

The Rural Enterprise Academy



Health and Safety Policy

Approved by Governors: **March 2018**

Review Period: **2 years**

Review by: **March 2020**

1.0 Roles and Responsibilities

- 1.1 The responsibility for the implementation of this policy and provision has been delegated by the Governing Body to the Principal. On an operational basis, the management, responsibility and evaluation rests with the Principal.

2.0 Suggested Audience

All Academy staff and appropriate South Staffordshire College staff

3.0 Related Policies

- 3.1 This policy has links to several other policies, which should be consulted to appreciate the full scope of Health and Safety as it affects the pupils and staff of this Academy:

- Visits Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Child Protection and safeguarding Whistleblowing Policy

4.0 Academy Mission Statement:

“The Rural Enterprise Academy: educating, nurturing and inspiring our future rural entrepreneurs”

5.0 Introduction

- 5.1 The Rural Enterprise Academy is sited on the Rodbaston Campus of South Staffordshire College.
- 5.2 This statement is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity. The key pieces of legislation are listed below:

The Health and Safety at Work Act 1974
Safety Representatives and safety committee Regulations 1977
The Health and Safety (First Aid) Regulations 1981
The Electricity at Work Regulations 1989
The Workplace (Health Safety and Welfare) Regulations 1992
The Manual Handling Operations Regulations 1992
Personal Protective Equipment Regulations 1992
The Health and Safety (Display Screen Equipment) Regulations 1992
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 updated April 2012
Health and Safety (Consultation with employees) Regulations 1996

Lifting Operations and Lifting equipment Regulations 1998 (LOLER)
 The Provision and Use of Work Equipment Regulations 1998
 The Management of Health and Safety at Work Regulations 1999
 The Management of Health and Safety at Work Regs 1999 (YP)
 young persons
 The Education (School Premises) Regulations 1999
 The Control of Substances Hazardous to Health Regulations (COSHH) 2002,
 Amended 2004
 The Regulatory Reform (Fire Safety) order 2005
 Fire Regulations 2006
 The Control of Asbestos at Work Regulations 2006 amended April
 2012
 The Construction (Design and Management) Regulations 2007

- 5.3 The Academy will comply with all legal requirements as a minimum and will strive towards continual improvement.
- 5.4 The Academy is dedicated to providing a safe and healthy working environment for the health, safety and welfare of pupils, staff, visitors and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with the Academy.
- 5.5 The Academy will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document and other safety precautions put in place by the management and governing body cannot prevent accidents but will instil the adoption of safe methods of work and good practice.
- 5.6 The Principal, Governors, staff at all levels and designated health and safety staff within the Academy and SSC will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this, all staff and pupils must be aware of their own and others' personal safety in all of the Academy's activities, both on and off site.

6.0 General Guidelines

- 6.1 It is the duty and policy of the Governing body and Principal so far as reasonable and practicable to:

Make themselves familiar with the requirements of the Health and Safety at Work Act (1974) and any other health and safety legislation and codes of practice which are relevant to the Academy, in particular The Workplace (Health Safety and Welfare) Regulations 1992 and the Management of Health and Safety at work regulations 1999.

The senior leaders and managers are responsible for ensuring a safe and healthy environment for work in the areas designated as their responsibility together with safe practices in the process within those areas, to include undertaking risk assessments and ensuring comprehensive inductions for employees and pupils.

Induction, information, instruction and training will be available to all managers and staff and on-going as part of the CPD programme and recognised accredited training provided by external awarding bodies.

- Establish and maintain a safe and healthy environment throughout the Academy.
- Establish and maintain safe working procedures among pupils, staff and other users.
- Ensure that arrangements are in place regarding the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the Academy.
- Ensure that any organisation or individual using the facilities for community use, can demonstrate that they have appropriate levels of Personal Injury Insurance in place before they are allowed to book.
- Ensure that any outside agency working on maintenance or adaptation of the building or grounds within the Academy site provides a detailed health and safety plan relating to the protocols outlined within this policy and where appropriate discharge their responsibilities with regards the Construction Design and Management regulations (CDM) 2007.
- Ensure that all staff and pupils receive information, instruction and supervision to enable them to recognise and avoid hazards minimizing potential personal risk and that of others.
- Make sure that any health and safety training requirements are met.
- Ensure that all staff and pupils have a safe place to work including means of safe entry and exit.
- Ensure all necessary safety and protective equipment and clothing together with appropriate instruction and guidance is available to all appropriate personnel.
- Ensure effective procedures are in place in case of fire and for evacuating the premises.
- Ensure accident and emergency procedures are in place.
- Practice safe emergency evacuation procedures at least once per term are carried out, the results recorded and any remedial action to improve procedures quickly and efficiently carried out.
- Ensure that an effective health and safety monitoring structure is in place and to periodically assess the effectiveness of these arrangements and to ensure that any necessary changes are implemented.
- Ensure that any health and safety working conditions take account of the appropriate statutory requirements and local authority guidelines codes of practice and guidance (statutory and advisory).

- Ensure that there is an effective accident reporting procedure in place, and that staff and other users are aware that this reporting facility is in place and how to access it.
- Ensure that regular health and safety inspections are undertaken and done on a regular basis and that any recommendations made are acted upon as soon as is practicable.
- Ensure that any identified item of equipment, fittings and furniture which has been identified as being unsafe is safely removed and repaired or replaced.
- The Governing Body through the Principal will ensure all staff, including temporary and voluntary staff, and helpers receive comprehensive information on this policy and all other relevant health and safety matters including any instruction and training required to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk.
- Report to the appropriate authority/department any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe or likely to cause harm and make any interim repairs or arrangements to limit the risk of harm.
- Collate accident and incident information, and when necessary, carry out accident and incident investigations.
- Monitor first aid and welfare provision.

6.2 The Principal has full responsibility for the day to day health and safety conditions for all staff, pupils, visitors and anyone else using the premises or grounds whilst engaged on Academy business. This role will be monitored and assessed by the Health and safety team from South Staffordshire College.

7.0 Staff responsibility

7.1 All Academy staff will support the Principal and Governors and will be responsible for the implementation and operation of the Academy's health and safety policy and in helping other members of staff, pupils and visitors to comply with its regulations. As part of their day to day duties they will:

- Assist the Principal with the implementation, monitoring and development of the procedures and codes relating to the Health and Safety Policy within the Academy.
- Carry out risk assessments on all learning and teaching practices and activities including equipment and substances. All general advice on safety matters given by the national bodies such as the DfE and Staffordshire County Council (although the Academy as an independent school is not bound to comply with LA regulations) and other relevant bodies in relation to the Academy are implemented, that this will be translated into written safe methods of working practice and every department is informed.
- Inform pupils, staff and visitors as to their own personal safety and makes sure they are aware of the Health and Safety procedures in place.

- Investigate any specific Health and Safety issue which has been identified in regard to any Academy provision and implement any recommended or remedial action reasonably required.
- Perform regular Health and Safety inspections within their area of responsibility as required by the Principal or as necessary by law.
- Ensure that any failure to meet Health and Safety requirements is recorded and that appropriate action will be taken to cease the provision until the issue is resolved according to Health and Safety requirements.
- Ensure appropriate protective clothing and equipment including fire appliances and first aid are provided and readily available in all areas of the Academy where required.
- Ensure hazardous, flammable and toxic materials and substances are correctly assessed, used stored and labelled and clear records are kept of these regarding qualities stored and used.
- Ensure any signage in relation to Health and Safety is clear, up to date and that everyone is able to understand the label and instructions, irrespective of ability or need.
- Staff will attend regular training to ensure that they are as up to date and informed of existing and any new requirements in regard to Health and Safety.

7.2 All staff are responsible for the Health and Safety arrangements in relation to the site, staff, students and visitors under their supervision. They should make themselves familiar with the requirements of the Health and Safety at work act 1974 and any other safety legislation and codes of practice which are relevant to the work of the department in which they work. (See 6.1)

7.3 They should:

- Exercise effective supervision over all those they are responsible for.
- Take any appropriate action to ensure their own safety and that of any other persons that may be affected by their acts or omissions at work.
- Ensure any equipment, tools or materials used are appropriately used and that it complies with any Health and Safety directives required.
- Familiarise themselves with the Academy's Health and Safety policy and any relevant safety regulations.
- Ensure all equipment, tools and materials and or any protective equipment and safety devises are in good order and used appropriately.
- Report any defects and faults with any tools and materials and or any protective equipment and safety devises to the appropriate Health and Safety person.

- Report accidents irrespective of any injuries to the academy Senior administrator who will make the principal aware and also inform the H & S representative from SSC.
- Attend training and awareness courses in regard of Health and Safety.
- Make sure that if they find themselves in an unfamiliar environment they perform an initial Health and Safety check and seek further advice to clarify any issues arising.
- Ensure all emergency fire fighting equipment is regularly checked and clearly signed; this will include the fire alarm system and evacuation procedures.

8.0 Safety Education

8.1 This DfE guidance sets out the general teaching requirement for health and safety in relation to science, information and communication technology, and physical education.

9.0 Health & Safety Arrangements

9.1 Fire Safety

9.1.1 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. All procedures will be in line with South Staffordshire College procedures.

9.1.2 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.

9.1.3 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.

9.2 Reporting Accidents

All accidents to staff, pupils and visitors must be reported, in writing, using the Academy's report form. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Amended 2012(RIDDOR). The Principal will ensure, via SSC, that the Health and Safety Executive is informed of reportable incidents.

9.3 Coping with the sudden death of a pupil

In the unfortunate circumstance that this occurs the Academy will follow the DfE guidance notes on coping with the sudden death of a pupil

9.4 First Aid

(Please see the Academy First Aid Policy for further details)

- 9.4.1 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.
- 9.4.2 'Guidance on First Aid for Schools', has been written to provide advice for academies on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which academies may find helpful when undertaking a risk assessment. The Governing Body seeks to adopt this guidance on good practice.
- 9.4.3 The Principal will 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 will be held within the academy. These supplies should be checked on a regular basis by a qualified first-aider.

9.5 Equipment

- 9.5.1 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.
- 9.5.2 The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
- fume cupboards
 - all electrical appliances
 - fixed gymnasium equipment
 - Any other Statutory / Regulatory equipment
- 9.5.3 When new equipment is purchased, it is the responsibility of the departmental manager to ensure that it meets appropriate educational standards and that its installation and use conforms to health and safety requirements.
- 9.5.4 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.

9.6 Housekeeping

- 9.6.1 The senior administrator 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.

9.6.2 The Academy does not the senior administrator 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.

9.7 Visits

9.7.1 Educational trips and visits must be organised in accordance with the Academy's visit's policy.

9.8 Minibuses

9.8.1 The Academy does not own a mini-bus but rather hires a College or commercial mini-bus. The Academy is mindful that 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;
- Drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence to the Head of Transport
- Where the transport of pupils is involved, drivers are required to have undertaken a drivers' assessment programme, such as the MiDAS scheme and received the resulting accreditation;
- When a charge is being made to passengers, the minibus permit must be displayed in the vehicle;
- Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the Academy will decide upon the repairer to be used);
- Only one person per seat is to be carried;
- Seat belts must 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; and
- The driver will follow the EU Driver's Hours Rules with regards to rest periods and hours of driving (see below) .

9.9 EU Driver's Hours Rules

9.9.1 Definition of a rest break - Any period that a driver is freely able to dispose of his time, when not working during employment or carrying out other work, for a period of at least 1 hour.

- Daily driving limits not to exceed 10 hours (and applies to time spent at the wheel actually driving).
- Daily duty limit of 16 hours (including rest breaks).
- Maximum continuous driving time of either 5.5 hours followed by a break of 30 minutes; or 8.5 hours (to include a break of 45 minutes) followed by a 30 minutes break.
- Minimum rest period of 10 hours between working days, which can be reduced to 8.5 on not more than 3 days per week.
- Minimum period of 24 hours rest is required between any two consecutive weeks.

9.10 Visitors to the Academy Site

9.10.1 All legitimate visitors will be given a warm welcome to the Academy and will directed to sign in at reception. All visitors will receive a badge which must be clearly visible while they are in the Academy building. These badges may be differently coloured from staff badges and pupils made aware of their significance. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Academy.

9.10.2 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.

9.10.3 Whilst on site, all contractors must wear an Academy visitor's badge, which may be differently coloured to denote their status. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the Academy by reporting to reception.

9.10.4 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.

9.10.5 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.

9.11 Security

9.11.1 All staff should be aware of every aspect regarding the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

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

9.11.3 Staff will be required to wear their Academy Identity Badges at all times.

9.12 Healthy Eating

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

9.13 Training

9.13.1 The Academy will ensure that any new members of staff or visitors will be given appropriate training so that all relevant health and safety matters are drawn to their attention at the earliest possible stage of their induction.

9.14 Pupils

9.14.1 All pupils are expected to be aware of the Academy's surroundings and to exercise personal precautions to prevent and mitigate any possible injury to themselves and others around them. To observe the safety rules of the Academy especially any instructions from teaching staff in the event of an emergency.

9.15 Lettings

In cases where the Academy's equipment, buildings or grounds are to be let the Governors and Principal will ensure that:

- Any means of access and egress are safe and clearly identified
- Any equipment to be used by hirers is safe and any operating instructions and health and safety precautions are clearly identified.
- All emergency doors are clearly identified and fire drill/evacuation procedures are understood.
- Telephones, alarms, fire fighting equipment and other safety equipment are pointed out and that users are familiar with how to use them.
- After the hirers have vacated the premises a full security check of the site including any equipment used takes place and any faults are reported and recorded.
- Any health and safety signage is clearly displayed and uses are clear as to the meanings.
- There is a contact person available for hirers to contact should there be any issues that may require attention

9.16 Construction and Maintenance Work

9.16.1 Where construction or maintenance work is being carried out on site the Governors and Principal will ensure with contractors or service providers that appropriate health and safety plans are in place.

9.16.2 Contractors or Service Providers will be made aware of the Health and Safety Policy in place at the Academy and will be required to integrate the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of the Academy and Contractor/Service Provider before any works commence to confirm specific health, safety and welfare issues applying the works to be carried out.

9.16.3 Where works fall within the scope of the Construction Design and Management (CDM) regulations 2007, the Governors and Principal will co-operate fully with the Contractor/Service Provider and their appointed safety co-ordinator and will ensure that the Academy's safety manual is made available at the start of the Project. The Governors and Principal will also ensure that the Contractor/Service Provider update the safety file on completion of the works and conduct an appropriate handover.

10.0 Monitoring and review of this guidance

10.1 The principal will monitor the implementation of these guidelines

10.2 The Governing body and Principal will implement all Health and Safety precautions required by law and those advised procedures required by other national and advisory bodies.

11.0 Approval by Governing Body and Review Date

This policy and plan has been formally approved and adopted by the Governing Body at a formally convened meeting.