Health and Safety Policy

The Health and Safely at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities, such as pupils and visitors.

This is the Health and Safety Policy Statement of

Kibblesworth Academy

The aim of the school policy and statement of intent is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using these premises and in particular :

- to provide adequate control of the health and safety risks arising out of our activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

Review date: Autumn term 2019

Next review: Autumn term 2020

Responsibilities

1. The Governors and Headteacher of Kibblesworth Academy recognise and accept their responsibilities, within the framework of the Education Health and Safety Policy of Gateshead Council, for ensuring a safe and healthy working environment for all its staff, pupils and visitors.

2. The Governors and Headteacher will take all steps within their power to meet these responsibilities. To this end they delegate to the Headteacher as Health and Safety Manager.

3. The Governors and Headteacher will appoint a Health and Safety sub-committee of Governors to monitor, review and develop standards of health and safety. This function will be undertaken by the Resources committee.

4. Staff who have been delegated by the Headteacher as managers of others, having responsibility for particular aspects of the school, (for example as head of department or as site manager) have a duty to take all practicable measures to ensure that those under their management, or working in the areas for which they have responsibility, maintain all relevant legal requirements. They should contribute to the implementation and monitoring of the Health and Safety policies and procedures of the school. Staff with special responsibility should report all accidents, defects and dangerous occurrences to the Headteacher. To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

Name:	Responsibility:
Caretaker	Site Management
Deborah Brady	First Aider
Resources Committee	Ensure implementation and monitoring of Health & safety Policy and Procedures
Head Teacher	Ensure implementation and monitoring of Health & safety Policy and Procedures & Child protection

5. All employees have to:

   - co-operate with managers and co-ordinators on health and safety matters
   - not interfere with anything provided to safeguard their health and safety
   - take reasonable care of their own health and safety
   - report all health and safety concerns to an appropriate person (as detailed in his policy statement).

Education Health and Safety Policy

- The Education Health and Safety provides guidance and practical advice for all Headteachers/Managers when dealing with health and safety issues that occur within their school/building. It assists Headteachers/Managers in ensuring that employees, pupils and members of the public are not put at risk by the activities of the Council.

- A copy of the Policy is located on the school's Learning Platform

- The Policy includes the following arrangements/codes of practice: -

1. Accident Reporting
2. Administration of Medicines
3. Infection Control and Communicable Disease Guidelines for Schools
4. Health Education
5. Asbestos (Currently Under Review)
6. Heating
7. Contractors and Visitors on Site
8. Control of Substances Hazardous to Health Regulations (COSHH)
9. Educational Visits and Outdoor Activities
10. Statutory Maintenance and Testing
11. Fire and Emergency Procedures
12. First Aid
13. Hiring of Premises
14. Major Incidents Procedure/School Closures
15. Manual Handling Operations
16. Minibuses
17. Playground Safety
18. Risk Assessment
19. Safe Access and Egress
20. School Security
21. Stress
22. Training
23. Use of Portable Scaffolding/Ladders/Step-Ladders (Access Equipment)
24. Vehicle Access
25. Violence at Work (Council Policy under Review)
26. Visual Display Units (VDUs)
27. Work Experience
28. Code of Practice for Health and Safety in Technology in Secondary Schools
29. Code of Practice for Health and Safety in Physical Education and Sport
30. Code of Practice for Health and Safety in Science in Secondary Schools

Health and safety risks arising from work activities

- Risk assessments will be undertaken by Caretaker .
- The findings of the risk assessment will be reported to H & S Officer .
- Action required to remove/control risks will be approved by Head Teacher .
- Resources Committee will be responsible for ensuring the action required is implemented.
- Resources Committee will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every year or when the work activity changes, whichever is the soonest.

Consultation with employees

- Employee Representative(s) are:

Teaching and Non-Teaching Governors

- The Trade Union appointed Safety Representative will liaise with the Headteacher who is responsible for day-to-day management of all health and safety matters in school.
- They will investigate accidents and potential hazards within the workplace (whether or not they are drawn to their attention by the employees they represent) and to examine the causes of accidents in the workplace in accordance with the Safety Representatives and Safety Committee Regulations 1977.
- They will investigate complaints made by an employee they represent relating to health, safety and welfare at work.
- They will make representation to Headteacher or Governors on matters arising from the above.
- They will carry out inspections of the workplace in accordance with Regulation 5 of the Safety Representative and Safety Committee Regulations 1977. The Safety Representative will give reasonable notice in writing of their intention to do so.
- They will represent employees they were appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority.
- They will attend meetings of safety committees, in their capacity as a Safety Representative and to receive information from inspections in accordance with section 28(8) of the Health and Safety at Work Act 1974.

Safe plant and equipment

- The caretaker will be responsible for identifying all equipment/plant needing maintenance.

- Through the LEA repairs and maintenance buy back service, the School Organisation and Development within the Planning and Resources section will be responsible for ensuring effective maintenance procedures are drawn up.

- Property Services Officer will be responsible for ensuring that all identified maintenance is implemented.

- Any problems found with plant/equipment should be reported to the Caretaker .

Safe handling and use of substances

- Caretaker will be responsible for identifying all substances which need COSHH assessment.
- Through the Building Cleaning buy back service Gateshead Council will be responsible to will be responsible for undertaking COSHH assessments relating to cleaning materials.
- Caretaker will be responsible for ensuring that all actions identified in the asessments are implemented.
- Caretaker will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- Caretaker will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed once per year or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- The Health and Safety Law poster is displayed in the staffroom.
- Health and safety advice is available from the Health and Safety Adviser in Human Resources.
- The designated Educational Visits Co-ordinator is Mr A Ridley.

Competency for tasks and training

- Induction training pack will be provided to all employees by Secretary
- Specific jobs requiring special induction training are:

Job	Training	Person Responsible
Teachers	Teaching Induction	Deputy Head Teacher
Teaching Assistants	Teaching Assistant Induction	Deputy Head Teacher

- Training records are kept in the School Office by Head Teacher.
- Training will be identified, arranged and monitored by Head Teacher .

Accidents, first aid and work-related ill health

- The first aid box(es) is/are kept at Nursery / UKS2 Bulding / Main corridor / School office .
- The appointed person(s)/first aider(s) is Deborah Brady.
- All accidents and cases of work-related ill health are to be recorded in the Council's accident book. The book is kept by/at Infant / Junior Corridors .
- School Business Manager / Head Teacher is responsible for reporting accidents, diseases and dangerous occurrences to the LEA.

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will:

Adhere to the guidance given in induction and subsequent health and safety training and report any concerns to the Headteacher.

- The Headteacher is responsible for investigating accidents.
- The Headteacher is responsible for investigating work-related causes of sickness absences.
- The Headteacher is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures - fire and evacuation

- The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented.
- The Headteacher organises regular fire drills on a termly basis. These fire drills are recorded in the Fire Log Book.
- Escape routes are checked by the Caretaker daily.
- Fire extinguishers are checked visually inspected by the Caretaker once per month to check that they are in place and have not been tampered with – this is recorded in the Fire Log Book.
- Fire extinguishers are maintained and checked by Chubb through the Council's contract once per year
- Alarms are tested by the caretaker every week