

## Health & Safety Policy

### **1. Statement of Intent**

1.1 The aim of the Proprietor is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

1.2 The Proprietor accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.

1.3 The Proprietor believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

1.4 The Proprietor will take all reasonable steps to identify hazards and reduce to a minimum the risks associated with these hazards. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

### **2. The Duties of the Proprietor**

2.1 In the discharge of its duty the Proprietor will:

- Make itself familiar with Health and Safety: Advice on legal duties and powers – For local authorities, school leader, school staff and governing bodies (DfE 2014) and that policy are in accordance with Health and Safety at Work etc Act 1974
- Take account of DfE departmental advice and legislative requirements within budget and other policy considerations.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- Annual review of H&S policy procedure will be undertaken through consultation between the Head of Education and Head Teacher.
- Establish an effective health and safety management structure within the school (see Appendix 1). Monitor and discuss, within the FG&P committee meetings, updates and ongoing issues and evaluate the Head Teacher's performance on health and safety matters.
- Bring to the attention of the Head of Health and Safety – Christopher Ingham at Leeds City Council (e: [chris.ingham@leeds.gov.uk](mailto:chris.ingham@leeds.gov.uk) – t: 0113 2243220) for any health and safety concern outside of the school's control or any health and safety responsibility that the Proprietor is unable to meet.

2.2. So far as is reasonably practicable the Proprietor, through the Head Teacher, will make arrangements for all staff, (including temporary staff and those on fixed-term contracts) to receive comprehensive information on:

- This policy - all staff will be issued with a copy, via E-mail, as part of the induction process and will sign to say that they have read and understood the



policy and their responsibilities. They will also receive, via E-mail, updated copies as required.

- All other relevant health and safety matters, through regular risk assessments.
- The instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

2.3 The health and safety officer will conduct safety inspections of the premises and grounds twice yearly together with the Head Teacher

### **3. The Duties of the Head Teacher**

3.1 In addition to the duties of all members of staff (see Section 5 below), the Head Teacher, together with the Proprietor ensures that the general and specific responsibilities set out in Section 4.3 of the LA's Policy Statement on Health, Safety and Welfare are adhered to. These are:

- To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured.
- To comply with LA policy and duties under the Local Management of Schools Scheme.
- To bring any health and safety concern outside of own control, or any health and safety responsibility that is unable to be met, to the attention of the Proprietor

And specifically:-

- To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable.
- To develop and distribute school-specific policies on local health and safety issues.
- To monitor and secure compliance with the school's policy and the control measures identified through risk assessments.
- To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with Eden Park Academies health and safety procedures through risk assessments.
- To arrange routine maintenance and servicing of equipment in line with the LA's guidance on frequency and choice of contractors.
- To consider health and safety in the selection of contractors, the planning of contracted work, and to provide general supervision to contractors whilst on the school site.
- To investigate accidents, near misses and episodes or work-related ill health, including head injuries and fractures. The investigation of minor incidents will be delegated to the school Health & Safety Officer, Class Teacher, or Pastoral support.



- To monitor and evaluate the health and safety performance of staff; to ensure that staff are aware of their own personal safety and the safety of others in their care through regular discussions.
- To have and practise emergency and contingency plans.
- To provide the means for consultation with staff on health and safety matters.
- To supply, where possible, health and safety reports to the LA.

3.2 The Head Teacher, with the Proprietor, is required to take all necessary an appropriate action to ensure that proper health and safety standards are maintained at all times.

#### **4. The Duties of the Proprietor**

4.1 In addition to the general duties of all members of staff (see Section 5 below), the Proprietor will give direct responsibility to the Head Teacher to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy.

4.2 As part of their day-to-day responsibilities, the Proprietor will oversee that:

- Safe methods of working exist and are implemented throughout the school.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- Staff, pupils and other visitors to the school are instructed in safe working practices.
- New employees are given instruction in safe working practices.
- Risk assessments are completed for all communal areas by the Proprietor and are passed to each class teacher for their completion annually.
- Safety inspections of the whole school building and grounds are conducted termly (twice yearly) by the Proprietor and the Head Teacher.
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- All mechanical and electrical equipment in the school is adequately serviced, in safe working order and restricted to authorised persons only.
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available throughout the school premises.
- Hazardous and highly flammable substances are correctly stored and labelled, and exposure is minimised.
- They monitor the standard of health and safety throughout the school and encourage staff, pupils and others to achieve the highest possible standards of health and safety.
- All health and safety information is communicated to the relevant persons.
- They report any health and safety concerns to the Head Teacher.

#### **5. The Duties of all Members of Staff**

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work as stated in this policy and in their job descriptions.

## 5.2 All staff have a responsibility to:

- Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work.
- Follow agreed working practices and safety procedures.
- Report any accident, near miss, incidents of violence, including verbal abuse or any hazard.
- Ensure health and safety equipment is not misused or interfered with.

## 5.3 In addition:

- Teachers and care staff should ensure that, through effective supervision, accidents in the classroom, in the hall, on the playground and on the playing field are minimised and that all minor accidents and near misses are recorded in the school's accident records. All significant incidents must be reported to the Head Teacher or the Proprietor.
- Staff should ensure that all safety procedures for the operation of equipment in the kitchen are strictly followed at all times.
- The fire warden (**Jose Candelas**) should check the operation of the fire alarm call points monthly and check the building and grounds daily.

## 6. Hirers, Contractors and Others

6.1 With the support of the Proprietor and the Head Teacher will seek to ensure that contractors who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.2 When the premises are used for purposes not under the direction of the Head Teacher (eg lets to private hirers, community leaders or community projects), then the principal person(s) in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.

6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity (eg fund raisers, cake sales), then the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section. The organiser should submit a written risk assessment which will then be reviewed and approved by the Head Teacher and Proprietor.

6.4 When the premises are hired to persons outside the employment of the Radical Services, Pebbles Care or Partners in Care it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Proprietor and that they will not, without the prior consent of the Head Teacher:

- Introduce equipment for use on the school premises.
- Alter fixed installations.
- Remove fire and safety notices or equipment.

- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

6.5 All contractors who work on the school premises are required to ensure safe working practices for their own employees, under the provision of the Health and Safety at Work Act 1974 etc. and must pay due regard to the safety of all persons using the premises.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

6.7 The Proprietor will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974 etc, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

## **7. Staff Consultative Arrangements**

7.1 The Proprietors, through the Head Teacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these circumstances, should staff be affiliated.

## **8. Emergency Plans**

8.1 The Head Teacher will ensure that an emergency plan is prepared, to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life.
- Prevent injury.
- Minimise loss.

8.2 This sequence will determine the priorities of the emergency plan, as detailed in through Generic/Individual risk assessment and Care Planning.

8.3 The plans will be agreed by the Proprietor and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Proprietor.

**(See Business Continuity Plan)**

## **9. Sources of Advice and Technical Assistance**

9.1 Whenever required, the Proprietor, Head Teacher and other staff are to seek advice from the Leeds City Council Health and Safety (e:[chris.ingham@leeds.gov.uk](mailto:chris.ingham@leeds.gov.uk) – t: 0113 2243220), from the HSE or other competent

persons to ensure that the most current and relevant information is used in carrying out this policy.

## **10. Review**

10.1 The Proprietor and Head Teacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils. All risk assessments will also be reviewed annually

## **11. Specific Procedures and Further Guidance**

11.1 The Proprietor and the Head Teacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

11.2 The written procedures required within the school are as follows:

### **Provision of First Aid**

See separate First Aid Policy.

### **Fire and other emergency evacuations**

Detailed instructions are in each classroom's register tray and a Fire Action plan is by the main exit points. Roles and responsibilities are included in the and Fire Evacuation Procedure. Fire drills will take place at least 3 times a year and be recorded in a Fire Log book.

### **Organising outdoor education activities**

The school complies with Health and Safety: Advice on legal duties and powers – For local authorities, school leader, school staff and governing bodies (DfE 2014), adopting a 'common sense' approach to risk assessments that are carried out in ways so as not to preclude, teachers often visit the activity prior to the visit. Further details can be found in the separate Off-site Activities Policy which includes the requirement for risk assessments, supervision levels, consideration of special needs pupils, contingency plans, contact numbers, coping with lost pupils, how the trip is approved and where there is a need to gain parental consent.

### **Site security**

There as a single point of entry to the school, the main entrance. This is protected by a key-code lock, which remains locked during lesson time. The code for is known only to teaching staff and support staff. All visitors reporting to the main entrance and will not be admitted until they have identified themselves. All visitors are required to sign into the school. Pupils are not to allow access visitors to the school without staff present. Any strangers on the school premises who are not identifiable by an

organisational badge should be escorted by an adult to the reception office. If staff or students feel threatened by unknown individuals or a suspected terror attack, then the school Lock Down Policy should be followed.

### **Reporting of accidents, incidents, hazards and near misses**

All accidents, incidents, hazards and near misses need to be noted in the Accident Book and folder held by Proprietor for adults. Any child receiving first aid treatment in school is recorded (with parents/carers notified of any injury, especially if the injury is to the head). Please see First Aid Policy.

### **Use of or exposure to any hazardous substances or materials**

The use of, or exposure to, hazardous substances or materials will be avoided or, if this is not possible, controlled as far as is reasonably practicable.

Cleaning materials are locked away in either of the cleaners' cupboards and are used in accordance with their safety instructions.

## **12. Local Rules**

12.1 Use of personal electrical equipment - staff are asked to not bring into school any personal electrical equipment unless it is either new or has been PAT tested by a qualified electrician.

Signed ..... Signed .....

Head Teacher / Proprietor

Date ..... Date.....

Date of next review July 2019.

**Appendix 1**

# **Health & Safety Management Structure at Eden Park Academy**

Proprietor

Head of Education

Head Teacher

Teaching Staff

Care Staff

Contractors

Parent/Volunteer Helpers

Pupils

## Appendix 2

### Contractors Instructions

Welcome to Eden Park Academy. It is school policy that all contractors and on-site workers are made aware of our Health and Safety policies and procedures. Listed below are the important rules which we expect you to comply with. Failure to do so may result in work being stopped or you being asked to leave the premises. It is our objective that all work is carried out in a safe manner; therefore, your co-operation in complying with these rules will be appreciated.

- **Please sign in on arrival and wear your visitor's badge at all times.**
- **In the event of a fire you will hear the fire alarm which ring** continuously. Please stop work immediately and report to the assembly point (please refer to the Fire Action Notice in the area you are working to determine whether you go to the front playground or rear playing field).
- All work at height must be approved by the Head Teacher prior to work commencing.
- The school must be notified of any work which could potentially cause a fire (e.g welding, grinding, bitumen).
- All accidents and near-misses must be reported to the school office.
- The school has a no-smoking policy. This applies to all areas within the school gates.
- Please do not use toilets provided for pupils. Contractors may only use the staff toilets.
- Please do not leave equipment or materials where they can be reached or used by pupils.
- Please tidy up after you have finished your work.
- Finally, please remember to sign out before you leave the school.

Thank you for working safely in our school.

Signed .....

Elayne Bryan

Head Teacher

I have read and agree to comply with the above procedures.

Signed ..... Name/Company .....

Date .....



**Eden Park Academy**  
Every Pupil Achieves