



# HEALTH & SAFETY POLICY

This policy is applicable to all students, staff and parents of The Wellington College Academy Trust.

## DOCUMENT CONTROL

<b>Responsible position:</b>	<b>Approved by:</b>
Premises Manager/Finance Director	Board of Directors
<b>Version number:</b>	<b>Date approved:</b>
V5.0	March 2017
<b>Review Period:</b>	<b>Next review date:</b>
Annually	March 2018

## RELATED POLICIES AND DOCUMENTS

Policy Name	Date Issued
Safeguarding and Child Protection Policy	October 2014
Medical Treatment of Students Policy	September 2014
First Aid Policy	September 2014
Guidance on First Aid for Schools	September 2014
Invasive and Intimate Care Policy	September 2014
Responsibilities of Governing Body and Board of Directors	
Terms of Reference for Health & Safety Committee	
National Minimum Standards 6,7,14,,Appendix 2/10,	January 2015
Safety and suitability of premises, environment and equipment Statutory EYFS framework	September 2014
Missing Child from The Nest Policy	January 2015

## REVISION RECORD

Date	Version	Revision Description
Sept 2009	1.0	Written in line with current legislation and policies
June 2013	2.0	Amended in line with updated legislation Acts and policies
October 2014	3.0	Amended in line with updated legislation Acts and policies
December 2014 May 2015	3.0	Reviewed for boarding purposes
January 2015	4.0	Reviewed for Nursery purposes
March 2017	5.0	Reviewed for annual update – added section on site access

## 1. INTRODUCTION

- 1.1 Wellington College Academy Trust (Trust) recognises and accepts that every one of its employees, students and visitors to an Academy is entitled to a safe and healthy environment.
- 1.2 It is the intention of the Trust that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment. The “References” section at the end of this policy sets out these sources.
- 1.3 The overall high quality of the environment will be evidence of effective facilities management which will permeate the Academy community and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.
- 1.4 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The Trust’s Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.
- 1.5 The Trust follows the Wiltshire Council – Health and Safety Manual for Schools for risk assessments and determining its policy <http://wisenet.wiltshire.gov.uk/documents/dsweb/View/Collection-1973>

## 2. RESPONSIBILITIES

A Department for Education guidance note on the statutory responsibilities of schools is given in Appendix 1 of this policy.

### 2.1 Responsibilities of the Trust.

In discharging its responsibilities, the Trust will:

- Make itself familiar with the requirements of the appropriate legislation and codes of practice;
- Create and monitor a management structure for Health and Safety;
- Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the Trust, and, that it is implemented;
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and identify and evaluate risks relating to possible accidents and incidents connected with trust-sponsored activities, including work experience and other off site activities

In particular, the Trust undertakes to provide as far as is reasonably practicable:

- A safe place for all users of the site to work, including safe means of entry and exit;
- Plant, equipment and systems of work that are safe;
- Safe arrangements for the handling, storage and transportation of articles and substances;
- Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
- Supervision, training and instruction so that all staff and students can perform their school related activities in a healthy and safe manner;
- Provide safety and protective equipment and clothing, with associated guidance, instruction and supervision;



- EYFS Statutory Framework for adult supervision of children under 5 is adhered to and that adult to child ratio will not take into account anyone under the age of 17

## HEALTH AND SAFETY PROCEDURES

### 2.2 Responsibilities of the Executive Principal / Head of Academy

The Executive Principal / Head of Academy has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors within their academy. The Executive Principal/ Head of Academy will take all reasonably practicable steps to ensure that the Health and Safety Policy is implemented.

### 2.3 Responsibilities of the Trust Finance Director

The Board of Directors will appoint a Finance Director who will be responsible for the day-to-day implementation of the Health and Safety Policy and be the designated contact together with the Premises Manager and Health and Safety Executive. The Premises Manager will be the designated Health and Safety Manager and should hold a recognised Health and Safety qualification.

### 2.4 Responsibilities of Supervisory Staff

- All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility. In addition to the general duties that all members of staff have, they will be directly responsible to the Health and Safety Manager for the implementation and operation of the Trust's Health and Safety Policy and Procedures within their relevant departments and areas of responsibility.
- Responsibility for aspects of Health and Safety are written into the Job Descriptions of the Trust's managers.
- Supervisory staff will take a direct interest in the Trust's Health and Safety Policy and Procedures and in ensuring that staff, students and others comply with its requirements

### 2.5 Responsibilities of all members of staff

All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

In particular, members of staff will:

- Be familiar with the Health and Safety Policy and Procedures and all safety requirements laid down by the Trust
- Ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively
- See that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment
- Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled



- Report any defects in the premises, plant, equipment and facilities that they observe to the Premises Manager; and
- Take an active interest in promoting Health and Safety and suggest ways of reducing risks

## 2.6 Health and Safety Committee

The Trust will have a Health and Safety Committee lead by the Finance Director, which will monitor Health and Safety issues within the Trust. The Committee will report to the Board of Directors as appropriate.

## 3. SAFETY EDUCATION

3.1 The EFA has published guidance for schools on Safety Education. This guidance shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people.

3.2 One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.

3.3 This EFA guidance also sets out the general teaching requirement for Health and Safety in relation to science, design and technology, information and communication technology, art and design, and physical education.

3.4 At The Nest day nursery, the Nursery Manager will ensure that the children are taught about PSED (personal, social and emotional development) using the appropriate Early years Foundation Stage guidance, according to age and ability.

## 4. HEALTH & SAFETY ARRANGEMENTS

### 4.1 Fire Safety:

- Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers
- The Trust's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for
- All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained

### 4.2 Reporting Accidents

All accidents to staff, students and visitors must be reported, in writing, using the Trust's accident report form. The completed form should be given to the nominated person of the relevant academy. Certain accidents must be reported to the Health and Safety Executive under the



Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Premises Manager will ensure that the Health and Safety Executive is informed of reportable incidents.

#### 4.3 First Aid:

- First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace
- Department for Education good practice guide, “Guidance on First Aid for Schools” has been written to provide advice for schools on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which schools may find helpful when undertaking a risk assessment. The Trust seeks to adopt this guidance on good practice
- The Premises Manager should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. As a school we are classed as a “Low Risk” by the HSE guidelines and therefore only need 1 FAW trained first aider per 50-100 employees (does not count students). Specific areas of the school like catering & technology may put them into medium risk and they would be 1 FAW to 50 employees
- All members of boarding staff should be appropriately first aid trained, a matron or designated first aider will take responsibility for first aid at all times when students are in the Boarding house
- At Wellington Primary Academy, there should be members of staff working in Early Years classes who are trained in paediatric first aid. The Office Staff should also hold this qualification.
- At The Nest day nursery, we recommend that all members of staff are trained in paediatric first aid and that the senior staff always hold this certificate
- Sports and trips off site would need to be individually risk assessed to see if a FAW was needed for that activity. In addition, supplies of first aid material should be held at various locations throughout each Academy. These supplies should be checked on a regular basis by a qualified first-aider.

#### 4.4 Equipment

Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.

The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:

- Fume cupboards
- All electrical appliances
- Workshop equipment, e.g. lathes, kilns
- Fixed gymnasium equipment
- Lifts
- Man-safe equipment
- Air conditioning
- Water systems
- Outside play equipment, including bicycles, trikes



- Sand, water, messy play equipment

When new equipment is purchased, it is the responsibility of the departmental manager, with the assistance of the H&S Manager as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the relevant department and also with the Health and Safety Manager.

## 5. HOUSEKEEPING

5.1 The Premises Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.

5.2 The Premises Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

## 6. VISITS

6.1 Educational trips and visits must be organised in accordance with the Trust's "Trips and Visits Policy and Procedures".

## 7. MINIBUSES

7.1 Users of minibuses must be aware of and observe the following requirements:

- The driver must have a current licence and not been involved in any accident for the past five years, be aged 25 years or over and hold a full licence in Group 'A' or PSV, if however the minibus has disabled access the driver is required to hold a full licence for over 5 years
- Drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence
- Where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation
- When a charge is being made to passengers, the minibus permit must be displayed in the vehicle
- Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the Trust will decide upon the repairer to be used)
- Only one person per seat is to be carried
- Seat belts are to be worn by all passengers and the driver at all time
- If the minibus is used by The Nest day nursery, then all children must sit in a booster or car seat, appropriate to their age
- The driver at the time when an offence was committed is responsible for the payment of fines incurred; and



- A log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the Academy reception

## **8. VISITORS TO AN ACADEMY SITE**

- 8.1 All visitors to an Academy will sign in at the reception. Where applicable visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Academy.
- 8.2 No contractor may undertake work on an Academy site without permission from the Premises Manager or Head of Academy other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.
- 8.3 Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to an Academy.
- 8.4 Hirers of any Academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.
- 8.5 Whilst on site, all visitors and contractors must wear an Academy visitor's badge. Any contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in an Academy by reporting to reception.
- 8.6 If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the Academy reception or off the site, as appropriate.
- 8.7 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.
- 8.8 Any contractor on the Primary or Nursery site must not be left unaccompanied, unless a full and current DBS has been seen and checked.

## **9. SECURITY**

- 9.1 All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.
- 9.2 All staff of the Trust will wear identification badges at all times whilst on site
- 9.3 All external gates should remain secure during school hours and only used in the event of emergencies



9.4 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona fide visitors and contractors.

9.5 Several areas around and inside the buildings are covered by CCTV cameras.

## **10. CRITICAL INCIDENTS**

10.1 As part of its commitment for the wellbeing of staff, students and visitors, the Trust has set out a procedure which is to be adopted in the event of a critical incident occurring either on an Academy premises or on an activity away from an Academy site.

10.2 The Trust will play its part with other partners and agencies in planning for major disasters.

## **11. HEALTHY EATING**

11.1 It is the policy of the Trust to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the Trust works with the catering staff in providing menu options that support these aims.

## **12. ACCESS TO RISKY AREAS OF SCHOOL BUILDINGS AND GROUNDS**

12.1 The premises team are responsible for securing access points to areas of buildings and grounds that present a risk to the safety of staff, pupils and visitors. Examples include plant rooms, cleaning stores, roof access points and maintenance access points.

12.2 All access points to areas that present a risk should be clearly signed with signage that is compliant with current statutory health and safety legislation.

12.3 Any areas of the site that become dangerous or otherwise present a new risk to staff, pupils and visitors should be surrounded by appropriate barriers and signs until the issue is resolved. Students will be warned of any such hazards via assemblies and/or tutors or form teachers.

12.4 External contractors are responsible for barriers and signage for any work they are conducting on site, however the premises team will need to conduct a risk assessment to assess the need for additional protective measures.

## **13. MONITORING, EVALUATION AND REVIEW**

13.1 The Trust will review this policy at least every two years and assess its implementation and effectiveness.





## REFERENCES:

HSE Website [www.hse.gov.uk](http://www.hse.gov.uk)  
HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>  
HSE A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg218.pdf>  
Health and Safety Commission (HSC) Managing health and safety in schools £5.95  
HSC Health and safety guidance for school governors and members of school boards £5.95  
A Guide to the Law for School Governors (DfES 2001)- Community Version - Voluntary Aided Version - Voluntary Controlled Version- Foundation Version. website <http://www.dfes.gov.uk/governor/info.cfm>  
DfES School Security website [www.dfes.gov.uk/schoolsecurity](http://www.dfes.gov.uk/schoolsecurity)  
DfES Health and Safety of Pupils on Educational Visits: A Good Practice Guide  
[http://www.dfes.gov.uk/h\\_s\\_ev/index.shtml](http://www.dfes.gov.uk/h_s_ev/index.shtml)  
DfES/DH Supporting Pupils with Medical Needs: A Good Practice Guide -<http://www.dfes.gov.uk/medical>  
DfES Guidance on First Aid for Schools <http://www.dfes.gov.uk/firstaid>  
DfES/Home Office School Security: Dealing with Troublemakers -  
<http://www.dfes.gov.uk/schoolsecurity/dwthome.shtml>  
DfES video "Can you see what they see?"  
DfES Code of Practice on Local Education Authority-School Relations - <http://www.dfes.gov.uk/lea/>  
Guidance on Standards for School Premises (ref DfE 0029/2000).  
DfES/CEDC Safe Keeping: A good practice guide for health and safety in study support (Ref DfEE 0197/2000)  
HSE publications (priced and non-priced) are available from HSE Books Tel: 01787 881165  
DfES guides are free from DfES publications Tel 0845 6022260  
HSE's info line is 08701 545500

## HEALTH AND SAFETY LEGISLATION:

The Health and Safety at Work etc. Act 1974.  
The Management of Health and Safety at Work Regulations 1999  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

## EDUCATION LEGISLATION:

Education (School Premises) Regulations 1999 (SI 1999 No.2)  
School Standards and Framework Act 1998  
School Inspections Act 1996.  
Education Act 1996



## **APPENDIX 1**

Department for Education Guidance

Responsibility for Health and Safety in Schools

Health and Safety at Work Law

Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

### **EMPLOYER**

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and student referral units the employer is the Local Education Authority (LEA).
- For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.
- For independent schools, the employer is usually the governing body or proprietor.

The Local Authority/LEA is the employer for statutory youth groups.

Education employers have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of teachers and other education staff
- the health and safety of students in-school and on off-site visits
- the health and safety of visitors to schools, and volunteers involved in any school activity.

### **EMPLOYEES**

Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well.

Employees must:

- Take reasonable care of their own and others health and safety
- Co-operate with their employers
- Carry out activities in accordance with training and instructions
- Inform the employer of any serious risks

### **ENFORCEMENT**

The HSE enforces health and safety law relating to the activities of LEAs and schools.

Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

## RESPONSIBILITY OF ALL SCHOOLS

The employer must have a health and safety policy and arrangements to implement it. The Health and Safety at Work etc. Act 1974 applies. Key elements of a health and safety policy are listed below; this is not a comprehensive list.

Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.

In practice, employers may delegate specific health and safety tasks to individuals (LEAs may delegate specific tasks to schools). But the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.

### Key Elements of a Health and Safety Policy

- A general statement of policy
- Delegation of duties as allocated tasks
- Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards
- Training of staff in health and safety including competence in risk assessment
- Off-site visits including school-led adventure activities
- Selecting and controlling contractors
- First-Aid and supporting students' medical needs
- School Security
- Occupational health services and work-related stress
- Consultation arrangements with employees
- Workplace safety for teachers, students and visitors
- Violence to staff
- Manual handling
- Slips and trips
- On site vehicle movements
- Management of asbestos
- Control of hazardous substances
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.
- Recording and reporting accidents to staff, students and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Fire safety, including testing of alarms and evacuation procedures
- Dealing with health and safety emergencies - procedures and contacts