

# The Marsh Academy

## General Statement of Health & Safety Policy At Work

### Organisation & Arrangements For Health & Safety

#### 1.1 The Governing Body

The ultimate responsibility for ensuring a safe and healthy environment within the Academy rests with the Governing Body.

The Governing Body is responsible for making adequate provision within the Academy's GAG Budget and generally supporting and monitoring health and safety within the Academy. This includes a requirement under Section 4 of the Health & Safety at Work Act 1974 to take measures which are within their power to make sure that premises are safe and without risk to the health of others who use the Academy.

The Governing Body shall require the Principal to submit periodic reports on Health and Safety to the Governing Body.

The Governing Body shall appoint a Health and Safety Liaison Governor.

The Governing Body should report to the DCSF any major threat to the health and safety of employees and users of the Academy.

#### 1.2 The Principal

The Principal has the overall day to day responsibility for the application of this policy; ensuring the premises are healthy and safe and is responsible for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others. In so doing the Principal may delegate certain tasks and responsibilities to other members of staff.

The Principal shall:

- Ensure that the Academy has a Health & Safety Policy Statement and that it is reviewed annually (Buildings Committee).
- Ensure that Health & Safety issues are included in the Academy Development Plan if necessary.
- Ensure that all staff and visiting contractors are aware of the contents of this Health & Safety Policy.
- Ensure that each employee's responsibilities regarding health & safety are included in his/her job description.
- Carry out regular Health & Safety Inspections (at least once every 2 terms) and ensure that steps are taken to reduce the risks to health & safety as appropriate.
- Ensure that the requirements of any Enforcement Officer (HSE) are properly addressed.
- Take appropriate action immediately any hazard is reported to him/her and stop the use of any plant, tools, equipment, machinery, etc. which he/she considers unsafe until he/she is satisfied as to their safety.
- Make recommendations to the Governing Body for additions to or improvements to plant, tools, equipment, machinery, etc. which are dangerous or potentially so. **This will include the use of display screen equipment (DSE) as per the H&S(DSE) Regulations 1992.**
- Report on safety and welfare matters to the Governing Body on a termly basis or as soon as is reasonably practical if there is a major threat that could require the Governing Body to report to the DCSF as required at paragraph 1.1.

#### 1.3 The Finance Director

The Finance Director has responsibilities delegated by the Principal to:-

- be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
- co-ordinate the implementation of safety procedures;
- maintain contact with outside agencies able to offer expert advice;
- maintain and implement a system of regular inspections of the school and check working practices in it;
- keep a record of periodic monitoring of risk assessments, statistical returns, premises inspections etc and recording items of significance;
- ensure that property matters for which the Local Education Authority has a statutory responsibility under Landlord Responsibility receive regular maintenance and are properly dealt with;
- ensure that accidents and hazards are recorded, reported as appropriate to the Health & Safety Executive and the Principal, and that appropriate remedial action is taken;
- review annually:
  - a. provisions of first aid (June)
  - b. emergency regulations (September)
  - c. safety procedures (September)
- Report to the Principal on a termly basis.

#### 1.4 The Health and Safety Manager

The Principal and Finance Director will designate a manager to be the Academy's Health and Safety (H&S) Manager. The H&S Manager will be responsible for the day to day implementation of the Health and Safety Policy and will be the designated contact with the Health & Safety Executive.

#### 1.5 Obligations Of All Employees

The Health and Safety at Work Etc. Act 1974 states: "It shall be the duty of every employee while at work:-

- i. to take reasonable health & safety care of him/herself and any other persons who may be affected by his/her acts or omissions at work, and
- ii. as regards any duty or requirements imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with".

Also that; "No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

In order that the law be observed and responsibilities to pupils and other visitors to the Academy are carried out, all employees are expected:

- i. to know the special safety measures and arrangements to be adopted in their own working area and generally throughout the school and to ensure that they are applied;
- ii. to observe standards of dress consistent with safety and hygiene;
- iii. to exercise good standards of housekeeping and cleanliness;
- iv. to know and apply the emergency procedures in respect of fire and first-aid;
- v. to use and not wilfully misuse, neglect or interfere with things provided for their own safety and the safety of others;
- vi. to co-operate with other employees in promoting improved safety measures in their school;
- vii. to co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

Staff (Teaching & Non-Teaching) holding positions of special responsibility and staff holding these, or similar positions:

- i. are expected to have responsibility for the application of the Academy safety policy to their own department or areas of work and should observe instructions given by the Governing Body and Principal.
- ii. should establish and maintain safe work procedures ;

- iii. should resolve any health & safety problem any member of staff or pupil may raise and refer to the Finance Director any problem for which there is not a satisfactory solution within resources available;
- iv. should carry out regular safety inspections of the department or activities for which they are responsible and submit reports to the Finance Director, each academic year or more frequently if necessary;
- v. should ensure, as far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety at work;
- vi. should propose to the Finance Director changes and additions to plant, equipment or machinery which are necessary for maintenance of safety;
- vii. ensure that all donated equipment is safe before put into use and where appropriate seek specialist advice that this is so. Portable electrical equipment should be tested, entered on the database and marked.

#### 1.6. Particular Responsibilities Of Class Teachers

The safety of pupils in classrooms, laboratories and workshops is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted it must be reported and resolved with the Department Director of Learning before any activities take place.

A class teacher is expected to:

- i. know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- ii. exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- iii. give clear instructions and warnings as necessary (notices, posters and hand-outs are not enough);
- iv. ensure that pupils' coats, bags, cases etc. are safely stowed away;
- v. integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;
- vi. follow safe working practices and procedures personally;
- vii. call for protective clothing, guards, special safe working procedures etc. when necessary;
- viii. make recommendations on safety measures to the Department Director of Learning.

NB: These rules also apply to trainee teachers who must be made aware of their responsibilities by both the Department Director of Learning and their Professional Tutor.

#### 1.7. The Pupil

Pupils are expected to:

- i. exercise personal responsibility for safety of themselves and others;
- ii. observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, aerosols, unsuitable earrings and jewellery and other items considered to be dangerous);
- iii. observe the safety rules of the school and in particular the instructions of staff given in an emergency;
- iv. use and not wilfully misuse, neglect or interfere with things provided for safety.

#### 1.8. The Health And Safety Representatives:

Health and Safety representatives are:

- i. not liable in law and have no additional duties other than those of all employees, as laid down in sections 7 and 8 of the Health and Safety at Work Etc. Act 1974;
- ii. not legally liable for their activities or omissions as a safety representative;
- iii. the functions of the safety representative are as follows:
  - a) to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he/she represents), to examine the cause of accidents and to recommend remedial action in all cases
  - b) to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
  - c) to make representations to the employer on general matters arising out of (a) and (b) above;

- d) to make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
- e) to carry out inspection;
- f) to represent the employees he/she is appointed to represent in consultations at the workplace with Inspectors of Health & Safety Executive and any other enforcing authority;
- g) to receive information from Inspectors in accordance with Section 28(8) of the 1974 Act; and
- h) to attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions;

In addition section 2 (4) of the Health & Safety at Work Etc. Act places upon the safety representative the function of representing the employees in consultations with the employer.

#### 1.9. The Safety Committee

The Safety Committee will be chaired by the Finance Director. Committee members will include Directors of Learning for Science, Technology and PE. All appointed Union safety representatives will be invited to be committee members. The Health and Safety Manager and the Health and Safety Liaison Governor will also attend the meetings which will be held at least 3 times a year.

#### 1.10. Emergencies

Details of emergency procedures in the event of accidents and in the event of fire are documented in the staff handbook.

Only qualified first aiders can administer first aid. A list of staff with first-aid qualifications and the location of first-aid boxes will be published and circulated to all staff each September.

All staff will be encouraged to take part in first-aid training courses.

#### 1.11. Accidents

All accidents must be reported using the Accident Report Forms available on the Academys' Central Resources Library of the computer network and stored securely for the length of time stipulated in the school's Record Retention Schedule.

#### 1.12 **Azincourt Residential Centre**

- (i) It is the responsibility of the Azincourt Coordinator to ensure health and safety requirements with regards to relevant French law and relevant British law are met in relation to the residential property owned by the academy in Azincourt, France.
- (ii) Appropriate risk assessments must be carried out by the Azincourt Coordinator for all activities which take place in France.
- (iii) A separate handbook must be kept at the French Residential Centre which incorporates all the health & safety requirements for the centre. It is the responsibility of the Azincourt Coordinator to ensure that this is kept up to date

#### 1.13 **Leisure Centre**

- (i) It is the responsibility of the Leisure Centre Manager to ensure that all health & safety requirements for the Leisure Centre are met.
- (ii) Appropriate risk assessments must be carried out by the Leisure Centre Manager for all activities which take place in the Leisure Centre.

#### 1.12. Concluding Statement

Detailed procedures for activities impacting on the Health & Safety of all Academy users can be found in the Staff Handbook on the Central Resources Area or in a supplement folder to this Statement stored on the Central Resources Library with the Health & Safety Policy.

Suggestions by any individual or group connected with the Academy to improve standards of health & safety are welcomed by the Principal.

## Appendix 1 - Relating to Policy Statement 1.1iv

### Transport on Academy Property

Throughout the day a number of vehicles will be entering or leaving The Marsh Academy. These include the following:

- Coaches and buses
- Staff cars
- Visitor's vehicles
- Contractors' vehicles
- Delivery/collection vehicles
- Emergency services

All the above will be subject to the following guidelines:

- All visiting drivers (as appropriate) will report to Reception to 'sign in'.
- The speed limit within the academy grounds is **5mph**.
- Vehicles will be restricted to designated routes unless specific exceptions have previously been agreed with the Finance Director.
- All vehicles will be driven in a safe manner thereby ensuring pedestrians and vehicles can circulate in a safe manner.
- Parking will only be allowed in the designated areas unless specific instructions to the contrary have been issued.
- It is recommended that delivery/collection vehicles be fitted with audible warning reversing systems.

Notwithstanding the guidelines above, emergency vehicles responding to a true emergency may operate outside the guidelines in such a manner as is essential to meet the needs of the emergency.