



# The Iffley Academy

## Health and Safety Policy

Reviewed: July 2016

Date of review: July 2017

Signed:  
Head of Establishment .....

Chair of Governors .....

## **AIM**

To establish and maintain a safe and healthy working environment at The Iffley Academy.

## **OBJECTIVES**

1. To raise awareness amongst employees, pupils and other site users of Health and Safety issues, and to encourage good practice.
2. To ensure all reasonable precautions are taken to protect people by reducing foreseeable risks both on and off site.
3. To ensure prompt and appropriate action is taken in the event of a hazardous situation developing, and of an accident and /or incident occurring on or off site.

## **RESPONSIBILITIES**

Everyone connected with The Iffley Academy has a responsibility to assist in maintaining a safe and healthy environment in the academy and throughout all its activities, on or off the premises. Ultimate responsibility for Health and Safety lies with the Directors, working through the Head Teacher who will oversee all Health and Safety matters within the school. Specific responsibilities are detailed below:

### **1. DIRECTORS**

#### **Directors will ensure that:**

- a. Funds are allocated for Health and Safety matters, based on suitable and sufficient risk assessments.
- b. Health and Safety matters are prioritised within the Academy Action Plan.
- c. All equipment is purchased and maintained to appropriate British or European Standards.
- d. Health and Safety is a standing item at all Local Governing Body meetings
- e. Regular Health and Safety inspections of the academy are carried out.
- f. The Directors cooperate with the Headteacher on all matters of Health and Safety.
- g. The Governors' Site Development Committee includes Health and Safety within its remit.

### **2. HEADTEACHER**

#### **The Headteacher will take overall responsibility for the implementation and monitoring of the academy's Health and Safety policy by:**

- a. Line managing the Senior Leadership Team (SLT).
- b. Allocating sufficient resources to meet Health and Safety priorities.
- c. Ensuring staff receive appropriate Health and Safety training.
- d. Ensuring staff are kept up to date by including Health and Safety issues in Staff briefings, bulletins and meetings. Health and Safety will be a standing item at all staff meetings and SLT meetings
- e. Ensuring that appropriate risk assessments are produced for all on/off site activities.
- f. Ensuring that Health and Safety matters are included in the performance management/appraisal scheme. Formulating and implementing a policy for the management of critical incidents.

### **3. DEPUTY HEADTEACHER**

#### **Will assist the Headteacher in the implementation and monitoring of the school's Health and Safety policy by:**

- a. Monitoring departmental documentation, risk assessments, practices and procedures.
- b. Encouraging and supporting staff in completing individual pupil risk assessments.
- c. Ensuring that HSE Health and Safety curriculum requirements are delivered in lessons.
- d. Supporting employees with personal safety issues, including stress.

#### **4. ASSISTANT HEADTEACHER (Mr. T. Procter-Legg)**

**Will act as the school's Health and Safety coordinator, and ensures that:**

- a. Visitors are registered, wear a badge and are briefed on emergency procedures;
- b. Hazard reporting and maintenance documentation is passed to the appropriate person for action;
- c. Adequate trained first aid cover is available for on /off site activities
- d. Liaise with the Facilities Manager and the Head Teacher over school closures.
- e. The use of suitable and sufficient Health and Safety resources and websites to ensure current legislation is met.
- f. All relevant Health and Safety policies are reviewed at the due date
- g. Health and Safety training needs are identified and appropriate training is organised. The Head Teacher is kept informed regarding Health and Safety issues

#### **5. SUBJECT COORDINATORS**

**Are required to ensure that:**

- a. Health and Safety risk assessments, guidance and documentation is produced as appropriate, especially in Art, Design & Technology, ICT, Science, PE and off site activities.
- b. All hazardous equipment and materials are appropriately marked, maintained and used by competent persons only.
- c. Colleagues are advised on the completion of risk assessments and that they are carried out.
- d. Health and Safety is a standing item on all meeting agendas.
- e. Pupils are aware of Health and Safety issues and that these are continually reinforced during teaching.

#### **6. FACILITIES MANAGER**

**Will assist the Assistant Headteacher in all Health and Safety related matters and ensure that:**

- a. An annual schedule of planned maintenance of plant and equipment is organised, and carried out.
- b. The annual electrical testing programme is carried out, including the testing of portable and hard-wired equipment.
- c. When using contractors the academy follows suitable and sufficient procedures:
  - when selecting contractors;
  - when liaising over Health and Safety matters;
  - when monitoring Health and Safety issues on-site
  - ensuring that contractors have provided evidence of their employers' liability insurance and the DBS status of their staff, when appropriate, commitment to child safeguarding and this evidence is available for inspection in the Single Central Register.
- d. Daily checks of the site are carried out and appropriate remedial action taken to remedy faults.
- e. Accident and Physical and Verbal Abuse documentation is completed and submitted.
- f. Maintenance forms received from staff are prioritised and processed.
- g. A review of progress takes place with the Assistant Headteacher / Business Manager as necessary.
- h. All employees are fully briefed on site Health and Safety issues.
- i. All site-related risk and COSHH assessments are completed, reviewed and recorded.
- j. All employees under his control are trained and competent to undertake their tasks safely.
- k. Termly fire drills, weekly fire tests, check of fire extinguishers and maintenance of the Fire Safety Folder are carried out and recorded.

- l. Termly Health and Safety inspections are organized and recommendations are implemented.
- m. Preparation for an external annual Health and Safety inspection is carried out to obtain an acceptable outcome
- n. Monthly water temperatures tests are carried out and recorded.
- o. SLT are alerted to issues of security and lone working.
- p. Correct Health and Safety signage is provided and maintained throughout the school.
- q. Liaise with the Assistant Headteacher, Business Manager and the Head Teacher over school closures.
- r. Health and Safety inductions for all new employees completed and recorded.
- s. All risk assessments are completed, and a record of an annual review of risk assessments is maintained
- t. The use of suitable and sufficient Health and Safety resources and websites to ensure current legislation is met.
- u. All third party users are registered and made aware of emergency procedures;
- v. All appropriate risk assessments, guidance and hiring documentation is completed for third party's use of the site
- w. Policies and procedures relating to academy vehicles are observed
- x. A schedule for the continuing enhancement of the site is maintained
- y. Support is provided to the Business Manager in the preparation of bids to improve the site and enhance the Health and Safety of the site
- z. The Business Manager is kept informed of staff training needs relating to Health and Safety

## **7. ALL EMPLOYEES**

### **Are required to ensure that they:**

- a. Cooperate with the employer and others to enable them to fulfil their Legal obligations.
- b. Report all defects on maintenance forms and return them to the Facilities Manager if a Health and Safety risk is identified, to report this to the Facilities Manager or a member of the Senior Leadership Team.
- c. Complete and action risk assessments for all potentially hazardous activities on/off site,
- d. Do not misuse or interfere with safety provisions.
- e. To take reasonable care for the Health and Safety of themselves and others affected by their acts.
- f. Complete an Accident or Incident Report if necessary.
- g. Inform the Facilities Manager of any "Near-Misses", defined as incidents that, but for good fortune, might have caused an accident.
- h. Are familiar with the emergency action plans for fire, first aid, security and off site issues.
- i. Raise Health and Safety issues with pupils.

## **8. VISITORS and CONTRACTORS**

### **Are required to:**

- a. Sign in at Reception on arrival.
- b. Read the resume of the Health and Safety procedures on arrival at the Academy.
- c. Wear the lanyard issued whilst on site at all times.
- d. Follow evacuation procedures in the event of an emergency.
- e. Contractors to report to the Facilities Manager upon arrival and to comply with appropriate Health and Safety procedures

## **9. PUPILS**

### **Are required to:**

- a. Behave in a way that does not put the Health and Safety of themselves or anyone else at risk.
- b. Observe standards of dress consistent with good health, safety and hygiene practices.
- c. Follow all safety rules including the instructions of staff given in an emergency.
- d. Use, but not misuse, things provided for their health, safety and welfare.

### **10. Associated policies:**

Managing Medicines in Schools

Adverse Weather Policy

School vehicle policy

Educational Visits policy

Critical Incident Plan

Business Continuity Plan