



## Bexhill Academy General Statement of Health and Safety Policy.

This Policy Statement is to be read in conjunction with the WISE Academies Health and Safety Policy. This local Health and Safety Policy has been developed to detail how Health and Safety will be managed at Bexhill Academy in line with WISE Academies ethos of inspiring success and excellence in everything we do.

Bexhill Academy is committed to achieving a positive and effective health and safety culture throughout the Academy. This document sets out the policy for protecting the health and safety of its employees, students and others i.e. members of the public, visitors and contractors etc who may be affected by the work and curricular activities of the Academy. The breadth of the activities undertaken by the Academy present many varied health and safety risks. It is essential, therefore, that the Academy has effective health and safety management strategies throughout its services.

The Academy aims to achieve a level of excellence in managing health and safety above and beyond compliance with legal standards. It is our aim to eliminate all work related accidents, injuries and illnesses to any person or damage to property that may result from our activities. Unsafe events, whether they result in property damage or injuries, may represent failures in control systems. All such instances will be investigated in order to improve controls and measure performance.

All Academy employees have a role to play in achieving and maintaining success as well as striving for improvement in performance.

The Head teacher and Local Governing Body will:-

- Work on the principle that work related accidents, injuries, dangerous occurrences and ill health conditions can be prevented, and actively promote amongst all those associated with the Academies activities, the high standards of health and safety consciousness, discipline and individual accountability that this principle demands.

- Recognise the vital importance of the continued commitment of all employees to the highest standards of health and safety, and ensure we have the necessary skills and support to achieve this.
- Actively promote employee participation and co-operation in establishing and maintaining measures to improve health and safety at work.
- Ensure through a systematic risk assessment programme, that risks associated with the Academy's activities are identified and then eliminated, reduced, or adequately controlled.
- Provide adequate finance and resources to successfully achieve our aims.
- Recognise that an effective health and safety culture and management system will benefit the Academy, reducing financial and resource losses.
- Require that any company contracted to work for the Academy applies health and safety standards that are fully consistent with our own.
- Provide sufficient information, instruction, training and supervision for all employees.

All employees are encouraged to develop a culture which promotes a healthy and safe working environment by implementing the Health & Safety Policy, and introducing a comprehensive system of communication (formal and informal) which together ensure an adequate flow of information, throughout the Academy, thus encouraging a pro-active approach to all health and safety issues.

We will demonstrate our commitment to a healthy and safe work environment by using the visible behaviour of managers and other employees, the written word, and face to face discussion.

We recognise that for this policy to be effective, the management of health and safety must be fully integrated into the decision making process, and given status at least equal to other areas of the Academy's activities and undertakings

This policy will be reviewed at least annually to establish its effectiveness and amend where appropriate.

Signed:.....Chair of Local Governing Body

Signed:.....Head teacher

Date:.....

## Bexhill Academy Organisational & Management Arrangements

### **Local Governing Body**

- The Local Governing Body must ensure compliance with the health and safety Policy
- The Local Governing Body will promote a strategic overview of Health and Safety.
- The Local Governing Body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health and safety of staff, pupils or visitors at risk whilst they are on the premises.
- Ensure development of an estate management strategy which will identify the suitability of building and facilities and ensure the buildings and facilities are maintained to a good standard.
- The Local Governing Body will support and monitor Health and Safety within the Academy.

### **The Head teacher**

The Headteacher is responsible for ensuring that the health and safety standards within the Academy are exemplary. Specifically Head teacher will: -

- Comply with the standards identified in the Academy's health and safety policy and associated codes of practices and propose improvements and amendments as appropriate;
- Monitor progress in achieving the objectives and tasks agreed by the Board and its Partners;
- Ensure risk assessments are undertaken and reviewed as appropriate;
- Ensure employees, including non-permanent employees and agency workers, are competent and have sufficient resources allocated to discharge their health and safety duties;

- Ensure that a system is in place to undertake health and safety training needs analysis for all employees and to ensure all employees receive induction, job specific, and refresher training where appropriate;
- Ensure all accidents, assaults, dangerous occurrences and “near misses” are reported and investigated in line with agreed procedures;
- Incorporate key health and safety responsibilities into individual job descriptions and objectives, indicating individual levels of responsibility;
- Ensure health and safety systems and procedures are periodically monitored. This is recorded in the Health and Safety Activity Plan.
- Prepare a termly Health and Safety Report to present to Governors.
- Inform the CEO of Wise Academies and the Business and Health and Safety Support Officer of any non-routine correspondence and/or visit by the Health and Safety Executive or Employers Medical Advisory Service, and any intended or served Improvement Notice, Prohibition Notice or prosecution made by a HSE Enforcement officer;

### **Office Manager**

Office manager is responsible for ensuring the implementation of this policy within their areas of responsibility. Specifically, this requires them to: -

- Report relevant issues to the Head teacher
- Ensure compliance with the Academy’s health and safety policies

### **Site Supervisor**

- Ensure compliance with the Academy’s health and safety policies
- Communicate the content of risk assessments and safe methods of work to employees including kitchen and cleaning staff.
- Ensure employees under their line management have adequate training in order that they may undertake their tasks safely without endangering themselves or others.
- Ensure that all plant and equipment used is adequately tested, maintained and that comprehensive records are kept of all tests.

- Ensure that all employees are aware of the action to take where equipment becomes defective.
- Ensure so far as reasonably practicable, the health and safety provisions and procedures affecting cleaning contractors or grounds maintenance contractors are adhered to.
- Ensure throughout the school that cleaning materials and equipment liable to be a danger to pupils or staff are correctly used and properly stored when not in use. The COSHH register must be kept up to date and the contents shared with those staff using the products.
- Investigate all incidents with the aim of identifying the cause, and the appropriate remedial action to prevent a reoccurrence.
- Maintain a high level of housekeeping
- Liaise with the head teacher / Office Manager to carry out regular inspections of Academy premises
- Maintaining the Academies Asbestos Register, which all contractors must consult and sign before commencing work on site. Ensure that periodic visual checks are carried out on the condition of any know material that contains asbestos as identified in the register.
- Ensure that the Headteacher is kept informed of relevant health and safety issues, especially those with resource implications and those that require input and approval of The Academy Board.

### **Cook in Charge**

- Ensure compliance with the Academy's health and safety policies.
- Undertake general risk assessments, with the involvement of employees and ensuring that the findings of risk assessments are implemented and monitored.
- Ensure that all daily, weekly and monthly inspections are carried out and formally recorded on the relevant form.
- Ensure employees under their line management have adequate training in order that they may undertake their tasks safely without endangering themselves or others.
- Ensure a high level of housekeeping within the kitchen and storage areas.

- Investigate all incidents with the aim of identifying the cause, and the appropriate remedial action to prevent a reoccurrence.
- Ensure that the Headteacher is kept informed of relevant health and safety issues, especially those with resource implications and those that require input and approval of The Academy Board.

## **Employees**

- All employees of the Academy, including non-permanent employees and agency workers, have a responsibility to: -
- Adhere to the requirements of risk assessments and also comply with all safe working practices.
- Make full use of appropriate equipment, personal protective equipment and all safety devices.
- Report any unsafe practices or systems of work, unsafe working conditions, damage to plant, machinery or equipment, accidents or violent incidents.
- Take reasonable care for the health and safety of themselves and of any other person who may be affected by the way they undertake their work.
- Co-operate with the Academy Board so as to enable them to carry out their responsibilities for the management of health and safety.
- Not intentionally or recklessly interfere with or misuse equipment and materials provided in the interests of health, safety and welfare.
- Co-operate in all consultations regarding health and safety.

## **Safety Representatives**

Bexhill Academy adheres to the national and local conditions of service currently in place for its existing employees and new staff. This includes good practice with regard to matters of employment and health and safety.

Bexhill Academy recognize the trade unions' right to represent and protect the interests of their members employed in Wise Academies both individually and collectively. For the purposes of this Policy the term "safety representatives"

includes any workplace union representative who undertake the role of Health and Safety representative.

Representatives will be encouraged to actively participate in improving the performance of the Academy and will be fully consulted in accordance with the Trade Union Recognition Agreement.

Consultation will be conducted as an open and honest exercise with the aim of ensuring the fullest input from all interested parties. It will take place at the earliest opportunity to be fully effective.

The functions of the representatives are :

- To make representation to the Headteacher about health and safety of their colleagues and others
- To draw the Headteacher's attention to health and safety deficiencies
- To participate in inspections of the workplace, where requested
- Through the trade union recognition agreement and process for consultation to be involved in the planning and implementing of health and safety, particularly in the introduction of any changes to the workplace, working practices or new technology that may affect health and safety.

### **Business and Health and Support Officer**

The Business and Health and Support Officer is responsible for providing competent health and safety advice as required by the Management of Health and Safety at Work Regulations. Specifically the Business and Health and Support Officer will: -

- Advise the Academy on the implementation of current health and safety legislation, best practice and policy.
- Assist in the identification of appropriate competency standards and health and safety training strategies to support development.
- Investigate accidents and other incidents as appropriate.
- Prepare a quarterly incident report, which identifies trends and appropriate remedial action.
- Undertake an annual review of Health & Safety activity within the Academy and report to the Academy Board.

- Coordinate the systematic programme of risk assessment, ensuring that assessments are undertaken and reviewed for all areas of the Academy's activities, as necessary and not less than annually.
- Coordinate and manage health and safety training records and competency standards for all employees of the academy.
- Act as the Academy's Display Screen Equipment Coordinator (DSE) ensuring the nomination and training of DSE assessors and maintenance of comprehensive records.



## **PROCEDURAL ARRANGEMENTS**

- 1 The Management of Health & Safety
- 2 Risk Assessments
- 3 Workplace Requirements
- 4 Control & Management of Contractors & Reporting Repairs
- 5 Management of Asbestos (Where relevant)
- 6 Violence & Aggression: Reporting Procedures
- 7 Accident Reporting
- 8 First Aid Arrangements
- 9 Provision & Use of Work Equipment
- 10 Display Screen Equipment
- 11 Personal Protective Equipment
- 12 Manual Handling of Inanimate Objects
- 13 Moving & Assisting People (where relevant)
- 14 Fire: Precautions & Emergency Procedures
- 15 Control of Substances Hazardous to Health
- 16 Electricity at Work
- 17 Prevention & Control of Legionellosis
- 18 Boiler & Electrical Room Safety & Maintenance of Heating Plant
- 19 Playground Safety
- 20 Vehicle Movement on School Premises
- 21 Visits to Farms
- 22 School Transport/Trips
- 23 Arrangements for New Staff