Academy, the Governing Body has agreed to follow policy and guidance, in relation to schools, as set out by Nottinghamshire County Council. Copies of this policy and guidance are available on request.

The Governing Body is responsible for:

- Complying with the Health and Safety Policy and arrangements as set out by the Local Authority (LA), Nottinghamshire County Council, which has been adopted by the trust;
- Formulating and ratifying the establishment's Health and Safety Statement and plans;
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the Academy's delegated budget;
- Ensuring that risk assessments are made and recorded of all the Academy's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the LA is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the Academy including health and safety inspection reports and accident reports;

1.2. Responsibilities of the Head Teacher

The Head Teacher is responsible for:

- Ensuring the requirements of the Occupier's Liability Act 1957/1984 are complied with.
- The management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the Academy's work activities

including those off site which could constitute a significant risk to the health and safety of employees or other persons;

- Ensuring that regular health and safety inspections are carried out and any relevant findings are reported to the Governors;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Ensuring staff health and safety training needs are identified and arranging for them to be provided;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in auditing arrangements and ensuring audit action plans are implemented;
- Ensuring that the purchasing and maintenance of equipment and materials complies with current health and safety standards;
- Ensuring that only competent contractors are engaged to work on the school site;
- Ensuring specialist advice is sought on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

Note: in the absence of the Head Teacher these responsibilities fall to his/her immediate deputy.

1.3. Responsibilities of the Health and Safety Co-ordinator (Director of Services)

Responsible for:

- Attending appropriate Health and Safety Training Courses;
- Promoting health and safety matters throughout the Academy and assisting the Head Teacher in the implementation of the Academy's Health and Safety Procedures;
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc) are kept up to date;
- Ensuring that the Health and Safety information on notice boards, 'staffshare' and the online resources are kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging regular health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures in relation to Academy visits are followed;
- Participating in any Health and Safety Audits
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;

- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site and ensuring they consult the asbestos records.
- Carrying out regular health and safety monitoring inspections of the faculty/team and making reports to the Head Teacher where appropriate;

1.4. Responsibilities of Subject Performance and other Team Leaders

Subject Performance and other Team Leaders are responsible for:

- The day to day management of health and safety within their faculty/team area in accordance with the health and safety policy;
- Drawing up and reviewing policies, procedures and risk assessments regularly (at least once annually) in relation to their work;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Ensuring arrangements are made for the appropriate subject specific health and safety training to be provided to all staff within the faculty/team;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports where necessary

1.5. Responsibilities of all staff

All staff employed at the establishment have a responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- check classrooms/work areas are safe and secure;
- check equipment is safe before use;
- ensure safe working procedures are followed;
- cooperate with the Academy governors, Head Teacher and wider multi-academy trust in meeting their statutory duties by complying with the health and safety policy;
- not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- report immediately to their Head Teacher/Line Manager any serious or immediate danger;
- report to their Head Teacher/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participate in health and safety inspections and co-operating with the health and safety committee where appropriate.

1.6. Persons with responsibilities for Health & Safety and Welfare

The Governing Body Chair	-	Mr	P	Gates
Head Teacher	-	Mr	A	George
Deputy Head Teachers	-	Mrs	S	Tait
	-	Mr	A	Park
Health and Safety Coordinator	-	Mr	M	Jones
Deputy H&S Coordinator	-	Mr	A	Gibson
Fire Controller	-	Mr	M	Jones
Deputy Fire Controller	-	Mr	A	Gibson
Educational Visits Coordinator	-	Mr	A	George
	-	Mr	M	Jones (Administrator)
First Aid Equipment/Accident Forms	-	Student Support Team		

ARRANGEMENTS AND PROCEDURES

2. Staff Consultation Arrangements

The Governing Body, through the Head Teacher, will enable provision for a Health & Safety Committee.

Membership of this Committee will consist of:

- The Head Teacher
- Academy Governor Representatives
- Academy Health & Safety Coordinator
- Trade Union Representatives

3. Health & Safety in Curriculum Areas

A health & safety file should be maintained by the relevant Head of Faculty. This file should contain relevant information, such as departmental risk assessments to ensure that a safe working environment is maintained and safe working practices are adopted. Importantly, staff should be competent and work within the regulations.

3.1. Health & Safety Files

Information held on file should include:

- Methods of work: Procedures for safely carrying out an activity
- Identification of main hazards and Risk Assessments
- Records of any training
- Records of equipment testing etc

4. First Aid

There is a legal requirement for First Aid facilities to be provided in the Academy to comply with **HEALTH AND SAFETY (FIRST AID) REGULATIONS 1981**.

A trained person will have successfully completed a 3 day, "First Aid at Work" training course approved by the HSE. A list of trained staff is available from reception.

First Aid boxes will be provided in relevant places including Laboratories, Workshops, P.E. and Design Workshop areas. Student Services staff are responsible for maintaining first aid boxes.

All accidents must be recorded on an appropriate form (sometimes known as the 'Accident Book'), kept in Student Services. Staff must follow the prescribed procedure in relation to RIDDOR, The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and Academy policy on accident reporting

5. Fire Safety

A Fire Risk Assessment will be carried out and reviewed regularly. A Fire Log Book shall be maintained for the purposes of recording all relevant information regarding the management of fire safety. Contents of the Fire Log Book shall include a copy of the most recent Fire Risk Assessment, details of any training and a record of regular checks to the alarm system and other fire safety equipment.

Key principles in maintaining Fire Safety are:

- Controlling combustible materials.
KEEP COMBUSTABLE MATERIALS AWAY FROM SOURCES OF IGNITION.
- Keeping corridors, stairways, entrances, and exits clear.
- Keeping boiler rooms and switchgear rooms tidy and locked.

6. Educational Visits

All Educational Visits must be authorised by the Head Teacher before taking place. Responsibility for the administration of visits has been delegated to the Director of Services.

An Educational Visit must have a suitably qualified and experienced leader in charge. If the relevant person is not suitably competent, the activity must not proceed

The suitability/competency of the leader shall be determined by the Head Teacher

Each leader will plan an Educational Visit in line with the Nottinghamshire County Council '*Educational Visits Policy*', with the completion and submission all necessary documentation and necessary risk assessments

7. Violence or Aggression Towards Staff

The Head Teacher and the Governing Body are committed to combating violence against staff in any form:

- Staff will be fully supported in the event of physical or verbal attack.
- Incidents of violence will be reported to the Police.
- Where the Police take no action Legal Advice will be made available.
- Students will be formally warned that legal action will be taken against them if threats or verbal abuse to staff is repeated.

8. Site Safety/Security

In order to maintain security of the Academy, the following measures should be in place:

- The rear perimeter gates will be locked allowing access through the front reception only.
- All staff will be expected to report suspected unauthorised persons to senior staff member.
- Police will be informed about any unauthorised persons on the premises.
- Staff should not leave personal valuables unattended.
- Offices and storerooms should be locked when not in use.
- Valuable equipment must be locked out of sight when not in use.
- All external windows and doors should be closed when they rooms are vacated.

9. Visitors to Academy

Visitors to Academy may not be aware of the risks associated with the site, therefore all visitors must:

- Sign in on arrival at Reception and sign out when leaving the premises.
- Be made aware of emergency procedures and hazards which they may be exposed to.
- Be supervised at all times, unless they have appropriate DBS clearance.

10. Academy Vehicles

The responsibility has been delegated to the Site Team Leader to ensure routine inspections, maintenance and MOTs are carried out on all Academy vehicles.

Drivers of minibuses shall be competent persons who have a driving licence giving permission to drive a minibus AND be authorised to do so.

All defects shall be recorded and brought to the attention of the Site Team Leader as soon as is practicable. Separate guidance on minibus safety is available from Reception.

11. Maintenance of Premises

The responsibility for day-to-day site maintenance has been delegated to the Site Team Leader. The Site Team Leader will arrange for maintenance to be carried out, or have the necessary work done to maintain a safe and healthy environment.

The Site Team Leader should ensure that the site staff will carry out work in a safe manner, taking note of any risk assessment for hazardous work, with particular reference and attention to:

- Hot works, including working on Boilers
- Asbestos Containing Materials
- Sources of Legionella
- Leveling Work with tools and machinery
- Work at Height on ladders, roofs, lofts etc.
- Working with Power Tools
- Work with chemicals (COSHH)
- Glazing works
- Gas repairs/installation
- Electrical repairs/installation
- Manual handling

An assessment of training needs should be carried out by the Site Team Leader to ensure that site staff are competent to carry out any hazardous work.

The Site Team Leader should ensure that all appropriate equipment, including any personal protective equipment (PPE) is available, and that it is in good order and is used by site staff when appropriate to do so.

All defects and other maintenance issues must be reported to the Site Team Leader as soon as possible.

Safety reviews will be carried out to check buildings, equipment and systems on an annual basis. The review will be carried out by members of the Health and Safety Committee. The findings of the

review will be brought to the attention of the Governors and any appropriate remedial works will be arranged.

Regular tests and inspections will be carried out by a suitably trained and competent person on:

- Fire Alarms
- Intruder Alarms
- Emergency procedure systems
- Portable Electrical Apparatus
- Pressure Vessels
- Electrical fixed systems
- Gas appliances
- Boiler systems
- Sewage pumps

12. Sources of Further Information

Nottinghamshire County Council, Education Department:
Health & Safety Manual. Available through the schools' portal:
<http://www.nottinghamshire.gov.uk/schoolsportal>

Health & Safety Executive:
www.hse.gov.uk/services/education/index.htm

For health and well being:
www.worklifesupport.com

GOV.UK:
www.gov.uk/government/collections/health-and-safety-in-schools

CLEAPSS provides support for practical science:
www.cleapss.org.uk

For advice on physical education and school sport:
www.afpe.org.uk

The NEU & NASUWT have developed health and safety pages

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