

Freebrough Academy Health and Safety Policy

1. GENERAL STATEMENT OF INTENT

- 1.1 The governing body recognises and accepts that under the Health & Safety at Work, etc., Act 1974 (the Act) and in particular The Management of Health and Safety at Work Regulations 1999 (as amended), they have legal responsibility to provide so far as is reasonably practicable for the health, safety and welfare of all their employees and also that they have certain duties towards students, the public, and people who from time to time use their premises.
- 1.2 It is the policy of the governing body to take all necessary steps through a risk management approach to meet its responsibilities under the Act, Regulations made under the Act and approved Codes of Practice and it will therefore take appropriate steps:
- (a) To provide and maintain, as far as is reasonably practicable, safe and healthy places of work, safe plant and machinery, safe systems and methods of work and adequate facilities and arrangements for the welfare of all employees and students.
 - (b) To provide a safe environment for all visitors to its Academy bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the facilities.
 - (c) To manage risks to all employees, students and others (including the public) in so far as they come into contact with foreseeable work hazards.
 - (d) To develop risk awareness amongst all employees and students.
 - (e) To provide all employees and students with the information, instruction, training and supervision that they require to recognise and manage risk.
 - (f) To consult and co-operate with partners working with the Governing Body and its Academy(s) in delivering its services to ensure that foreseeable health, safety and welfare risks arising from such working are suitably and sufficiently managed.
 - (g) To consult on health and safety matters with all relevant teaching and other staff in the Academy(s) through the Principal(s) and Local Governing Body of its Academy(s) and each Academy's Health & Safety Committee.
 - (h) To ensure that this Policy is used as a practical working document and that its contents are fully publicised.
 - (i) To keep the details of this Policy under regular review and in line with changing safety practices and current legislation.
- 1.3 The Academy's Health & Safety Committee, with the help and advice of health & safety professionals as required, will provide all necessary guidance and information to employees at that Academy, collectively and individually.
- 1.4 The governing body is determined that excellent standards of health, safety and welfare risk management should be achieved within the Academy.**
- 1.5 The governing body wishes to remind employees that under section 7 of the Act:
- "It shall be the duty of every employee while at work –*
- (a) *To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work*
- And**
- (b) *As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with."*

- 1.6 Any member of staff who fails to observe the requirements of any part of the Policy will be the subject of disciplinary proceedings in accordance with his/her Contract of Employment.

2. GENERAL ORGANISATION FOR HEALTH AND SAFETY

- 2.1 Health & Safety Management Model - The Governing Body will follow HS (G) 65 as its health and safety management model. HS (G) 65 is published by the Health & Safety Executive and is widely held to be one of the standard models for managing health, safety and welfare risks. It employs a cyclical process of Policy, Organising, Planning & Implementation, Measuring Performance, Reviewing Performance and back to Policy. It also requires auditing of each stage in the process to enable management to be informed of progress and success. The model is depicted diagrammatically in Appendix 1.
- 2.2 Premises - The premises covered by this Policy are all the educational provision operated at any time by Freebrough Academy.
- 2.3 Organisation in the Academy - The Principal, or in the absence of the Principal, the nominated Deputy, is responsible to the Governing Body for the health and safety of the employees, students and where appropriate members of the public and others in relation to the running of the Academy, the Academy's premises and the activities carried on.

The Principal will nominate a Health & Safety Manager and a Fire Safety Manager.

The Principal will monitor the effectiveness of this Policy and its implementations at all levels. Where significant modifications are considered necessary the Principal will bring these to the attention of the governing body. To achieve this, the Principal must have the co-operation of her/his staff at all levels.

The Principal is responsible for drawing up an Academy statement of organisation for health and safety (Appendix 2).

- 2.4 The governing body is responsible for maintaining an overview of the Academy's risk management procedures, including the management of the health and safety and welfare of staff, students and visitors. It will receive regular reports from the Health and Safety Committee.

3. ACADEMY HEALTH AND SAFETY COMMITTEE

- 3.1 The Academy will have a standing Health & Safety Committee. The following staff should be members of the Committee:

- Directors of Learning in , DT, Health and Sport and Performing & Creative Arts,
- The Health and Safety Co-ordinator
- Senior first aider,
- Site Manager
- Other staff as appointed by the Principal.

The Committee shall meet at least termly; its brief is to consider all matters relating to health and safety in the Academy. Minutes from this committee will be reported to the Resource, Employment and Finance Committee.

4. EMPLOYEES

4.1 All employees of the Governing Body have a duty:

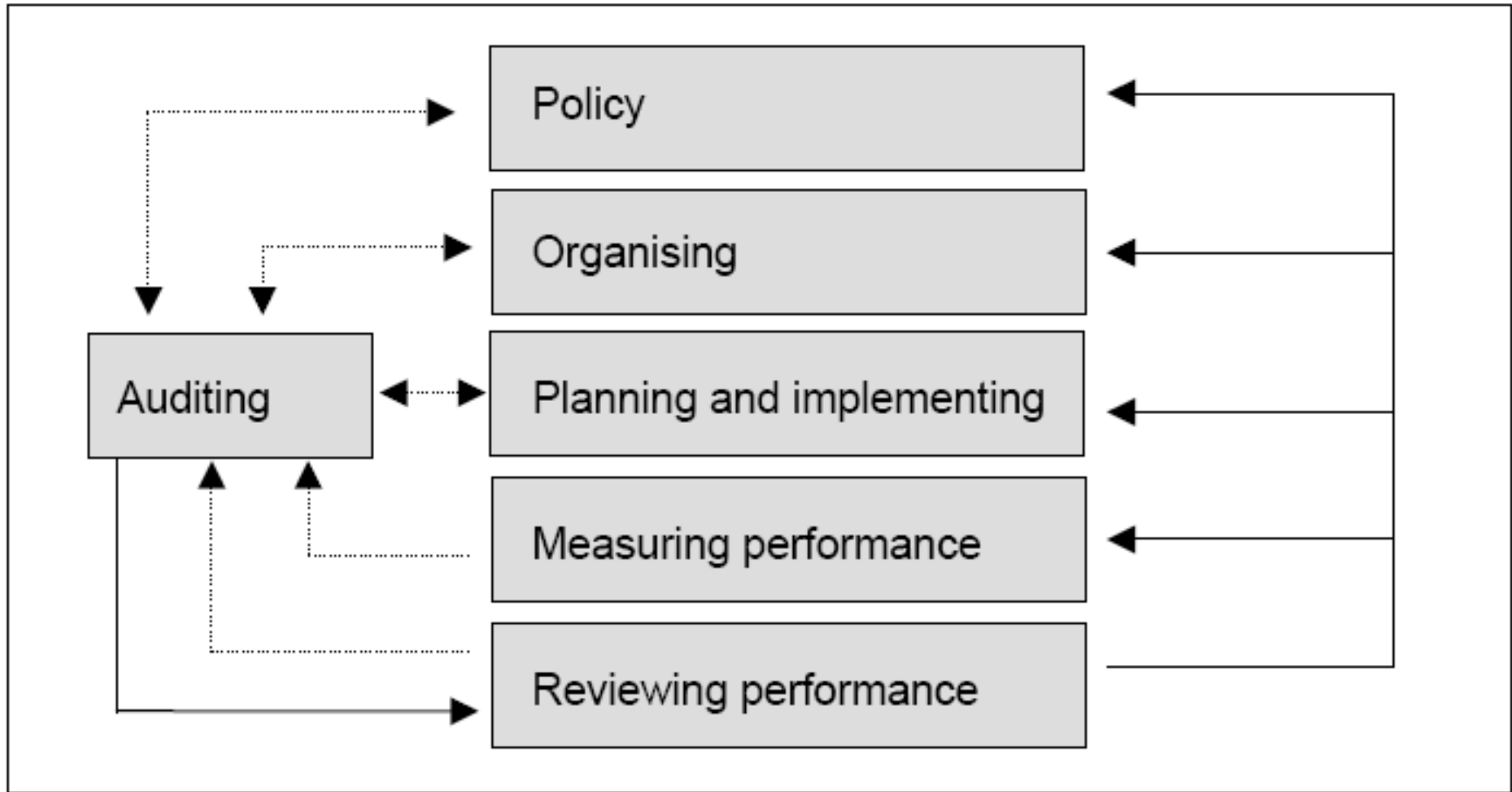
- (a) To co-operate with the Academy when it is carrying out its statutory health & safety duties and to comply with the Health & Safety Policy.
- (b) Not to interfere with anything provided in the interests of health or safety.
- (c) To notify the Estates/Premises Manager (or equivalent) if they consider the condition of buildings, grounds, furniture equipment to be unsafe.
- (d) To notify the Academy Senior First Aider of any accident, incident or near miss in which they are involved and/or which occurs on Academy premises and has led or may lead to injury, illness or damage.
- (e) To ensure that anyone injured on Academy premises receives attention from the Senior First Aider or if relevant is immediately taken to hospital.
- (f) To make themselves familiar on a continuing basis with means of escape, fire alarm systems, evacuation procedures and other associated matters.

4.2 In addition, the Management of Health and Safety at Work Regulations 1999 specifically require employees to use machinery, equipment, dangerous substances, transport equipment, means of production and safety devices in accordance with any relevant training and instructions and to inform their respective employer, or where appropriate, fellow employees of dangerous work situations and shortcomings in the safety arrangements.

5. REVIEW

5.1 This policy will be reviewed when there are changes in the law, or in accordance with the schedule drawn up by the Principal and agreed by the governing body.

Health and Safety Management Model



STATEMENT OF SAFETY ORGANISATION

FREEBROUGH ACADEMY

1. INTRODUCTION

As Principal, I am responsible for supervising the safety policy of the Governing Body in respect of health, safety and welfare of staff, students and visitors to the Academy premises and in respect of all activities carried on both on the Academy premises and off Academy premises where these are arranged under the auspices of the Academy.

My responsibilities are as follows. Some of these responsibilities I have delegated in writing and this document describes these and also describes the advisory arrangements within the Academy.

- (a) To ensure an annual Baseline Risk Assessment is completed; a Academy Risk Register is produced from the results; a Academy Health & Safety plan is drawn up to address significant risks and; to ensure that **(i)** all procedures used are safe and in compliance with any relevant codes of practice; **(ii)** information arising from risk assessments and instruction in safe practice is provided to those affected; and **(iii)** all staff, students and visitors are appropriately and adequately trained in safe procedures.
- (b) To inform the Governing Body (GB) of any special or newly identified risks or new risks about to be introduced.
- (c) To investigate and keep a record of all incidents and fires; to report immediately to the GB any serious or potentially serious accidents or incidents.
- (d) To post warning notices and signs that comply with The Health and Safety (Safety Signs and Signals) Regulations 1996 where risks cannot be adequately controlled in other ways, or to indicate safe conditions/safety equipment.
- (e) To appoint qualified first aiders and to have first aid boxes checked regularly.
- (f) To see that adequate fire fighting equipment and appliances are provided and to take prompt action to remedy deficiencies.
- (g) To ensure that fire escape routes are kept clear of obstructions and to ensure that walls and doors along escape routes are maintained so as to be suitably fire resisting.
- (h) To test fire detection and alarm systems regularly.
- (i) To hold fire drills at regular intervals.
- (j) To make sure that the conditions of local authority licences etc are observed.
- (k) To ensure the safe disposal of hazardous wastes, in compliance with Governing Body procedures and statutory regulations.
- (l) To ensure, as far as possible, that preventative health measures are taken.

2. DELEGATED EXECUTIVE RESPONSIBILITY

I am responsible directly for any area within the Academy (and off-site premises) and any activity for which I have not specifically delegated responsibility below. When I have delegated responsibility below those persons have authority to enforce the Governing Body's Health & Safety Policy in the areas or in respect of the functions for which they are responsible. They must notify me and the Academy Health & Safety Co-ordinator of any new or special hazards arising in their areas and also of any precautions that have to be taken to combat the hazard and they must report to me any breach of safety regulations.

Where they may be absent for long periods, adequate substitution must be made in writing with copies to me and such employees and other persons as may be affected.

(i) Director of Learning

Every Director of Learning is responsible for ensuring as far as is reasonably practicable the safety of staff, students and other persons in their Faculty. In particular, the responsibilities listed in 1 above [sections a, d, g, k] are delegated to Directors of Learning for their Faculties. A list of Directors of Learning, their rooms and telephone numbers and the faculties for which they are responsible is set out below:

Name	Faculty Name	Tel Number
Miss K Pattison	English	Ext 157
Mrs H Stockwell	Maths	Ext 154
Mr G Cameron	Science	Ext 159
Mr R Donnison	Design & Technology/ICT	Ext 152
Mrs E Dacey	Humanities	Ext 159
Miss C Parker	Performing and Creative Arts	Ext 128
Mrs H Blackburn	Health & Sport	Ext 142
Mrs K Rich	Business and Enterprise	Ext 121

In addition the following have executive responsibility in respect of specific functions:

Abrasive Wheels

The person authorised to change and dress abrasive wheels is:

Mr Jonathan Easby Room 25 Ext 113

3. ADVISORY RESPONSIBILITY FOR SAFETY

Health & Safety Co-ordinator

Mr Dave Powley Room 14 Telephone 01287 670000 or Ext 126 is responsible for advising me on the measures needed to carry out our work safely, co-ordinating any safety advice given in the Academy by professional health and safety advisers and those with executive authority, monitoring safety in Academy (and in particular the implementation of the GOVERNING BODY's arrangements for Health and Safety and

the recommendations of Health and Safety Inspection Reports), and reporting any breaches of the safety regulations to me.

He should inform me if any new or special hazards are about to be introduced into the Academy.

Fire Officer

Dave Powley Room 14 Telephone 01287 670000 or Ext 126 is responsible for providing such technical advice on fire precautions and prevention as is within his competence.

He is also responsible for ensuring fire extinguishers are tested in accordance with the Staff Handbook.

In the case of a fire drill or actual alarm s/he has executive authority to arrange fire drills and to clear the building and conduct such roll calls or checks as may be necessary up to the time when responsibility is handed over to the attending fire service officer, or the drill is satisfactorily completed.

Electrical Safety Supervisor

Dave Powley Room 14 Telephone 01287 670000 or Ext 126 is responsible for advice to the Health & Safety Co-ordinator on all matters relating to electrical safety.

He is also responsible for overseeing arrangements for portable electrical equipment testing, for ensuring that the fixed wiring test is carried out every 5 years and for ensuring that comprehensive records of portable electrical equipment are maintained.

Senior First Aider/Nurse

Mrs Joan Heath Student Reception Ext 101 Room 002 is responsible for advising the Health & Safety Co-ordinator on matters of first aid.

Bomb Evacuation Co-ordinator

Dave Powley Room 14 Telephone 01287 670000 or Ext 126 is responsible for those tasks listed at section Of Staff Handbook.

4. OTHER FUNCTIONS

Personal protective equipment needed in this Academy can be obtained from:

Caretaker Room 14 Ext 120

The following persons are Qualified First Aiders:

**Mrs J Heath, Mrs A Chapman, Mr G Hubbard, Mrs E Laker, Mr G Kilvington,
Mr L Bateman**

Contact Student Reception on Ext 101 Room 002

First Aid Boxes are located in **Rooms 002, 24, 27, 28, 66, 111, 123, 213, 214, 215, 301, 319.**

All accidents should be reported immediately to:

Dave Powley Room 14 Telephone 01287 670000 or Ext 126, or on site Caretaker

Mrs Julie Evans Room 13 Telephone 01287 670012 or Ext 134

All dangerous occurrences or near misses should be reported to:

Dave Powley Room 14 Telephone 01287 670000 or Ext 126, or in site Caretaker

Mrs Julie Evans Room 13 Telephone 01287 670012 or Ext 134

The Director of Finance and Support Services is responsible for reporting accidents to the Health and Safety Executive. This may be delegated to Redcar and Cleveland Health and Safety with whom a sla is held.

5. INDIVIDUAL RESPONSIBILITY

All members of the Academy and persons entering these premises are responsible for exercising care in relation to themselves and others who may be affected by their actions. All employees must comply with health and safety guidance and/or instructions provided by the GOVERNING BODY and/or the Academy and must not interfere with anything provided in the interests of health and safety. Those in charge of visitors should ensure, where appropriate, that the visitors obey the safety rules of the departments and are aware of whom to approach for advice.

YOU MUST

- (i) Make sure that all work is carried out in a safe way and in accordance with the Special Hazards Section and the GOVERNING BODY's Health and Safety policy and any other relevant safety documents. If in doubt, always seek expert advice from those listed above.
- (ii) Protect yourself and others by wearing issued safety equipment and by using any guards or safety devices provided.
- (iii) Obey all instructions given by a responsible person in respect of health and safety.
- (iv) Warn me and the Health & Safety Co-ordinator of any special or newly identified risks found in present procedures or any hazards about to be introduced by new work.
- (v) Offer any advice and suggestions that you think may improve health and safety.
- (vi) Report all potentially dangerous incidents, accidents or near misses to the Health and Safety Committee as appropriate.

- (vii) Familiarise yourself with the location of fire fighting equipment, alarm points and escape routes, together with the fire procedures. If in doubt about any process of the safety of equipment, consult your supervisor or the Health & Safety Co-ordinator or if necessary, myself.

6. SPECIAL HAZARDS

The following present special or unusual hazards in this Academy. Safe systems of work have been drawn up and are available from the Health & Safety Co-ordinator.

SIGNED BY PRINCIPAL: DATE:

Approved by Chair of Governing Body

Date

Review Date