



Diocese of Norwich  
Education and  
Academies Trust

# Unity Federation of Church of England Academies

## Health and Safety Policy

<b>Policy Type:</b>	Trust Core Policy
<b>Approved By:</b>	DNEAT Board of Trustees
<b>Approval Date:</b>	July 2016
<b>Date Adopted by LGB:</b>	<b>06/10/2016</b>
<b>Review Date:</b>	<b>Annually</b>
<b>Person Responsible:</b>	DNEAT Operations Manager

## [2016] Health and Safety at Unity Federation of Church of England Academies

### 1. Roles and Accountabilities

The Diocese of Norwich Education and Academies Trust is accountable for all policies across its Academies. All policies, whether relating to an individual academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured and talents released.

A Scheme of Delegation for each academy sets out the responsibilities of the Local Governing Body and Principal / Head Teacher. The Principal / Head Teacher of each academy are responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

### 2. Introduction:

2.1 The Unity Federation has a duty under the Health and Safety at Work Act 1974 to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people (e.g. pupils and visitors).

2.2 This policy should be read in conjunction with the DNEAT Trust wide Health and Safety Policy, Procedures and Guidelines.

2.3 The objectives of this policy is to ensure the following, as far as is reasonably practicable:

- a) Equipment and systems of work are safe and without risks to health and well being
- b) Safe arrangements are in place for the use, handling, storage and transport of articles and substances
- c) Sufficient information, instruction, training and supervision to enable all employees to identify hazards, reduce risks and contribute positively to their own and to others safety, health and well-being.
- d) A safe and healthy place of work, including safe access to and safe egress from it.
- e) A healthy working environment in line with current legislation identifying, eliminating and controlling risks.
- f) Adequate welfare facilities.

This policy has been formulated with reference to the need for employer/employee consultation on health, safety and well- being matters and the need to consult individuals before the allocation of particular health and safety functions.

2.4 Expert advice for determining the risks to health and safety within the establishment and the precautions required to deal with them is available from the DNEAT Operations Manager Sharon Money and her email address is [sharon.money@dioceseofnorwich.org](mailto:sharon.money@dioceseofnorwich.org)

and/or from purchased services at Norfolk County Council via Norfolk Health and Wellbeing team

**Paul Commins**

Health and Safety Adviser

HR Shared Service (Health, Safety and Wellbeing)

Norfolk County Council

Fifth floor County Hall

Norwich NR1 2DH

Tel 01603 223470

### 3. THE ORGANISATION FOR IMPLEMENTING THIS POLICY INCLUDING ALLOCATION OF FUNCTIONS

#### 3.1 DNEAT

The ultimate responsibility for health and safety in the academy rests with the employer (DNEAT). In practice functions are delegated. Reference is made in the DNEAT Trust wide Health and Safety Policy, Procedures and Guidelines.

#### 3.2 The Local Governing Body (LGB)

Chair of Governors **Mike Coates**

##### Health and Safety Governor

The LGB will work together with the Headteacher/Principal, DNEAT and where applicable the Local Authorities (District and County Council) to establish and meet health and safety objectives. Specifically the LGB will act to:

- Act in accordance with the policy, guidelines and procedures issued by DNEAT and the Local Authority;
- Ensure that adequate policies and procedures are in place; and
- Monitor the implementation of policies and procedures.

The LGB will address health and safety matters via Governing Body meetings and committees. The LGB will appoint a Health and Safety Governor to monitor and undertake an annual health and safety walk/check throughout the academy ( HS07)

Termly updates on health and safety will be submitted to the LGB by the Headteacher/Principal as part of the headteachers report and an annual report submitted regarding the academy's health and safety performance. (HS08)

#### 3.3 The Executive Head

Main functions are:

- a) Day-to-day management of all health and safety matters in the school in accordance with the DNEAT Trust wide Health and Safety Policy, Procedures and Guidance and local codes of practices etc.;
- b) Ensuring termly inspections and risk assessments are carried out ( HS06/6a,HS07);
- c) Submitting inspection reports to governors and DNEAT;
- d) Ensuring appropriate action is taken;

- e) Passing on information received on health and safety matters to appropriate people;
- f) Carrying out investigations where necessary;
- g) Chairing health and safety forums e.g. staff or governing body meetings;
- h) Identifying staff training needs;
- i) Liaising with governors and DNEAT on policy issues and any problems in implementing the health and safety policy;
- j) Co-operating with and providing necessary facilities for trade union safety representatives to carry out their function;

### **3.4 Heads of School(s)**

Main functions are:

- a) Day-to-day management of health and safety in accordance with the DNEAT Trust wide Health and Safety Policy, Procedures and Guidance and local codes of practices etc.;
- b) Drawing up and reviewing departmental/faculty procedures from the relevant local codes of practice;
- c) Carrying out termly inspections and making reports to the Headteacher/Principal;
- d) Ensuring appropriate action is taken;
- e) Arranging for staff training and information;
- f) Passing on health and safety information received to appropriate people;
- g) Acting on reports from above or below in the hierarchy;

### **3.5 Other Staff**

Main functions are:

- a) Day-to-day management of health and safety in accordance with the health and policy safety;
- b) Checking classrooms/work areas are safe;
- c) Checking equipment is safe before use;
- d) Ensuring safety procedures are followed;
- e) Ensuring protective clothing/equipment is used, when needed;
- f) Participating in inspections and the health and safety meetings, if appropriate;
- g) Bringing potential problems to the relevant manager's attention.

### **3.6 LEGAL DUTIES OF ALL EMPLOYEES**

The Health and Safety at Work Act etc. 1974 states:

“It shall be the duty of every employee while at work;

- a) To take reasonable care for the Health and Safety of him/herself and of any other persons who may be affected by his/her acts or omissions of work, and
- b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with hem/her so far as it is necessary to enable that duty or requirement to be performed or complied with”

The Act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions”

**In order that the laws be observed and responsibilities to pupils, students and other visitors to the school are carried out all employees are expected:**

- c) To know the safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- d) To observe standards of dress consistent with safety and/or hygiene.
- e) To exercise good standards of housekeeping and cleanliness.
- f) To know and apply the emergency procedures in respect of fire and first aid.
- g) To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- h) To co-operate with other employees in promoting improved safety measures in their academy.
- i) To co-operate with the union safety representative and the enforcement officer of the Health and Safety Executive.

### **3.7 SPECIAL OBLIGATIONS OF CLASS TEACHERS**

The safety of pupils and students in classrooms, ICT rooms, libraries, halls and workshops etc. is the responsibility of class teachers who have traditionally carried responsibility for the safety of pupils and students when they are in their charge.

If for any reason, (e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work) a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher/Principal before allowing practical work to take place.

Class teachers are expected:

- a) To exercise effective supervision of the pupils/students and to know the emergency procedures in respect of fire, bomb scare/threat under the PREVENT duty and first aid, and to carry them out
- b) To know the safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- c) To give clear instructions and warning as often as necessary.
- d) To follow safe working procedures personally.
- e) To call for protective clothing/equipment, safe working procedures, etc. when necessary.
- f) To make recommendations to their line manager etc. on safety equipment and on additions or improvement to plant, tools, equipment or machinery which are dangerous or potentially so.

### **3.8 THE UNION SAFETY REPRESENTATIVE**

(Refer to HSO2 and Section 3a DNEAT Trust-wide Health and Safety Policy, Procedures and Guidance)

The Union Safety Representative for the academy is not identified in our academies.

Union safety representatives have various rights given to them, For example, they have the right to time off with pay for training, and to the facilities necessary for them to carry out their role; they can also carry out workplace inspections and investigate accidents on behalf of their trade union. These inspections and investigations are quite separate from those carried out on behalf of the employers; (i.e. Union Safety Reps do not inspect on behalf of the Headteacher/Site Manager). Safety representatives must be consulted by employers on any measures that may substantially affect the health and safety of employees, and on a range of other issues.

### **3.9 PUPILS/STUDENTS**

Are expected:

- a) To exercise personal responsibility for the safety of self and classmates.
- b) To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- c) To observe all the safety rules of the academy and in particular the instructions of teaching staff given in an emergency.
- d) To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

### **3.10 VISITORS/SECURITY**

Regular visitors and other users of the premises (e.g. contractors and delivery persons from specific companies) are required to observe the safety rules of the academy. In particular parents/carers helping out in school will be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. All visitors must report to the reception office where a “signing in” system is in operation.

### **3.11 STAFF HOLDING POSITIONS OF RESPONSIBILITY**

#### **THE MANAGEMENT CHAIN**

Level (1)	Headteacher/Principal	Site Manager / Business Manager
Level (2)	Head of School	Office Manager
Level (3)	Teacher	Other staff

#### **DELEGATION OF FUNCTIONS**

Level (1)	Day to day responsibility for all health and safety matters Liaise with LGB and DNEAT
Level (2)	Implement procedures as outlined in section 3.4
Level (3)	Implement procedures as outlined in section 3.5

NAME	POSITION	AREA OF RESPONSIBILITY
Christopher J Allen	Exec Head	Overall school management
Emma Yerby Smith Sarah Potter Lesley David	Heads of school	Support with school management
Cheryl Melton	Business Manager	Office management/site manager
Sharon Prestridge Terry Rouse Trevor Brown	Caretaker Caretaker Caretaker	School buildings and grounds

#### 4 ARRANGEMENTS FOR HEALTH, SAFETY AND WELLBEING

The academy health and safety manual codes of practice form part of the academy arrangements. These are disseminated to relevant staff and implemented and references made to these in this section (see Appendix 1)

##### 4.1 SUPERVISION OF PUPILS

A record of all accidents/incidents and near misses will be kept.

- The recorded information should be kept in a book.
- Action taken for the injured person needs recording.
- A description of what happened should be included.
- Class teacher informed if serious e.g. head injury.
- Parent/carer informed by note or telephone/mobile messaging. This should also be recorded
- Primary first aider to sign any entries.

##### 4.2 PROVISION OF FIRST AID

(Refer to Section 7 DNEAT Trust wide Health and Safety Policy, Procedures and Guidance and HS10- First Aid in Educational Establishments)

The academy designated First Aiders are:

- 4 day training:** Tracey Anderton
- 1 day training:** All Teaching Staff

**2 day paediatric first aid training:** Lucy Fulton, Catherine Spencer & Tracy Bond

First aid boxes are provided in:

All classrooms, school office(s) and staffrooms

The person/s responsible for checking and maintaining the contents of the first aid boxes is:

Tracey Anderton, Susan Petchey, Tracy Walby

#### **4.3 ACCIDENT/INCIDENT/NEAR MISS/DISEASE REPORTING AND INVESTIGATION**

(Refer to Section 5 DNEAT Trust wide Health and Safety Policy, Procedures and Guidance)

If anyone should become ill or suffer injury as a result of an accident the procedures below must be followed.

- a) First Aid should be rendered, **but only as far as knowledge and skills admit**. If circumstances necessitate, the trained first aider should be summoned immediately to tend to the patient. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
- b) If the patient needs to be taken to hospital then an ambulance should always be called. If an ambulance is required the emergency “999” service should be used. For cases of a less severe nature then it may be appropriate to transport a member of staff/pupil/student to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes he/she must ensure that he/she has obtained specific cover from his/her insurance company). In the first instance a parent/guardian should be called to transport a child to hospital for cases of a less severe nature. Whenever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.
- c) Accident Forms  
**Accidents must be reported in accordance with procedure HS03 and using incident form HS09 reporting and investigation. Some accidents require reporting immediately by telephoning DNEAT Operations Manager Sharon Money on 01603 882329/07471 033539)**

#### **Incident form (HS09) DNEAT Accident/Incident/Near Miss/Disease Report Form**

Every case of injury, accident or incidents, including cases of physical or verbal violence must be fully and accurately reported and, where possible, detailed statements should be obtained from witnesses. Accident forms can be obtained from Unity Federation Business Manager.

Completed forms should be passed immediately to Unity Federation Business Manager who should investigate the accident and report to the Headteacher/Principal. An accident form (HS09) must be completed for any pupils/students or staff admitted to hospital and reported to Sharon Money DNEAT Operations Manager within 24 hours in order to log this as RIDDOR reportable with the HSE.



For pupils/students not attending the hospital, an accident form must be filled in the medical room and accident procedures followed.

#### **4.4 FIRE AND EMERGENCY PROCEDURES**

(Refer to HS04 and HS04a and Section 8 DNEAT Trust wide Health and Safety Policy, Procedures and Guidance)

It is the duty of all members of staff to carry out the fire and emergency procedures as follows:

##### **1) Escape Routes**

The school caretaker is responsible for ensuring that all escape routes are kept clear and reporting any building defects.

##### **2) Fire Fighting Equipment**

All firefighting equipment is serviced annually by: T & P Fire Ltd

The Unity Federation Business Manager is responsible for ensuring that the annual service takes place, and that an inventory of all equipment and a plan showing its location is held by the academy.

##### **3) Fire Alarms**

Fire alarms are tested weekly by each academy secretary and recorded in the fire alarm logbook. Fire alarms maintenance are the responsibility of the Academy and the system should be inspected/tested four times a year (by the Alarm Contractor) Faults are reported to T & P Fire Ltd.

##### **4) Fire Drills**

Termly fire drills will be arranged by the Business Manager / Head of School.

The purpose is to remove everyone from the building as quickly as possible, assemble them in a safe place and check attendance. The following staff have specific responsibilities:

Business Manager / Academy Secretary

- 5) It is the duty of all members of staff to carry out the procedures necessary to stop work and move to a place of safety when faced with a situation presenting serious and imminent danger

#### **4.5 HEALTH AND SAFETY GUIDANCE AND ADVICE**

Staff will receive copies of relevant health and safety documentation issued by Norfolk County Council and DNEAT by means of the Health and Safety Notice in the Staff Meetings.

All staff must ensure that guidance is adhered to. A central copy of this policy and the DNEAT Trust wide Health and Safety Policy, Procedure and Guidance is available for all staff in: Policy File in Academy Office.

Additional advice and support can be found at Norfolk County Council website and Dneat website (sub section on health and safety).

#### **4.6 TRAINING**

(Refer to Section 13 DNEAT Trust wide Health and Safety Policy, Procedures and Guidance)

It is the responsibility of senior managers to identify the training needs within their area of responsibility and advise the Headteacher/Principal. All staff are encouraged to request release to attend health and safety training courses.

#### **4.7 MAINTENANCE AND REPAIRS**

(Refer to Section 9 DNEAT Trust wide Health and Safety Policy, Procedures and Guidance)

- 1) All defects must be reported as appropriate to academy secretary for repairs to be carried out. The DNEAT approved building maintenance contractor ENGIE will keep a record of maintenance undertaken for work carried out via their services. However if other contractors are used the academy needs to keep a record of action undertaken along with the name and contact details of the contractor.
- 2) Lightning protection should be arranged every 12 months either via an approved electrical provider or through ENGIE. A copy of the test and inspection certificate should be held by the academy.
- 3) Gas equipment is serviced annually by a Gas Safe Registered engineer.

#### **4.8 ELECTRICAL EQUIPMENT**

- 1) All portable appliances will be tested annually by a licensed contractor (e.g FACIT). A copy of the inventory of the electrical equipment tested including test results will be held in the main office. All staff must visually check all electrical appliances prior to their use and report any defects to the Unity Business Manager. All defective equipment must be taken out of use immediately. **Privately owned appliances s must not be used.**
- 2) The academy should inspect fixed wiring every 5 years and this can be arranged and monitored via ENGIE or the schools own contractor. Certificates of inspection are held by ENGIE/Contractor but a copy must be held by the school.

#### **4.9 MACHINERY AND PLANT**

- 1) All machinery and plant must be checked for health and safety prior to being used on site
- 2) Heads of department/senior staff must ensure that there is a system of inspection to identify and risk assess any dangerous machinery.

- 3) Pressurised plant is the responsibility of the school and is inspected and should be tested by either ENGIE or the schools own contractor. Copies of inspection should be held at the school.
- 4) Lifting machines are the responsibility of the school and are inspected and tested every 6 months and should be tested and serviced by either ENGIE or the schools own contractor. Copies of inspection should be held at the school.
- 5) The boiler is the responsibility of the school and is maintained by either ENGIE or the schools own contractor. Boilers are serviced annually.

#### **4.10 CONTRACTORS ON SITE**

School Secretary (Head of School in their absence) will be responsible for Contractors entering or working within the Academy he/she will be responsible for monitoring the work.

If contractors' activities create a risk to health and safety of staff, pupils/students, visitors etc., the Head of School / Business Manager should issue any instructions necessary to reduce the risk. The DNEAT Operations Manager should then be notified. Assistance may be sought from DNEAT Operations Manager/ENGIE.

#### **4.11 ASBESTOS MANAGEMENT**

(Refer to Section 16 DNEAT Trust wide Health and Safety, Procedures and Guidance)

The up to date Asbestos Management plan is held in each academies main entrance (with signing in book).

#### **4.12 RISK ASSESSMENT**

- 1) Risk assessment is a legal requirement. It is the process of identifying hazards and assessing the risks of harm and loss threatened by the hazard. The assessment considers consequences and implements control measures to reduce the level of risk of harm.
- 2) The Headteacher/Principal will ensure that a risk assessment of the premises, methods of work and all school-sponsored activities are conducted on a regular basis. The assessment will identify defects and deficiencies, together with the necessary remedial action or risk control measures.
- 3) Reporting of Hazards.  
Any person noticing a hazard (something with the potential to cause harm or loss) should immediately take steps to protect the other person from the hazard. It should then be reported to Academy Secretary.  
The union safety representative should be consulted on risk assessment.
- 4) Control of Substances Hazardous to Health (COSHH)

(Refer to Section 14 DNEAT Trust wide Health and Safety, Procedures and Guidance)

All substances/equipment used with the establishment must comply with Section 14 COSHH guidelines. Risk assessments for new substances must be provided and it is the responsibility of the academy to inspect and test fume cupboards once every 14 months. The academy will hold a copy of this report and the COSHH records which are held in each academy caretaker cupboard.

#### **4.13 Educational Visits**

The academy's Educational Visit Coordinator is:

Cheryl Melton

The academy utilises the advice and procedures for Educational Visits provided by Norfolk County Council – EVOLVE.

#### **4.14 PE EQUIPMENT AND PLAY/OUTDOOR EQUIPMENT**

PE Equipment and play/outdoor equipment is inspected annually by: Universal Equipment Specialists Ltd

Regular visual inspections will be undertaken by: PE Instructors.

Any defective equipment must be taken out of use immediately and reported to: Business Manager.

#### **4.15 CLEANING ARRANGEMENTS**

(Refer to DNEAT Lone Working Policy, Section 6 Electrical Safety, and Section 11 Manual Handling **and** DNEAT Trust wide Health and Safety Policy, Procedures and Guidance)

The academy is cleaned by: caretakers (staff)

Safe working procedures for cleaning staff are devised by: Norfolk County Council

These procedures are held: Staff Files

Problems relating to cleaning are dealt with by: Cheryl Melton

#### **4.16 SITE SECURITY**

**(Refer to the DNEAT Safeguarding Policy and Bullying and Harassment Policy)**

All visitors must report to the main Office/reception where they will be asked to fill in the visitor's book, they will be provided with a visitors badge to wear as identification while on the site.

Any member of staff who notices an unidentified person on the site should seek to identify that person and/or inform the Head of School immediately.

#### **4.17 PROTECTIVE CLOTHING AND EQUIPMENT**

Where protective clothing and equipment is provided, both staff and pupils must use it at all relevant times. Damaged or insufficient protective clothing or equipment must be reported immediately to Business Manager.

#### **4.18 EXTERNAL LETTINGS**

External lettings are dealt with by: Academy Secretary

Where necessary, health and safety information will be passed on to the letting group's

e.g. contact personnel, safety rules, emergency procedures, hazard reporting etc.

#### **4.19 KEEPING LIVESTOCK**

Schools may wish to keep a small number of farm animals (eg, chickens, goats, sheep or pigs) to encourage children to learn about animals and their care and to teach them about the sources of food.

Issues to consider include the following.

- Ensuring that someone involved is experienced in the housing, feeding, handling and care requirements.
- Ensuring that continuous animal care will be available at all times, including at weekends and over the holidays.
- Ensuring that funding for setting up and maintaining stock, including veterinary fees, will remain available.
- Considering for how long the animals will be kept and where they will go if not kept permanently.
- Checking that anyone that may be affected by the animals, eg, other members of the school and neighbours are happy with arrangements.
- Ensuring that suitable secure housing and containment is provided for the animals and that their other needs are met.
- Ensuring the health and safety of pupils, staff and other people that may come into contact with the animals.
- Registration with DEFRA is required if keeping or moving sheep, goats, pigs, cows, horses or more than 50 chickens (and anyone keeping poultry is encouraged to do so too).

Check the DEFRA web site regularly for the current requirements.

General good hygiene and good animal husbandry practice and arrangements are critical.

#### **4.20 Conclusion**

It is everybody's responsibility to make sure these arrangements work in practice. Any member of staff noticing a failure to comply with the policy should immediately report the circumstances to their line manager. If no action is seen to be taken, guidance should be sought from the DNEAT Operations Manager Sharon Money or the trade union health and safety representative.

If an improvement or prohibition notice is served by an enforcing officer the Headteacher/Principal should immediately inform the DNEAT Chief Executive/DNEAT Operations Manager and comply with the requirements of the notice.

This policy will be monitored by DNEAT to assess its effectiveness and to determine whether satisfactory standards of safety performance are being achieved. Monitoring can be achieved by accident/incident reporting, safety inspections/review of Headteacher/Principal termly reports or annual governor audits through Governor Hub. Health and Safety audits are undertaken by Norfolk County Council Health and Safety team/DNEAT.

#### Review

A review of this health and safety policy will take place with the Union Safety representative on an annual basis

#### Signed

Executive Headteacher

Date

Chair of Governors

Date

## Appendix 1 List of Appendices for Health and Safety Policy, Procedures and Guidance

Appendix form number and name	Version	Date Reviewed
HS01 Model Health & Safety Policy for individual academies	1	June 16
HS02 List of recognised Trade Union H&S Representatives	1	June 16
HS03 DNEAT Incident & High Priority Reporting	1	June 16
HS04 Fire Safety Management Forms (approved by Norfolk Fire Service)	1	April 16
HS04a Fire Risk Assessment	1	Norfolk Fire Services 2008
HS05 PEEP form	1	April 16
HS06 Caretaker/Premise Management checklist	1	April 16
HS06a Caretaker/Premises Manager code of practice	1	April 16
HS07 DNEAT inspection checklist for premises	1	April 16
HS08 DNEAT Health and Safety at Work Annual Report (Headteacher)	1	June 16
HS09 Incident Report Form	1	Sept 15
HS10 First Aid in Educational Establishments	1	April 16
HS11 Permit to work form (if not arranged through ENGIE)	1	April 16
HS12 Safe selection of contractor form (if not arranged through ENGIE)	1	April 16
HS13 Asbestos Management in Schools	1	Mar 15

**Any of DNEAT H&S forms must not be amended in any way, either to add to or delete any part of the form. If required an additional form can be attached to any one of the above forms so long as it is clearly stated that is in addition to the DNEAT form**

