



# THE EAST MANCHESTER ACADEMY

## HEALTH AND SAFETY POLICY

**Policy Name: Health and Safety Policy**

**G Hutchence**

**Date August 2009**

<b>Submission Date</b>	<b>Summary of Changes Required</b>
<b>Draft 1 August 09</b>	<b>N/A</b>
<b>Draft 2</b>	
<b>Draft 3</b>	

<b>Approved By:</b>	<b>Date of Approval</b>	<b>Version Approved</b>	<b>Comments</b>
<b>DCSF</b>	<b>24/08/09</b>	<b>V.1</b>	<b>Approved</b>
<b>PSG</b>	<b>17/09/09</b>	<b>V.1</b>	<b>Approved</b>
<b>Academy Board</b> <b>Trust</b>	<b>05/10/09</b>	<b>V.1</b>	<b>Approved</b>

## CONTENTS

Introduction .....	4
Responsibilities .....	4
Responsibilities of the Governing Body.....	5
Responsibilities of the Principal.....	5
Responsibilities of the Health & Safety Manager .....	5
Responsibilities of Strategic Leaders .....	6
Responsibilities of all Members of Staff .....	6
Health and Safety Committee .....	7
Safety Education .....	7
Health & Safety Arrangements .....	7
Fire Safety .....	7
Reporting Accidents.....	7
Coping with the sudden death of a pupil.....	8
First Aid.....	8
Equipment.....	8
Housekeeping.....	9
Extra Curricular Activities / Visits .....	9
Minibuses .....	9
Visitors to the Academy Site .....	10
Security .....	11
Critical Incidents.....	11
Emergency Plan (Please see attached plan).....	11
Healthy and Well Being.....	12
Food .....	12
Work Life Balance.....	12
Smoking .....	12
Monitoring, Evaluation and Review.....	12
Appendix 1 – Further Information .....	13
Appendix 2 - Health and Safety Policy Statement .....	19

## Introduction

The East Manchester Academy fully acknowledges the provisions of the Health and Safety at Work Act 1974, which states that it is:

*‘the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using the Academy premises or participating in Academy - sponsored activities’:*

The Academy recognises and accepts that every one of its employees, pupils and visitors to the Academy is entitled to a safe and healthy environment. It is the intention of the Governing Body of the Academy 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.

The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the Academy community and an awareness of the fabric and appearance of the building will be demonstrated by pupils and employees on a daily basis.

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 Academy’s Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

## Responsibilities

A Department for Children, Schools and Families (DCSF) guidance note on the statutory responsibilities of schools is given in Annex 1 of this policy. This underpins the policy but it should be noted that The Governing Body for The Academy has statutory responsibility for all aspects of this policy.

## **Responsibilities of the Governing Body**

In discharging its responsibilities, the Governing Body will:

- i. make itself familiar with the requirements of the appropriate legislation and codes of practice;
- ii. create and monitor a management structure for Health and Safety;
- iii. ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy, and that it is implemented;
- iv. periodically assess the effectiveness of the policy and ensure that any necessary changes are made;
- v. identify and evaluate risks relating to possible accidents and incidents connected with Academy-sponsored activities, including work experience.

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

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

## **Responsibilities of the Principal**

The Principal has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Principal will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

## **Responsibilities of the Health & Safety Manager**

The Academy's Director of Business and Finance will be the designated Health and Safety Manager and responsible for the day to day implementation of the Health and Safety Policy and will be the designated contact with the Health & Safety Executive.

The Health and Safety Manager will also be responsible for ensuring risk / manual handling assessments are undertaken, appropriate control measures are put in place and accurate measures are maintained.

The Health and Safety Manager will be a member of the Health and Safety Committee and will be given training, support and sufficient time to undertake duties.

### **Responsibilities of Strategic Leaders**

All Strategic Leaders 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 H&S Manager for the implementation and operation of the Academy's Health and Safety Policy within their relevant Learning Zones and areas of responsibility.

Responsibility for aspects of Health and Safety are written into the Job Descriptions of the Academy's Strategic Leaders.

Strategic leaders will take a direct interest in the Academy's Health and Safety Policy and in ensuring that staff, pupils and others comply with its requirements.

### **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:

- i. be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body;
- ii. ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively;
- iii. 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;
- iv. use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- v. ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- vi. report any defects in the premises, plant, equipment and facilities that they observe to the H&S Facilitator; and
- vii. take an active interest in promoting Health and Safety and suggest ways of reducing risks.

## **Health and Safety Committee**

The Academy will have a Health and Safety Committee which will monitor Health and Safety issues within the Academy. The Committee will report to the Governing Body.

### **Safety Education**

The DCSF 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.

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.

This DCSF 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.

## **Health & Safety Arrangements**

### **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 Academy's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and pupils 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.

### **Reporting Accidents**

All accidents to staff, students and visitors must be reported, in writing, using the Academy's accident report form. The completed form should be given to the H&S Manager. Certain accidents must be reported to the Health and Safety Executive under the Reporting of

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

## **Coping with the sudden death of a pupil**

A copy of the DCSF guidance notes on coping with the sudden death of a student is given in Annex 2 to this policy.

## **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.

A DCSF 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 Governing Body seeks to adopt this guidance on good practice.

The H&S Manager should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the Academy. These supplies should be checked on a regular basis by a qualified first-aider.

## **Equipment**

Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and pupils 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

When new equipment is purchased, it is the responsibility of the curriculum leader, 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 Science Department.

## Housekeeping

The Site 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.

The Site 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.

## Extra Curricular Activities / Visits

All extra curricular activities must be recorded with the Office Manager along with a list of participating pupils. Educational trips and visits must be organised in accordance with the Academy's "Off Site Procedures and Protocols".

## Minibuses (Please refer to **Licensing Incidental Drivers of the School Minibus**)

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 and a KCC mini bus driver qualification.
- Car driver licences issued before 1997 carried an entitlement to drive a minibus not for hire or reward. Car driver licences issued since then (B category) do not. A category B licence-holder driving a minibus must now also hold a D1 Passenger Carrying Vehicle licence (D1 PCV), unless they meet conditions for exemption which are: a) the driver is 21 or over and has held a car driver (B) licence for not less than 2 years; b) the vehicle is being used by a non-commercial body for social purposes but not for hire or reward; and c) the minibus driver receives no consideration for driving other than out of pocket expenses.
- drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence;
- 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 Academy 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 times;
- the driver at the time when an offence was committed is responsible for the payment of fines incurred;
- 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.

## **Visitors to the Academy Site**

All visitors to the Academy will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Academy.

No contractor may undertake work on the Academy site without permission from the Site Manager other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.

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, pupils and visitors to the Academy.

Hirers of the 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.

Whilst on site, all visitors and contractors must wear an Academy visitor's badge. Any contractor's employees must wear an identifiable uniform and an identity badge at all times.

Peripatetic or temporary teaching staff will be required to indicate their presence in the Academy by reporting to reception.

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.

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.

## **Security**

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.

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, pupils and bona-fide visitors and contractors.

## **Critical Incidents**

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

## **Emergency Plan** (Please see attached plan)

The Principal will ensure that an emergency plan is prepared to cover all foreseeable major incidents but particularly fire which could put at risk the occupants or users of the Academy. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (a) Save life
- (b) Prevent injury
- (c) Minimise loss.

## Healthy and Well Being

### Food

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

### Work Life Balance

The Academy believes it is important to achieve a healthy balance in life between work and home responsibilities and that this balance contributes to Academy employing staff who are happy, healthy and capable of delivering the highest standards of education. The Academy will introduce measures to promote health, wellbeing and work life balance and aim to reduce so far as practicable, any unreasonable work place stressors.

### Smoking

**There is to be no smoking on site or in view of the Academy by staff or pupils.**

## Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The governing body will review update, modify or amend it accordingly as it considers necessary to ensure the health, safety and welfare of staff and pupils.

The Principal will ensure that risk assessments and their related procedures are reviewed annually or after incidents and accidents.

**Adopted by the TEMA On** .....

**Chair of Academies Trust Board** .....

**Principal** .....

**Review date** .....

## Appendix 1 – Further Information

### 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>  
HSE Reporting school accidents <http://www.hse.gov.uk/pubns/edis1.htm>  
Health and Safety Commission (HSC) Managing health and safety in schools  
HSC Health and safety guidance for school governors and members of school boards  
A Guide to the Law for School Governors (DCSF 2001)- Community Version - Voluntary  
Aided Version - Voluntary Controlled Version- Foundation Version. website  
<http://www.DCSF.gov.uk/governor/info.cfm>  
DCSF School Security website [www.dcsf.gov.uk/schoolsecurity](http://www.dcsf.gov.uk/schoolsecurity)  
DCSF Health and Safety of Students on Educational Visits: A Good Practice Guide  
[http://www.DCSF.gov.uk/h\\_s\\_ev/index.shtml](http://www.DCSF.gov.uk/h_s_ev/index.shtml)  
DCSF/DH Supporting Students with Medical Needs: A Good Practice Guide -  
<http://www.DCSF.gov.uk/medical>  
DCSF Guidance on First Aid for Schools <http://www.DCSF.gov.uk/firstaid>  
DCSF/Home Office School Security: Dealing with Troublemakers -  
<http://www.DCSF.gov.uk/schoolsecurity/dwthome.shtml>  
DCSF Safety Education: Guidance for Schools, December 2001 (Ref: DCSF/0161/20002)  
DCSF video "Can you see what they see?"  
DCSF Code of Practice on LEA-School Relations - <http://www.DCSF.gov.uk/lea/>  
Guidance on Standards for School Premises (ref DfEE 0029/2000).  
DCSF/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  
DCSF guides are free from DCSF publications Tel 0845 6022260  
HSE's infoline 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

**DCSF Guidance (For Information Only)**  
**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 employers 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

### **DCSF Guidance: Coping with the sudden death of a pupil**

Unfortunately, some headteachers will be faced, in the course of their professional lives, with a set of circumstances arising from the death of a pupil at school or elsewhere.

In such circumstances, headteachers may feel on their own and may need advice at that moment. Accordingly, the DCSF has been asked to make advice available to help headteachers cope with the immediacy of a pupil's sudden death at school.

### **Working with the police**

Very soon after the death is announced the police should visit as they have to carry out an investigation into the circumstances.

You will need to clear rooms or spaces for them to work in.

They may want to collect evidence.

The police will normally tell the child's next of kin and will want to speak at once to the usually very upset teacher who will need someone with them and will probably need to stay at school.

The police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

### **Telling pupils**

Where a pupil collapses during the school day when other pupils are present, is rushed to hospital and subsequently dies, those pupils will need to know what has happened before they leave at the end of the school day.

It is important to agree with the police the timing and content of the information that you give to pupils so as to meet the needs of the pupils whilst not impeding any police investigation.

Are there any siblings, close relatives, or boy/girl friend who needs to know first? Advise them first, but only when parents are ready to collect them.

Gather the whole year group together with 20 minutes to go before the final bell. Timing is everything. The pupils will listen intently until you tell them that the pupil has died. Then they stop hearing. If the pupil has died as the result of an accident you may want to ask them not to speculate about the causes of the accident and not to spread rumours. Getting them to hear this is very difficult. Allow them ten minutes to just be together as a year group. They will need to cry. Expect that some pupils will contact the local press.

If you want teachers to tell other pupils, you should have a statement ready for them to read out before you advise them.

### **Telling teachers**

This may have to be after you have told the key pupils. You will need to tell the teachers who were nearest to what happened first. Depending on who that teacher is, they will probably need someone with them. If you want teachers to tell other pupils for you, have a statement ready for them to read out before you advise them.

### **Telling parents / carers**

The police will tell the parents /carers of the child. Getting a letter to other parents / carers, which both expresses sympathy, and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other pupils, parents and teachers.

### **Dealing with the media**

Headteachers at community and voluntary controlled schools should contact their LA as soon as possible, especially if at all unclear about procedures for dealing with the media. It is recommended that the school should have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures. Note: the LA may advise the school not to speak to the media and direct all enquiries to an appointed LA officer.

If your school does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need intense help. A press officer may be required for the whole day.

The press and local TV channels may contact the parents and they together with the press may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.

You may find you have no time to prepare interviews and certainly no time to filter statements through the Director of Education even if the LA wants you to do this.

Keep expressing your sympathy for the parents so that editors will find it hard to cut this part of your statement.

If there is a post-mortem, this may happen very quickly, possibly within 24 hours of the death.

Ensure you are advised of the results of any post-mortem as soon as possible.

Your LA may want to hold onto this information, but you will need it. The best way to stop media speculation is to give them facts.

### **Helping the school recover**

This is a long-term issue. You can help a school recover through a memorial service or assembly and through the use of counsellors. Recognise that those who go to counsellors may well not be those whose need is greatest. A brother or sister may well have intense needs that appear later. It is very difficult for the school to know when to stop making allowances.

### **Educational visits**

[The DCSF has issued guidance](#) on coping with emergencies off-site in its 1998 good practice guide Health & Safety of Pupils on Educational Visits and three-part supplement published in July 2002.

### **Emergency planning**

Time set aside to plan for how your school would cope in an emergency could make a huge difference to how effectively one is handled. Visit the [emergencies planning area](#) of this site.

### **Assistance from the DCSF**

The DCSF will help in any way it can. Please telephone the Pupil Health and Safety Team on 020 7925 5886.

### **Visits should fulfil the following criteria:**

- All visits should be a relevant and integrated part of the curriculum.
- Visits should promote the personal, social and academic development of the pupils involved.
- Materials used for visits should be structured, differentiated and of direct benefit and relevance to the curriculum of the pupils involved.
- Visits must follow the procedures set out in the staff handbook.
- All planned visits must be agreed with the Vice principal responsible for visits and placed in the Academy calendar well in advanced of the trip.
- Colleagues involved in an Academy trip need to give at least two weeks' notice of absence.
- A list of names and contact details must be circulated to all teachers well in advance of the trip.
- All trips need to adhere to LEA regulations on Academy trips.
- Colleagues need to ensure that students are aware of the fact that no refunds will be made for trips not attended.

## Appendix 2 - Health and Safety Policy Statement

(Health and safety at Work etc Act 1974)

**This is the Health and Safety Policy Statement of**

***The East Manchester Academy***

**Our statement of general policy is:**

- to provide adequate control of the health and safety risks arising from our work 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; and
- to review and revise this policy as necessary at regular intervals.

*Signed*

*Employer*

*Date*

*Review date*

***This document is work in progress***

## Responsibilities

**As the employer you have overall responsibility for health and safety (Box 1). You can delegate responsibility for day-to-day tasks to someone else, eg a manager or supervisor (Box 2). Make sure they keep you informed about health and safety matters: they are still your overall responsibility. You can delegate specific tasks to individuals in your organisation, by workplace area or by topic (Box 3). Responsibilities should be clearly set so that if there are any health and safety concerns, they can be reported to the right person.**

**Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law.**

1 Overall and final responsibility for health and safety is that of

***G Hutchence (Principal)***

2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

***J Corcoran/J Byrne (Corporate Services Director/Manager)***

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

*Name*

*Responsibility*

***N Watts (Technology)***

***C Buller (Food Technology)***

***A Khaliqu (Science)***

***P Ford (Performing Arts)***

***C Wood (Catering Kitchen)***

***Z. Walton (Art)***

***L Jones (Premises in general) In liaison with site staff***

4 All employees have to:

- co-operate with supervisors and managers 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; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## Health and safety risks arising from our work activities

Write down your arrangements for doing your risk assessment here.

- Risk assessments will be undertaken by

***L Jones (Facilities Manager)***

- The findings of the risk assessments will be reported to

***J. Corcoran/J. Byrne (Corporate Services Director/Manager)***

- Action required to remove/control risks will be approved by

***J. Corcoran/J. Byrne (Corporate Services Director/Manager)***

***L Jones (Facilities Manager)***

will be responsible for ensuring the action required is implemented.

***J. Corcoran/J. Byrne (Corporate Services Director/Manager)***

will check that the implemented actions have removed/reduced the risks.

- Assessments will be reviewed every

***Termly (8 week cycle)***

or when the work activity changes, whichever is soonest.

### Consultation with employees

**You must consult your employees. If you recognise a union and there is a union-appointed safety representative, you must consult them on matters affecting the employees they represent. If you do not have trade unions, you must consult employees either directly or through an elected representative.**

- Employee representative(s) are

***To be appointed in September 2010***

- Consultation with employees is provided by

***Regular meeting with:  
Facilities Manger  
Corporate Services Director/Manager***

## Safe plant and equipment

**You will need to ensure that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or secondhand plant and equipment meets health and safety standards before you buy it.**

***L Jones in conjunction with S Melia (Consultant)***

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

***L Jones***

will be responsible for ensuring effective maintenance procedures are drawn up.

***Corporate Services Director/Manager***

will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to

***L Jones***

***Corporate Services Director/Manager***

will check that new plant and equipment meets health and safety standards before it is purchased.

## Safe handling and use of substances

You must assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). These are your COSHH assessments. Write down your arrangements for doing your COSHH assessments here.

*L Jones*

will be responsible for identifying all substances which need a COSHH assessment.

*L Jones, A Khaliq, Z. Walton, N Watts, C Buller*

will be responsible for undertaking COSHH assessments.

*Corporate Services Director/Manager*

will be responsible for ensuring that all actions identified in the assessments are implemented.

*Corporate Services Director/Manager*

will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

*L Jones  
Corporate Services Director/Manager*

will check that new substances can be used safely before they are purchased.

N

Assessments will be reviewed every

*Term 8 Week Cycle*

or when the work activity changes, whichever is soonest.

### **Information, instruction and supervision**

**Write down where you display the Health and Safety Law poster, or where the leaflets are available from, where people can go for health and safety advice and what provision you make for training young workers or trainees.**

- The Health and Safety Law poster is displayed at/leaflets are issued by

***Corporate Services & Facilities Management Offices***

- Health and safety advice is available from

***Corporate Services Director/manager  
Facilities Manager***

- Supervision of young workers/trainees will be arranged/undertaken/monitored By

***Corporate Services Director/Manager***

***Facilities Manager***

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

## Competency for tasks and training

**All employees must be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety. There should also be job-specific health and safety training. You also have to provide training if risks change, and refresher training when skills are not frequently used. Write down your arrangements for training here, including arrangements for record keeping.**

- Induction training will be provided for all employees by

***Corporate Services Director/Manager***

- Job-specific training will be provided by

***Facilities Manager***

- Specific jobs requiring special training are

***To be defined***

- Training records are kept at/by

***Corporate Services Director/Manager & Facilities Manager***

- Training will be identified, arranged and monitored by

***Corporate Services Director/Manager & Facilities Manager***

## Accidents, first aid and work-related ill health

**Employees must receive specialist health surveillance for certain work. Your COSHH assessments will identify where this specialist health surveillance is needed. You should note down your first-aid arrangements here.**

- Health surveillance is required for employees doing the following jobs

***To be decided***

- Health surveillance will be arranged by

***Facilities Manager***

- Health surveillance records will be kept by/at

***Corporate Services Director/Manager & Facilities Manager***

- The first-aid box(es) is/are kept at

***To be decided***

- The appointed person(s)/first aider(s) is/are

***P. Newman, C Jones, R Jarvis, C Woods To be trained 11, 18 25 August 2010***

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

***Corporate Services Director/Manager & Facilities Manager***

***Corporate Services Director/Manager***

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work).

## Monitoring

**You must be able to show that you are monitoring health and safety. You can monitor health and safety actively, eg by doing spot check visits, or reactively, eg by investigating any accidents or ill health. Record your procedures here.**

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

***Procedures to be itemised***

***Corporate Services Director/Manager***

is responsible for investigating accidents.

***HR Department (Place Group) TEMAC staff***

is responsible for investigating work-related causes of sickness absences.

***Corporate Services Director/Manager***

is responsible for acting on investigation findings to prevent a recurrence.

## **Emergency procedures – fire and evacuation**

**Record your emergency procedures, how often they are checked and who by.**

***Facilities Manager***

is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by/every

***Facilities staff  
Checked weekly***

Fire extinguishers are maintained and checked by/every

***Facilities staff  
Checked weekly***

Alarms are tested by/every

***Facilities staff  
Checked weekly***

Emergency evacuation will be tested every

***Each term – 8 week cycle***