



Health and Safety Policy

**Adopted by the Governing Body of
Woodlands Academy on 14 July 2015**

Signed by:

Chair of Governing Body

Date:

| | |
|---|----------------------------|
| Committee with oversight for this policy | Resources |
| Policy last reviewed by | Resources |
| Policy last ratified and adopted by Full Governing Body | 14 th July 2015 |
| Policy / Document due for review | March 2017 |

Policy Statement

It is the school's policy, so far as is reasonably practicable:

- To provide and maintain premises, equipment and systems of work that are safe and without risks to health;
- To make arrangements ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- To provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees, pupils and visitors;
- To maintain the school in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without risk;
- To provide and maintain a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare;
- To provide such protective equipment as is necessary for the health and safety at work of employees and pupils;
- To encourage the staff to set high standards of health and safety by personal example, in order that pupils leaving the school should take with them an attitude of mind which accepts good health and safety practice as normal;
- To monitor the effectiveness of health and safety provision within the school, in consultation with any relevant union representatives and/or the Local Authority;
- To keep the health and safety policy under regular review and to duly publish any amendment.

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Health and Safety Policy

1. The Head Teacher and Governing Body of the school encourage the participation and co-operation of all its employees in the implementation of this health and safety policy. The aim is to promote a positive health and safety culture which is also compliant with current legislation. By being pro-active in preventing injury, ill-health and loss there will be a positive contribution to the effectiveness of the school and a benefit to the well-being of the school community, its partners, premises users and neighbours.
2. Health and Safety also requires effective implementation, monitoring, reviewing and auditing. This will be carried out on a rolling basis with a review of control measures and risk assessments. This will be carried out at a maximum of every three years, or sooner should the risk or legislation change.
3. Health and Safety are essential considerations and will be inherent to all policies, and future business plans. Advice will be sought to ensure legislation is complied with at every stage of future developments and plans.
4. Employees will be supported in their roles to ensure they are carrying out their responsibilities in the management of Health and Safety. A handbook will be kept to ensure accurate data is kept regarding: Premises inspections, risk assessments, hazard reports, and accident reports etc.
5. Over the next year the school aims to reduce the occurrences of pupil accidents that occur during break time and class activities. How? From what to what? I do not think we can make this kind of commitment. I would replace it with:

The school will constantly strive to prevent pupil accidents during break time and class activities by:

- Maintaining the school's facilities (including play equipment) in a condition that is safe and without risks to health;
- Conducting annual risk assessments of relevant activities and equipment;
- Where a risk to pupils' safety is identified, by controlling such risk, e.g. by having any faulty equipment repaired or by forbidding access to it.

Responsibilities

All persons employed by the Head Teacher and Governing Body to work at Woodlands Academy have a duty under Health and Safety Legislation to look after their own safety and that of anyone else who may be affected by their actions. All Health and Safety responsibilities shall be reviewed on a regular basis, or when changes occur, by the Head Teacher and Health and Safety Governor and be approved by the Governing Body. Individual duties and responsibilities are set out below.

Head Teacher

The Head Teacher will:

- Have ultimate responsibility for the health, safety and welfare of site users throughout the school;
- Appoint a coordinator to manage the co-ordination and implementation of the schools Health and Safety Policy;
- Ensure that communication and consultation with the appropriate representative bodies is carried out;
- Ensure that the preservation of the health, safety and welfare of pupils, staff and visitors is considered a key priority in all management, planning and developments.

Health and Safety Coordinator

The Health and Safety Coordinator will:

- Have delegated responsibility on behalf of the Head Teacher and the Governing Body to manage and co-ordinate the effective implementation of the Health and Safety Policy and its procedures;
- Support the Head Teacher, Governing Body and Governor with the responsibility for Health and Safety in determining and achieving Health and Safety objectives and strategies.
- To enable employees' concerns and issues to be incorporated within plans and policy.
- Ensure systems are in place so that all employees are aware of and understand Health and Safety Policy. This will also include the notification of improvements, amendments or changes to policy or statutory obligations. This can be carried out through staff meetings, team talks, and circulation of written information or by specific training sessions;
- Ensure effective consultation with elected safety officials;
- Liaise with the Head Teacher and Governing Body;
- Assume the role of the Educational Visits Coordinator in the absence of another nominated person.

Educational Visits Coordinator

The Educational Visits Coordinator will:

- Ensure that the school meets its statutory duty under Health and Safety legislation and DfE Guidance on educational visits and adventure activities;
- Provide advice, guidance and support to group leaders and other supervisory staff on the effective management of health and safety issues relating to educational visits and off-site activities;
- Review and amend guidance and policy relating to the safe management of educational visits and off-site activities in light of lessons learnt and in order to maintain best practice advice in light of changing legislation and statutory requirements;
- Manage the school's approval process for visits and activities in order to ensure that the visits are safe and comply with LA, DfE and legislative requirements;
- Refer to the LA Code of Practice and Guidance notes on health and safety of pupils on educational visits, where appropriate, confirm actions required to improve the safety of the visit to a level where approval can be granted;
- Audit the school's system for managing educational visits and off-site activities and produce appropriate reports to the school management on the findings;
- Instigate and be involved in accident and incident investigation relating to educational visits and off-site activities and prepare reports as appropriate;
- Keep records of individual visits including reports of accidents and near misses (all records relating to educational visits will be held separately by the Educational Visits Coordinator);
- Recognise the level of competence required to risk manage outdoor education/educational visits.

All Personnel

All school staff and personnel will:

- Have a legal responsibility to take reasonable care for the Health and Safety of themselves and other persons who may be affected by their act or omissions at work;
- Be familiar with the Health and Safety Policy and co-operate with management in all matters concerning Health and Safety, including accident prevention, reporting and investigation;
- Ensure ALL accidents, near hits and dangerous occurrences are reported to the Health and Safety Coordinator or Head Teacher, in writing, where possible;
- Take care of equipment and report any loss or defect;

- Ensure the maintenance, tidiness and good housekeeping of work areas and premises, and not misuse equipment, materials or facilities in the interests of health, safety and welfare;
- Not misuse or operate equipment contrary to provided instructions or guidance.

Health and Safety Governor:

The Health and Safety Governor will

- Be responsible for advising the Head Teacher, their Coordinator and the Governing Body on matters relating to Health and Safety;
- Formulate, develop and assist in the implementation of policy through the structure of a safety management system;
- Participate in consultations with interested parties;
- Ensure the auditing and recording of records is carried out;
- Liaise or assist with enforcing authorities and co-ordinate investigations and inspections as required;
- Assist with and undertake investigations of accidents, dangerous occurrences and near hits and record when required;
- Assist the Site Manager in maintaining files on risk assessments, inspections and audits, and ensure they are made available to appropriate persons to satisfy legal requirements.

First Aiders:

The school will have an adequate number of staff trained to a minimum of the First Aid at Work qualification. Anyone providing first aid to children in the EYFS team must have the pediatric first aid qualification. It will keep records of those trained and ensure that re-qualification is undertaken before the certificate of those qualified has expired. Staff trained to administer first aid will:

- Render assistance to those in need when required;
- Only practice first aid within the limits of their training and knowledge;
- Only practice first aid as long as they hold a current first aid at work certificate;
- Complete the necessary paperwork required when giving first aid, to assist in the identification of the cause of accidents and allow preventative measures to be taken.

Health and Safety Premises Inspections

Introduction:

This policy commits Woodlands Academy as an employer to maintain, as far as is reasonably practical, a safe and healthy place for learning and work. Through inspections, the school will maintain a pro-active approach in its management of Health and Safety and its general duty of care to provide a safe place of work and safe plant and equipment.

The main objective of this policy is to ensure that the premises are inspected on an annual basis or when deemed necessary (whichever occurs soonest), in order for checks to be made on any aspect or hazard so that they can be corrected before they cause any harm to anyone.

The inspections have been designed around various pieces of legislation which set the standards for the workplace, namely Workplace (Health and Safety and Welfare) Regulations 1992, The Control of Substances Hazardous to Health Regulations 1994, Electricity at Work Regulations 1989 and the Health and Safety at Work Act 1974.

The inspection is carried out in the form of an 'aide memoir' checklist to ensure that relevant elements are not missed during the inspection.

Responsibilities:

A duty is placed on the Head Teacher and Chair of Governors (Chair of the Premises Committee??) to ensure that an inspection is carried out as per the above schedule and that necessary remedial procedures are actioned. It is the responsibility of the Governor for Health and Safety and/or the appointed person to collate information from inspections and liaise with relevant persons to prioritize defects and hazards and ensure work is completed within a reasonable time.

Guidance on Premises Inspections:

All areas of the school shall be inspected at the beginning of each school year or as deemed necessary by the Head Teacher. If building alterations take place then an inspection shall be carried out prior to the use of that, or any affected, part of the building. If any plant or equipment is introduced to any part of the building then an inspection of the said part and other affected areas shall be carried out.

Personnel Involved

It is the responsibility of the Head Teacher and Chair of Governors (??) to initiate the inspections as required by the correct timescale. Where possible the inspections shall be carried out by the Head Teacher, or their appointed person, and Chair of the Premises Committee or the Governor responsible for Health and Safety and/or any other interested or appointed party.

Completing the Form (Example in Appendix 4)

The inspection form has been designed so that it can be completed in any order. The person carrying out the inspection must ensure that the same form is used each time for the inspections. The form is written so that a "yes" or "no" can be used. All positive answers require no further action. A negative response requires a comment or action to be taken reply. The comment or 'action taken' column, must be used. The action can take any of the following forms:

- Rectified by premises personnel (e.g. bad housekeeping);
- Rectified by LA property services;
- Rectified by an approved contractor;
- Comments or actions should be recorded in the appropriate section.

Defects of the building, fixtures and fittings should be reported to the Head Teacher. A time scale for the repair should be agreed with Head Teacher and the Premises Committee of the board of governors.

It is the responsibility of all persons employed to co-operate with the inspection and its findings to enable the school to operate safely and comply with its legal requirements. It is the responsibility of all employees to report defects in buildings, plant and equipment, or any perceived deficiencies in the system.

All records relating to the Health and Safety of the premises will be kept by the site manager. Records will be made available for inspection when required by persons acting in an official capacity and exercising their right under statutory regulations.

Policy on Accident/Injury Reporting and Investigation

Introduction

It is the policy of Woodlands Academy to provide adequate procedures for the reporting of injuries and investigation into accidents wherever necessary. The aim of injury reporting and investigation is threefold:

1. To prompt investigation into the cause of the accident and allow remedial action to be carried out (if required) to prevent reoccurrences;
2. To ensure that legal requirements under the Social Security (Claims and Payments) regulations and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with;
3. As part of risk management, allow monitoring to take place which in turn will highlight trends and help identify training needs and methods of reduction of incidents.

Responsibilities

It is the duty of *all employees* to report injuries suffered through accidents at or away from the normal place of work. It is the responsibility of the Head Teacher and Governing Body to ensure that procedures are in place to enable prompt accident reporting and investigations. All information pertinent to injuries and investigations will be stored in a secure place under the control of the Head Teacher. The Head Teacher and the Governing Body are responsible for the collation of information and strategies to reduce further occurrences. Appendix 2 provides a whole school format to record witness statements for 'Near Hit or Dangerous Occurrences'.

Policy on Hazard/Defect Reporting

Introduction:

This policy commits Woodlands Academy as an employer to maintaining as far as is reasonably practical a Safe and Healthy place of work. Though Hazard Reporting may be reactive in the initial stages, it will provide information for future proactive safety management when determining strategies for future developments in the areas of property and equipment. The purpose of the Hazard Reporting is to allow an immediate response to hazards with the potential to cause harm in relation to the above areas, and allow for them to be rectified as soon as reasonably possible.

Responsibilities:

It is the duty of all staff to report hazards in the workplace to the Head Teacher. The Head Teacher or Deputy Head Teacher will prioritize the report and decide on the action to be taken.

Policy on Display Screen Equipment (DSE)

Introduction:

Woodlands Academy policy for working with Display Screen Equipment (DSE) is in accordance with the Health and Safety DSE Regulations 1992 and accepts these are the minimum safety requirements for work with DSE and from 1st April 2004 all such work stations will now comply. The regulations apply where there is a "User". The definition of DSE workstations user and operator, determine whether or not the regulations apply in a particular situation.

Responsibilities:

The Head Teacher, Chair of Governors, Health and Safety Coordinator or Health and Safety Governor are responsible for ensuring DSE assessments are carried out. DSE users are responsible for notifying their line manager of any health concerns in relation to their work. Line managers are responsible for contacting persons to arrange for an assessment. Users are responsible for ensuring that they maintain regular appointments for eye tests.

| Accident Investigation Proforma (Complete one form per incident) | | |
|---|---|-------------------|
| Name of Injured Person: | Date of Incident: | Time of Incident: |
| Location of Incident: | List any equipment/structure involved: | |
| Where can the equipment/structure be inspected? | List any materials/substances involved? | |
| What is the outcome of the inspection? | | |
| Was COSHH (Control of Substances Hazardous to Health) Data available? Yes/No/NA | Conditions e.g. weather, visibility, surface etc? | |
| What role did these conditions play? | Nature of injury/damage as noted: | |
| First Aid: Doctor Paramedic Hospital <i>Circle as appropriate</i> | If hospital state which and treatment: | |
| Activity at time of incident? | Had risk assessment been carried out? Yes No Do not know | |
| RECOMMENDATION OF REMEDIAL ACTION: | | |
| Name of person completing form _____ | | |
| Signed: (person completing form) _____ | | |
| Signed: (person involved) _____ | | |

Appendix 2

| Witness Statements, Near Hit or Dangerous Occurrence Reporting Form | | |
|---|-------------------|--------------------------------|
| Please indicate, is this a: | | |
| Witness report for Injury or Accident | | <input type="checkbox"/> |
| Report of a Near Hit | | <input type="checkbox"/> |
| Report of a Dangerous Occurrence | | <input type="checkbox"/> |
| Date of incident: | Time of incident: | Person Injured (if applicable) |
| Person Making Report: | | Date of Report : |
| Describe your Location/Position at the time of the accident | | |
| What did you actually see? | | |
| Who else was present? | | |
| What conclusion have you drawn from what you witnessed? | | |
| For near hits what action have you taken with regards to warning others or remedying the situation? | | |
| Signed: _____ | | |
| Date: _____ | | |

GUIDANCE NOTES - Display Screen Equipment DSE

Users:

- Individuals who normally use display screen equipment (DSE) for continuous spells of an hour or more at a time on a daily basis
- Individuals who depend on the use of DSE to do their job, as alternative means are not readily available and have no discretion as to use or not to use DSE
- Individuals who need significant training and/or particular skills in the use of DSE
- Performance requirements of the job demand high levels of attention and concentration by the user
- Employees who habitually use DSE either at their employers premises, another employers premises or at home as a significant part of their normal work.

Possible Effects on Health:

- Chronic work related upper limb disorder - symptoms can include pain, swollen soft tissue, restricted joint movement, loss of function and ultimately may lead to permanent disability.
- Temporary Visual Fatigue – symptoms can include impaired visual performance, red or sore eyes, headaches or musculoskeletal problems.
- Fatigue and Stress.

Other Possible Risks:

- DSE has not been known to induce any forms of epileptic seizures and sufferers should not be prevented from working with it.
- Complaints of occasional itching or reddening of the skin on the face or neck – these complaints are rare and the limited evidence available suggests they may be associated with environmental factors such as low humidity or static electricity near the DSE.
- A number of surveys have been undertaken to determine levels of electromagnetic radiation from DSE, these conclude that emission levels are well below national or international limits.
- Reliable studies have been unable to demonstrate any link between miscarriage or birth defects with DSEs.

Causes of Ill Health:

Some users may experience a range of symptoms and these may be caused by:

- Poor positioning of display screen equipment;
- Poor stability/legibility of the screen or source document;
- Poor lighting, including glare and reflections;
- Sitting in fixed positions for long periods, or awkward, rapid or repetitive movements of the head, body or arms can cause pains or discomfort in the neck, shoulders or arms.

Work Routines:

Breaks should be taken before the onset of fatigue, not in order to recuperate. The timing of the break is more important than its length. Short, frequent breaks are more satisfactory than occasional, longer breaks e.g. a 5 – 10 minute break after 50 – 60 minutes is likely to be better than 15 minutes every 2 hours. It is recommended that these breaks should be taken away from the screen. Please also note that informal breaks, (time spent not viewing the screen such as photocopying, delivering letters) appear from studies to be more effective in relieving visual fatigue than formal rest breaks. Users should be allowed some discretion as to how they carry out individual tasks; individual control over the nature and pace of work allows optimal distribution of effort over the working day.

Eye and Eyesight Tests:

There is no evidence that work with DSE permanently damages eyes or eyesight, but it may make users with pre-existing vision defects more aware of them. Essential DSE users should ensure that they regularly visit an optician for eyesight tests and keep appointments as recommended by the ophthalmic optician.

| Health, Safety and Welfare Inspection checklist and Report Form | | | Ref N° | |
|--|--|---|--------|---------------|
| Time and Date | | Location | | |
| Duty Holder | | Service Area | | |
| Inspection Checklist. Items to be inspected every 6 months by the Duty Holder, i.e. Office, Site, Premises Manager or delegated person | | Key points to ensure that a safe system of working is maintained. Assess whether or not the health, safety and welfare and fire safety standard is acceptable and then mark the appropriate column on the right to show what has been agreed. | | <u>Agreed</u> |
| | | | | ✓ |
| | | | | ✗ |
| Premises - Fabric of Building | | Ceilings, tiling, railings, carpets, etc. are in a safe condition | | |
| Temperature/Ventilation | | Fresh supply of air. No draughts. Not too hot/cold. | | |
| Lighting levels | | Appropriate for tasks. Diffused, cleaned and/or replaced. | | |
| Cleanliness | | Good Standards of cleanliness. Clean desk policy. | | |
| Doors/Fire Doors/Windows | | Opened/closed/laminated glass panels/sign posted/secure. | | |
| First aid | | Signpost to First aid worker & available First aid box. | | |
| Waste disposal | | Safe segregation & disposal of daily/weekly waste. | | |
| Accommodation for clothing | | Hook or cupboard. Secure storage for personal effects. | | |
| Rest room/Welfare facilities | | Quiet space for taking rest breaks away from workstation. | | |
| Water Quality/Testing | | Mains, chilled water dispensers, fountains, vending m/c monitored. | | |
| Toilets/Sanitation | | No of staff. M/F. Standards of hygiene. Soap, Paper, accessibility etc. | | |
| Washing facilities | | Soap, hand-drying facilities. Showerheads thermally disinfected. | | |
| Access/Egress/Escape routes | | Well-defined segregated routes for people and vehicles. | | |
| Electrical testing and wiring | | No trailing leads or cables. Portable and Fixed tested. | | |
| Fire Safety Equipment | | Fire Notices, Alarm Points, Equipment and Fire Logbook. | | |
| Safety Signs | | Emergency Exit, Hazards and Safety Equipment Marked. | | |
| Plant - Elevators and or lifts | | Records of inspections, maintenance, emergency, procedures, etc. | | |
| Maintenance Records | | Log book with dates of inspections, modifications, repairs, etc | | |
| Workstations | | Assessments and control measures in use. | | |

| | | | | |
|--|--|---|---|---|
| Stacking/Racking/Storage | Safe means of access/egress. Manual handling assessments. | | | |
| Procedures - Safety Policy | Written up to date and copies made available to all staff | | | |
| Risk Assessments | Records of control measures in use by staff | | | |
| COSHH | All hazardous substances well documented and stored | | | |
| RIDDOR | Accident investigations, reporting forms available | | | |
| Fire Safety Risk Assessment | Fire exits accessible, clear escape routes, fire action notices, assembly points available | | | |
| People - Name of TU/Safety Representative | | | | |
| Name of First Aid Worker | | | | |
| Name of Fire Warden | | | | |
| Name of Health and Safety Officer | | | | |
| Other - Personal Protective Equipment | Records of assessment of PPE and Task. In use and/or stored. | | | |
| Action Needed (for all items marked with a ✖) | By whom (circle priority for action within 1mth(H) 3mths(M) 9mths(L)) | Priority | | |
| | | H | M | L |
| | | H | M | L |
| | | H | M | L |
| | | H | M | L |
| | | H | M | L |
| | | H | M | L |
| | | H | M | L |
| | | H | M | L |
| Name of Person(s) completing inspection | Signature | Time and date of next inspection | | |

| | | |
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| | | |

Send completed forms to: Corporate Health and Safety Ealing Council Perceval House 14-16 Uxbridge Road London W5 2HL fax 020 8825 9990. Should you require any further advice, information or help in completing the health, safety and welfare inspection contact Corporate Health and Safety tel 020 8825 9000 (press 1).