

Honiton Community College Academy Trust



This Policy was adopted by the Governing Body of
Honiton Community College Academy Trust
on 23rd March 2016
and will be reviewed annually.

Written by: Iain Slade (Former Assistant Principal HCC)
Health & Safety Co-ordinator: Matthew Burrell (Director of Finance and Resources)
Premises Manager: Mick Robson
Educational Visits Co-ordinator: Glenn Smith (Principal)
Health & Safety Training Records maintained by:
Michelle Clements (Student Office)

HEALTH AND SAFETY POLICY

Contents

Contents	2
Health and Safety Statement of Intent	3
Organisation	4
Arrangements	9
Appendix A: Flow Chart	12
Appendix B: Operational Responsibility Chart	13
Appendix C: Building and site premises inspection checklist	14

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

1. GENERAL

Honiton Community College Academy Trust (“the academy”) recognises its overall responsibility for the health, safety and welfare of all employees, students and others who may be affected by using the academy premises or participating in academy sponsored activities.

We regard the promotion of health and safety to be critical to our success and in supporting our aim “to provide a safe and healthy working and learning environment for students, staff and visitors”. Therefore we shall in so far as is reasonably practicable, comply with the requirements of the Health and Safety at Work Act 1974 and all statutory provisions associated with it and support staff in meeting their obligations under the Act.

High standards can only be achieved with the full involvement of the Academy community. The Principal should be supported with a high degree of commitment from managers, teachers and supervisors at every level.

The Academy believes that by integrating sensible health, safety and welfare practices into all our work/educational related activities will form part of the good education of our students; this will effectively control and manage risks

The Academy will review the health and safety policy on a regular basis and bring any revisions to the attention of all students and staff.

Signed (Chair for the Academy) Date

Signed (Principal) Date

ORGANISATION

2. RESPONSIBILITIES

THE DUTIES OF THE ACADEMY

In the discharge of its legal duty, the Academy, in consultation with the Principal, will:

- make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974, associated legislation and Codes of Practices which are relevant to the work of the academy.
- will appoint a “Competent Person” as defined by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This responsibility is carried out by the Devon Health and Safety Service, who will advise, consult, support and liaise with the Principal and other relevant employees.
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the academy to provide:
 - a safe place for students and staff to learn and work including safe means of entry and exit
 - plant, equipment and systems of work which are safe
 - safe arrangements for the handling, storage and transport of articles and substances
 - safe and healthy working and welfare conditions
 - supervision, training and instruction so that all students and staff can perform their academy-related activities in a healthy and safe manner
 - necessary safety and protective equipment and clothing where appropriate
- The Academy will also:
 - periodically assess the effectiveness of this policy and ensure that any necessary changes are made
 - monitor the effectiveness of health and safety management through appropriate level meetings and periodic practical reviews
 - provide adequate resources, in so far as is reasonably practicable to meet the academy’s legal responsibilities , and
 - take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

THE DUTIES OF THE PRINCIPAL/HEADTEACHER

The Principal has day to day responsibility for health and safety performance and to take all reasonable practicable steps to secure the health and safety of students, staff and others using the academy premises or participating in academy sponsored activities.

The Principal will take all reasonably practicable steps to achieve this through the health and safety co-ordinator, heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

In particular, the Principal will:

- lead by example to ensure, at all times, the health, safety and welfare of students, staff and others using the academy premises or facilities or services or attending or taking part in academy-sponsored activities.
- establish a robust management structure for managing health and safety and together with the Academy, monitor its effectiveness.
- ensure safe working conditions for the health, safety and welfare of students, staff and others using the academy premises and facilities
- ensure safe working practices and procedures throughout the academy including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- consult with members of staff, including the safety representatives, on health and safety issues.
- identify the training needs of students and staff and ensure, within the financial resources available, that all students and members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- monitor the standard of health and safety throughout the academy, including all academy-based activities, encourage students, staff and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others
- receive reports from enforcement officers and advisory bodies and where appropriate, take relevant actions to address issues raised.
- encourage students, staff and others to promote health and safety and to suggest ways and means of reducing risks

The Principal may delegate tasks to others and authorise others to undertake duties on their behalf, but will retain overall responsibility for the implementation and management of proper health and safety controls within the Academy on behalf of the Academy.

THE DUTIES OF THE HEALTH AND SAFETY CO-ORDINATOR

In addition to the appointment of the Devon Health and Safety Service to act as the Competent Person and in addition to the general duties which all members of staff have, the health and safety co-ordinator has responsibility for the day-to-day maintenance and development of safe working practices and conditions for students, staff, and any other person using the premises or engaged in activities sponsored by the academy.

The health and safety co-ordinator is to ensure that arrangements are in place to cover the foreseeable, significant risks to health and safety arising at the academy. To do this the health and safety co-ordinator will:

- co-ordinate and manage the risk assessment process for the academy to allow the prompt identification of potential hazards.
- co-ordinate general workplace monitoring inspections and performance monitoring processes
- keep records of all health and safety related activities
- ensure staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the academy generally
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of students, staff and others are made safe without delay
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- arrange periodic reviews and safety audits on the findings of the health and safety management system
- advise the Principal of situations or activities that are potentially hazardous to the health and safety of staff, students and visitors
- carry out any other devolved functions assigned by the Principal or the Academy

THE DUTIES OF HEADS OF DEPARTMENTS/SUPERVISORY STAFF

Every Department Head and Supervisor, so far as is reasonably practicable, is responsible at all times and in varying degrees, for the health and safety of all persons (including employees, students, visitors, volunteers, temporary staff, contractors and the general public) within their area of responsibility or control.

Each must be aware of and comply with relevant academy health, safety and wellbeing policies as well as the specific guidance applying to their specific work activities.

They must ensure that they:

- apply the academy's health and safety policy to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements
- carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Academy's Health and Safety Co-ordinator within the specified time frame
- ensure that all staff under their management are familiar with the health and safety procedures for their area of work and act accordingly
- resolve health, safety and welfare problems that members of staff refer to them, and to liaise further with the Academy Health and Safety Co-ordinator on any problems to which they cannot achieve a satisfactory solution within the resources available to them

- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- ensure all accidents and incidents are recorded and investigated appropriately

Department Heads and Supervisors manage the day-to-day health, safety and well-being of people by ensuring all the activities undertaken under their control comply with the Academy's health and safety arrangements. Sensible health and safety management is not necessarily about eliminating all risks but controlling them to a level as low as reasonably practicable and maintaining that control.

THE DUTIES OF THE SITE / PREMISES MANAGER

It is the responsibility of the Site / Premises Manager to ensure that arrangements are in place to manage all aspects of the academy's sites, buildings and premises in compliance with the health and safety policy and associated guidance.

THE DUTIES OF ALL MEMBERS OF STAFF

All persons employed by the academy, including official volunteers, have a duty to themselves, their colleagues, the academy, and the community they serve, to work in a safe and responsible manner.

To that end, they must assist the academy in achieving its health and safety objectives by:

- taking action to prevent work related accidents and ill health
- reporting unsafe processes, practices and equipment to supervisors or managers
- raising health and safety concerns with supervisors or managers
- reporting all health and safety incidents however minor to supervisors or managers
- following the appropriate safety rules and procedures relating to each work activity
- using the safe systems of work, control measures, protective clothing, equipment and devices where required
- not intentionally or recklessly interfering with, or misusing anything provided in the interest of health, safety and wellbeing
- co-operating with their manager in implementing the necessary health and safety arrangements and procedures as required

By setting a good example to others, always behaving in a responsible manner and never instigating or participating in any form of reckless behaviour will ensure that a safe and enjoyable working/learning environment is maintained for the good of all users of the academy.

STUDENTS

Students, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others to observe standards of behaviour and dress consistent with safety and/or hygiene and to observe all the health and safety rules of the academy and in particular, the instructions of staff given in an emergency.

They should use and not wilfully misuse, neglect or interfere with facilities or equipment provided for theirs and others health and safety.

HIRERS, CONTRACTORS AND OTHERS

When premises are used for purposes not under the direction of the Principal then the person in charge of the activities for which the premises are in use will have responsibility for the safe practices undertaken.

The Academy's Health and Safety Co-ordinator will seek to ensure that hirers, contractors and others who use the academy premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the academy premises or facilities are being used out of normal academy hours for an academy-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this.

When the premises are hired to persons outside the employment of the Academy, it will be a condition for all hirers, contractors and others using the academy's premises or facilities to familiarise themselves with this policy, to comply with all safety directives and that they will not without the prior consent of the Academy:

- introduce equipment for use on the academy premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or students of the academy

All contractors who work on the academy premises are required to ensure safe working practices are followed by their own employees according to the appropriate legal requirements and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Principal will take such actions as is necessary to prevent persons in their care being put at risk from injury.

ARRANGEMENTS

3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY

RISK ASSESSMENT

The underlying process, which informs this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded in writing. It will be the responsibility of the Principal, Heads of Departments and Line Managers to ensure that relevant risk assessments are maintained and kept up to date.

The Academy will follow the guidance contained within the Devon Health and Safety Guidance Notes for Academies. In addition, the following Academy specific arrangements are in place:

- **Academy Partnerships:** Academy linked partners and hirers, will exchange health and safety policies and procedures with the Academy and ensure that the health and safety of all Academy staff and users will be protected to a level, which is reasonably practicable and equivalent in standard to that provided by the Academy. In particular, partners will be required to provide Academy staff and others, who might be directly affected, with sufficient guidance and advice on any risks or procedures that will be new or unusual in comparison with the Academy's routine activities.
- **Accident/Incident Reporting:** every injury must be reported and recorded in-line with the identified procedures. Any injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity that the incident occurred.
- **Asbestos:** the Academy will take all necessary steps to avoid the possibility of uncontrolled release and exposure by carefully controlling building and refurbishment projects to its estate. The arrangements in place will be in accordance with statutory guidance and advice.
- **Buildings/Premises:** we will ensure that our Academy is kept in a condition which is safe for staff, students and others who may be present, in accordance with statutory requirements, including statutory inspection and maintenance of workplace plant and equipment.
- **Consultation:** Members of staff with concerns should normally raise them with their department head. Staff should feel free to contact the appropriate trade union appointed safety representative. The Academy welcomes the support of trade unions in health and safety matters and will continue to work and consult with safety representatives appointed by trade unions in the implementation of sensible health and safety practices.
- **Contractors:** contractors carrying out work for the Academy will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the Academy's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will

be required to make appropriate arrangements with the Principal to ensure that the Academy and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

- **COSHH:** the Academy recognises its fundamental duty to provide safe systems of work, and a safe and healthy working environment. This is particularly important when staff are using substances and chemicals, some of which may be hazardous. We aim to reduce the risk of using hazardous substances by carrying out COSHH risk assessments and then establishing appropriate control measures.
- **Curriculum Safety:** all programmes of study require that children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety. Staff will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for children to use.
- **Fire Safety:** the arrangements for fire prevention and dealing with an emergency are contained within the Academy's Emergency Plan document. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss.
- **First Aid:** the Academy is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries. It will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the Academy are met.
- **Inspection and Monitoring:** the Principal / Health and Safety Co-ordinator will put in place the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that workplace precautions remain suitable and sufficient. The central component of this process is the undertaking and reviewing of periodic risk assessment and safety review document(s) for the Academy. Feedback from this process is to be referred to the Academy.
- **Legionella:** we will take all necessary steps to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.
- **Lettings/shared use of premises:** the Academy will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Academy health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.
- **Medication Arrangements:** there is no legal duty requiring the Academy to administer medicines. However, the Academy recognises that children with medical needs have the same rights of admission to the Academy and

therefore the Academy has produced detailed arrangements for managing this. Arrangements are detailed in the College handbook

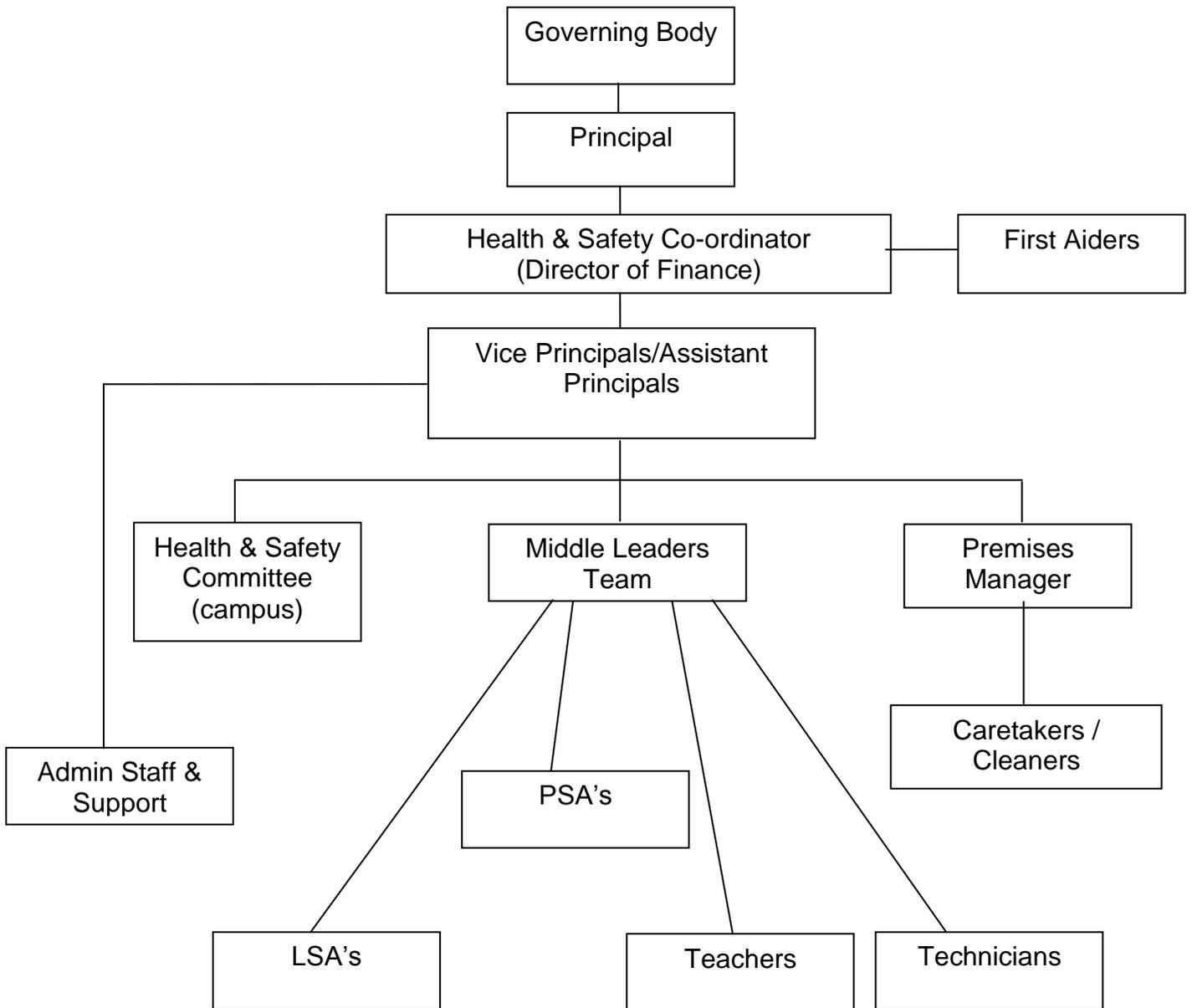
- **Moving and Handling:** any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff.
- **Offsite Visits:** suitable and sufficient arrangements are in place in respect to any visits off the Academy premises. The Educational Visits Co-ordinator for the Academy is named on the front of the document.
- **Personal Safety:** certain personal safety issues may arise, such as lone working, work affecting new and expectant mothers, young people and volunteers. We will seek to ensure that such issues are appropriately risk assessed, controlled, supervised and managed.
- **Training and Information:** training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained by (see front of document). The Devon Health and Safety Service information will be made readily available to employees.

From time to time, the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics. The Principal will normally incorporate such codes into this health and safety policy and procedures.

If the Principal considers the inclusion of all or any such documents into this policy to be inappropriate, he will be required to demonstrate to the satisfaction of the Academy that he has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

It is only by the adoption of safe methods of work and good practice by every individual that everyone's personal health and safety can be ensured. The Academy will take all reasonable steps to identify and reduce hazards to a minimum but all students and staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the academy premises or while taking part in academy-sponsored activities.

**APPENDIX A
H&S ORGANISATIONAL CHART**



APPENDIX B
Operational Responsibility Chart

Health and Safety Co-ordinator	Matthew Burrell
---------------------------------------	-----------------

Resources Committee	
Matthew Burrell	Director of Finance and Resources
Ian Copeman	Chair of Committee/Governor
Mick Clements	Governor (Health and Safety Link Governor)
Margaret Evans	Vice-Chair or Committee/Governor
Paul Keeling	Governor
Lynda Price (Ex Officio)	Chair of Governors
Rob Robson	Assistant Principal
Richmal Shorter	Governor
Glenn Smith	Principal/Governor
Sheran Taylor	Governor
Dave Travers	Governor

First Aiders:	
Michelle Clements	Student Office
Jeannine Ledward	Student Well-being Coodinator
Alison Salter	Head LSA
Michelle Price	LSA
Sarah Dunn	Receptionist
Sue Smith	Student Well-being Coordinator
Mick Robson	Site Manager
Selena Burroughs	Student Well-being Coordinator
Scott Tobin	Technician

Location of First Aid Box(es)	First Aid Record Book(s)
Student Office	Student Office
Each Head of Department Office	

Hazardous Substances	
Science	Head of Department
Technology (Resistant Materials)	Head of Department
Technology (Food)	Head of Department
Creative Arts (Art, Textiles, Ceramics, Photography)	Head of Department
Caretaking and Cleaning	Premises Manager
Catering	Premises Manager
Grounds Maintenance	Premises Manager
Asbestos	Record Log - Finance Office

BUILDING & SITE PREMISES SAFETY INSPECTION CHECKLIST

Location _____

Inspection carried out by _____

Accompanied by _____ Date of Inspection _____

ITEM	QUESTION	Y	N	N/A	REMARKS / ACTION
1	Is the general condition / maintenance of the building(s) acceptable?				
2	Is the general condition / maintenance of the grounds acceptable?				
3	Are trees in or overhanging the grounds safe and in good condition?				
4	Is there safe access to and egress from the building and / or working area?				
5	Are materials and equipment stored in an orderly, safe and suitable fashion?				
6	Are floor surfaces clean, in good condition, non-slippery and free of trip hazards?				

7	Are floor coverings in good condition and free of trip hazards (e.g. mats, carpets)?				
---	--	--	--	--	--

ITEM	QUESTION	Y	N	N/A	REMARKS / ACTION
8	Are corridors / gangways and other internal pedestrian routes kept clear of obstructions?				
9	Are external pathways well maintained and free of trip hazards?				
10	Are stairs even, unworn and adequately lit?				
11	Do the staircases have handrails?				
12	Are ramps of a suitable gradient? And non-slippery?				
13	Are all items of portable electrical equipment, including leads, in good condition and inspected by a competent person on a regular basis?				
14	Are inspection records for all items of electrical equipment available?				
15	Are all items of fixed electrical equipment, including switches and sockets, in good condition and inspected by a competent person at appropriate intervals?				
16	Are the toilet/welfare facilities adequate for the number of employees / pupils or clients and hygienically maintained?				

17	Is drinking water available from a clean, well maintained source?				
ITEM	QUESTION	Y	N	N/A	REMARKS / ACTION
18	Has a fire risk assessment or assessment review been carried out in the last 12 months?				
19	Have all actions from the Fire Risk Assessment been carried out?				
20	Are employees / pupils / clients/ visitors made aware of evacuation and assembly procedures? (e.g. verbal instruction, Fire Action Notices etc)				
21	Is the fire alarm system audible throughout the building?				
22	Is the fire fighting equipment and alarm / emergency lighting system checked and inspected on a regular basis with records kept?				
23	Are fire evacuation practices carried out at least twice a year and records maintained?				
24	Are all necessary signage available (e.g. fire exit notices pedestrian crossing, fragile roofs, and entrances for visitors, not smoking, etc)?				
25	Are there suitable first aid supplies and first aiders readily available to deal with accidents / emergencies?				
26	Are employees / pupils / clients / visitors made aware of the procedures for summoning first aid assistance?				
27	Is the heating suitable and sufficient? (Normal environments - 16°C . If work involves physical effort at least 13°C Classrooms 18°C , activity areas -physical education 15°C and sickrooms 21°C)				

28	Are lighting levels adequate for the area / work activity being undertaken?				
ITEM	QUESTION	Y	N	N/A	REMARKS / ACTION
29	Is the ventilation (natural or powered) suitable and sufficient for the area / work activity being undertaken?				
30	Has glazing been assessed and protected in higher risk areas? (e.g. with film, safety glass or barriers in areas adjacent to doors, corridors, low level windows and panes more than 250mm wide)				
31	Are glazing surveys available for inspection?				
32	Have measures been taken to reduce solar gain where necessary?				
33	Have finger protection devices been fitted to door hinges where identified as a requirement in the risk assessment?				
34	Is cleaning carried out to a suitable and sufficient standard?				
35	Are all hazardous substances assessed prior to use, correctly stored and used in accordance with the COSHH assessment?				
36	Is the Asbestos Register for the premises available for reference?				
37	Are appropriate checks carried out on the water system for the purpose of managing the risk of legionella?				

38	Are records maintained and available for the checks carried out on the water system?				
----	--	--	--	--	--

ITEM	QUESTION	Y	N	N/A	REMARKS / ACTION
39	Is there suitable separation between vehicles and pedestrians on the site?				
40	Where physical separation between vehicles & pedestrians is not possible, are there suitable signs and traffic calming measures – such as signage, speed restrictions, humps, etc				
41	Are building lifts and/or hoists for moving and carrying people certified 6 monthly and maximum loads market clearly on?				
42	Are there arrangements in place for the control of contractors on site?				
43	Are all cyclical maintenance records kept up to date and available for inspection?				
44	Are there arrangements in place for security (e.g. signage, signing in system, and controlled access to buildings?)				
45	If parts of the premises are used with another organisation, have clearly defined responsibilities been agreed for common parts?				
	Other premises specific issues?				

