

# Health and Safety Policy

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## Document Control

This document is issued, controlled and impact assessed by the Senior Leadership Team.

The latest version of the procedure will be maintained on the School Website.

## Introduction

- The Endeavour Academy is an Academy of the Apollo Schools Trust, which confirms that it is, through all levels of management and governance, committed to ensure, so far as is reasonably practicable, that:
  - All employees are safeguarded in respect of health, safety and welfare whilst at work.
  - All students and members of the public, including parents / carers, visitors and contractors' employees who enter the Endeavour Academy premises, are not exposed to any health and safety risks during the course of their business.
  - No work is carried out by the Endeavour Academy or contractors that is liable to expose employees, students or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
  - All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including, where necessary, a written statement of policy.
- In accordance with the Health and Safety at Work Act 1974, relevant regulations and codes of practice and advice and information provided by approved consultants, the Trustees of the Apollo Schools Trust has the ultimate responsibility, within the Endeavour Academy, for the implementation of this policy and, through the Chair, will ensure that the requirements for all health and safety legislation are established.
- The Head of School is responsible to the Apollo Schools Trust for the overall implementation of this policy within the Endeavour Academy. Matters that cannot be resolved at this level must be referred to the Apollo Schools Trust.
- Day to day responsibility for health and safety matters is delegated to the Head of School and the staff representative who serves as the Health and Safety Staff Representative (Deputy Head of School) for both teachers and support staff.
- The Apollo Schools Trust will make available adequate resources for health and safety which will include not only premises and facilities but also training in appropriate health and safety for staff.
- The Apollo Schools Trust will review this policy annually or as necessary if circumstances change. The Apollo Schools Trust will ensure that the Endeavour Academy maintains, monitors and reviews its Health and Safety Policy, procedures and organisational arrangements. It will receive an annual health and safety report from the Head of School. The Head of School has the responsibility for keeping the Apollo Schools Trust up to date with changes in health and safety law, regulations and guidance and any changes in the school organisation that require a fresh look at health and safety .
- The Trust's objectives in conjunction the Head of School are to:
  - provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be

identified to enable the standards of safety to be adapted and enforced.

- ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff or the public.
- provide means of access and egress which are safe and without risks to health.
- provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students.
- ensure that the health, safety and welfare of all employees, students and members of the public are under continuous review by management at all levels.
- ensure safe arrangements are made for the storage, handling and transport of articles and substances.
- ensure that the Endeavour Academy will have and maintain up-to-date fire procedures and documentation and that all employees and students are familiar with them.
- develop safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels.

## Definitions

In this policy:

- 'School' means the Endeavour Academy;
- 'Chair', and 'Head of School' mean respectively the Chair of the Trust, and the Head of School of the School;
- 'The Apollo Schools Trust' means the Company undertaking to establish and maintain, and to carry on or provide for the carrying on of a number of schools including the Endeavour Academy. The Trust is the employer for all staff employed at the school;
- 'Policy' means a written document, which provides an outline of a course or principle of action for information and direction from the Local Governing Body for staff, students and others and which relates to a particular area of the School's business.

## Related Policies and Documents

- Behaviour Policy
- Keeping Children Safe in School: Protection within Safeguarding Policy
- Complaints Policy
- Grievance Policy

- Health and Safety Folders
- Public Interest Disclosure (Whistleblowing) Policy

Other policies, processes and procedures may be identified from time to time as circumstances change and may be added to this list.

## Roles and Responsibilities

### The Apollo Schools Trust

- The overall legal responsibility for all health and safety issues rests with the Trustees of the Apollo Schools Trust. This responsibility includes:
  - approving and reviewing the Trust's Health and Safety Policy.
  - approving and reviewing health and safety regulation compliance and risk assessment.
  - providing adequate resources to enable the compliance with health and safety regulation compliance.
  - reviewing the approval of off-site visits given by the Head of School.
  - maintaining, monitoring and reviewing the Health and Safety Policy for the school;
  - ensuring that appropriate risk assessments are carried out, recorded and regularly reviewed;
  - ensuring that staff are trained in health and safety as appropriate;
  - ensuring that health and safety issues are put on the agenda of all appropriate meetings throughout the school.

### The Head of School

- The Head of School (or, when absent, another member of the Leadership Team) will be responsible for the overall implementation of the Trust's Policy. The Head of School is responsible for:
  - the health, safety and welfare of all employees, students, visitors and any other person using the premises.
  - ensuring safe working conditions for all of the above (staff, students etc).
  - ensuring safe working practices and procedures throughout the School, including those relating to the provision and use of machinery and other apparatus.

- consulting with members of staff on health and safety issues.
- arranging for appropriate supervision of students.
- carrying out periodic safety reviews and audits.
- identifying the training needs of all staff and students, and ensure, within the financial resources available, that adequate and appropriate training is provided.
- encouraging staff, students and others to promote health and safety and to suggest ways of reducing risks.
- ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out.
- delegating to the Health and Safety Co-ordinator (Lesley Forster) appropriate tasks for the day-to-day implementation of the Policy.
- ensuring that parents / carers are kept informed on any health and safety issues and enlisting their support as appropriate.

## All Employees

- This policy is largely dependent upon the total co-operation of every person who works for the Apollo Schools Trust. All employees have a legal duty to:
  - take reasonable precautions to safeguard the health and safety of themselves and others.
  - observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.
  - alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, harm, illness or damage.
  - ensure that no person uses a prescribed dangerous machine unless fully instructed as to the dangers and precautions to be observed and either have received sufficient training to work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of eighteen should be allowed to dismantle or clean a prescribed dangerous machine.

## The Health and Safety Co-ordinator (Deputy Head of School)

- The Health and Safety Co-ordinator will be responsible to the Head of School for:
  - co-ordinating and monitoring health and safety matters within the school.

- ensuring that the Trust's Health and Safety Policy is implemented.
- reporting directly to the Head of School on health and safety issues.
- engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action.
- meeting with staff health and safety representatives and Committee if formed.
- advising on all health and safety matters including safety of buildings, plant and equipment used and operated by the College.
- ensuring that teaching, administrative, technical and all ancillary staff are aware of aspects of the health and safety policy that affect them.
- ensuring that contractors and persons hiring any part of the School premises are aware of the Trust's Policy.
- ensuring that all necessary safety signs and notices are displayed.
- ensuring that instructions relating to specific areas are displayed, known and understood by all users.
- ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out, recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff.
- putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Trust's Health and Safety Policy as appropriate.

## **Learning Mentors Responsibilities**

- Learning Mentors will:
  - be responsible to the Head of School and/or the Health and Safety Co-ordinator, for the implementation and operation of the policy as it affects their areas of responsibility.
  - familiarise themselves with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities.
  - set up and implement safe methods of work.
  - apply effectively all relevant health and safety regulations, rules procedures and codes of practice.
  - instruct all staff, students and others under their jurisdiction in safe working practices.

- carry out regular safety inspections of their areas and keep records of those inspections (if appropriate).
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks.
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use.
- make available appropriate protective clothing and equipment, first aid and fire appliances.
- ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled.
- provide appropriate health and safety information to relevant persons.
- report any health and safety concerns to the Health and Safety Co-ordinator.

## **All members of staff have a duty to:**

- take all reasonable steps to safeguard the health and safety of all students in their care.
- carry out all supervisory duties before the beginning of the Studio Academy day, at break times and at such times as set out in the school's staff duties requirement and duty roster.
- take reasonable precautions in safeguarding themselves and others.
- know and understand the school's Health and Safety Policy.
- observe all health and safety rules and procedures set out by the Studio Academy and use all health and safety equipment provided;
- alert the Health and Safety Co-ordinator or the Head of School of any area, as appropriate, to any potential hazard noticed.
- report all accidents, incidents or near misses that have led or may lead to illness, harm or damage.
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine. No student should be allowed to dismantle or clean a prescribed dangerous machine.
- ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures.

- all staff have a right to raise health and safety issues of concern at any time but in particular at formal meetings.

## Trades Unions

- Trades Unions have the right to appoint their own representatives and also to form a Safety Committee should they so wish. If such a committee is formed then its role will be advisory.

## Consultation

- Staff meetings are held at least once per term. Health and Safety will be a standing item on the agendas at these meetings and any points raised will be duly minuted. The Health and Safety Co-ordinator will circulate annually an updated version of the quick reference guide to the Health and Safety Policy to ensure that all staff are kept informed.
- Students also play a part in overall health, safety and welfare of the Studio Academy and will be encouraged to discuss health and safety issues at the Student Council and raise concerns which will be reported to the Health and Safety Co-ordinator. Health and Safety is also taught as part of the curriculum within specialist areas.
- In addition, the Studio Academy will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an ongoing basis.

## Organisation / Structure

- The Apollo Schools Trust with overall legal responsibility for all health and safety compliance and issues.
- The Head of School with overall responsibility for the implementation of the policy and reporting to the Apollo Schools Trust.
- Health and Safety Co-ordinator with responsibility for the day to day co-ordination and implementation of the policy and for reporting to the Head of School.
- Learning Mentors with responsibility for Health and Safety within their areas and for reporting to the Health and Safety Co-ordinator.
- Health and Safety Staff Representative with responsibility to raise issues reported to him with the Health and Safety Co-ordinator.
- Email provide an electronic forum for issues to be raised / responded to and/or discussed as appropriate.

## Risk Assessment

- All members of staff are responsible for ensuring that risks are identified and appropriate assessments and control measures are made.



- The Endeavour Academy's risk assessment pro-forma must be used and completed assessments must be retained in the area and made accessible to all relevant staff. They should be included in departmental handbooks and copies must also be sent to the Health and Safety Co-ordinator.
- Risk assessments must be reviewed regularly and at least once a year or if there has been any significant change to the environment or work / work processes (e.g. introduction or removal of a piece of work equipment or changes to any working process where persons are affected), with a view to ensuring that the control measures have been effective.
- Such reviews will then be considered by the Health and Safety Committee, if formed.

## Security

### General Security

- The main entrance to the Endeavour Academy is protected by a magnetic door access system. All staff are issued with a photo id badge on joining the school. This also serves as the key to all the secure doors throughout the school. All staff should be aware of opening secure doors and ensure that no unauthorised persons follow them through into areas that are inappropriate/staff only areas. The id badge must be worn at all times when in school and should **never** be handed to a student. Loss of a badge or keys should be reported to the immediate line manager, the Head of School and if necessary the Police.
- Every member of staff is responsible for the security of his/her working or teaching area. Keys should always be kept safe and out of sight, and should **never** be given to students. Cupboards, cabinets, etc. should be locked when the room is empty and equipment must be locked away at the end of each day. All computer/electronic equipment should be security marked. Computers and projectors should be shut down, windows closed and blinds drawn at the end of the School day.

***Note: Personal items belonging to staff and students are not covered by the Trust's insurance.***

### Visitors to the School

- If visitors are expected, reception should be informed in advance. Visitors must sign in and be given an official visitor badge. If someone is seen in the school who is not recognised and is not wearing a visitors' badge, they should be challenged or assistance sought. If anything unusual or peculiar is seen reception should be informed immediately.

### Registration of Students

- There is a legal obligation to know who is on our site at all times. The accurate registration of students is, therefore, essential.
- Learning Mentors must complete the register each morning via SIMS. A class register must be taken for every lesson. The MIS is used to monitor student attendance and the school will alert parents / carers in the event of truanting.

- If there is an emergency evacuation, staff must ensure all students, staff and visitors or volunteers, working in their area, are accounted for.

## Access Equipment

- If staff need to gain height, e.g. to mount a display, it is essential that the correct access equipment be used. Staff and students must never use chairs, tables etc. for this purpose. Please contact the Head of Administration for the location of the necessary equipment. All access equipment belongs to EDC and is inspected annually to ensure it is safe and complies with all known health and safety requirements.

## Accidents / Incidents

- Any accident / incident, however minor, must be reported using the appropriate system, this includes near misses.
- A 'near miss' is where an incident has occurred and although no one is injured, the situation may have resulted in some harm or injury being sustained. This helps the school to monitor the effectiveness of the Health and Safety Management System.
- A minor accident / incident is one where we do not consider it necessary to contact parents / carers or seek any outside medical advice. Such events, however, must still be reported, using the appropriate system. Accident forms are available from reception. Once completed, the forms should be handed to the Head of Administration as soon as possible.
- In the case of a serious accident / incident occurring on site, reception should be notified immediately. Reception will assume responsibility for calling an ambulance/fire brigade as appropriate and also informing the Head of School. The Head of School will also inform the Health and Safety Co-ordinator who will, in turn, record the information on an accident form and send the details immediately.
- The area of any accident / incident should be isolated if possible, pending inspection. All parties involved, including any witnesses, should be asked to write a brief account of the accident, **immediately** after an incident. These should then be passed to the Head of Administration, as soon as possible. This paperwork is vitally important: if an investigation is undertaken or should a charge of negligence subsequently be brought against the school, it is essential that appropriate and accurate information is available. (Staff should note that parents / carers or a young person themselves, can take legal action at any time, up to the age of 21, regardless of when the accident happened.)
- In the event of an isolated 'classroom incident' any staff involved should, if it is possible, get a member of the first aid team for support, if this is not possible, ring Reception. In the event of needing immediate help and not being able to access a telephone, staff should send a sensible member of the class to the Senior Learning Coach or an agreed support colleague in the department.
- The following examples of behaviour are those that all staff should consider a 'classroom incident':
  - swearing or using obscene language directly at a member of staff.

- aggressive and threatening behaviour to a member of staff.
  - a physical assault on a member of staff or another student.
  - deliberate destruction of personal property or the fabric of the building.
  - bringing to the school an offensive weapon.
  - the use or possession of banned substances on the school premises.
- These events should all be recorded (logged) as soon as possible via the behaviour management system. For further information see the Behaviour Policy.

## Arson Prevention

- Statistics from insurers and fire protection organisations estimate that between 70-75% of school fires can be attributed to arson; however, this is not the full picture as fire brigades are not always summoned to fires, particularly where they have self-extinguished, or are put out by staff. In addition to the financial costs, many fires will result in consequential loss, such as the destruction of irreplaceable records, teaching notes, course work for examinations and in some instances, the need to find alternative, temporary accommodation.
- Fires in schools are most likely to be started by students, ex-students or their friends, or others with knowledge of the school, perhaps living in close proximity.
- Until recently, the majority of school fires occurred outside normal school hours. However, current trends show that fires during the school day are now far exceeding those occurring out of hours.
- The prevention of arson falls into a logical process known as the five point action plan:

- ***Deter unauthorised entry onto the site***

If you notice anything unusual about the perimeter fencing report it immediately to the Head of Administration or Head of School. It is most important that perimeter fencing is maintained in good order and not easily breached.

The College and School also uses boundary signs to help deter intruders, particularly at vulnerable spots.

- ***Prevent unauthorised entry into the building***

The easiest points of entry into our premises will be via the doors and windows. This is why we require staff to ensure doors, windows and blinds are closed at the end of the working day. In addition, the College / School has a fully functional burglar alarm and CCTV system that are maintained regularly.

- ***Reduce the opportunity for an intruder to start a fire***

It is known that arsonists seldom bring combustible items with them, but tend to use what is available on site. Therefore, staff should ensure they do not leave combustible materials anywhere on site that may be used for these purposes.

- ***Reduce the scope for potential fire damage***

Once again - closing all doors at night will help to contain any fire or smoke within the room of origin, or at the very least, slow down rate of fire growth.

- ***Reduce subsequent losses and disruption resulting for a fire by preparing a disaster recovery plan***

The time and effort put into creating a plan will pay dividends in the event of serious fire, whether started accidentally or deliberately. This is the reason inventories and security marking is undertaken, it allows us to know what equipment/materials would be needed in the event of a large scale emergency.

There is much that can be done to deter the 'Arsonist', or limit the spread of smoke and flames in the event of an accidental or deliberately set fire involving school premises. Some of the precautions may be expensive to install or provide, but are usually cost effective should the worst happen. Into this category falls; sprinkler systems and automatic fire detection.

However, a great deal can be achieved with little or no cost implications, particularly in relation to 'housekeeping' and staff training. Here are just a few examples:

Any graffiti that appears on the Endeavour Academy premises should be removed without delay so please report it immediately. If it is left to accumulate, vandals and arsonists will begin to view the site as being a legitimate target of little or no value.

Bins on wheels can be pushed against the building or, rubbish can be removed from the bins and piled against doors before being set alight. Both are very common methods of attack. So if you notice bins being moved report it to a member of the EDC Services staff.

Avoid placing any items on window sills. A common method of attack is to break a window and set fire to combustibles within reach.

## **Construction**

- The Construction (Design and Management) Regulations 2015 set out individual duties for those involved with activities defined as construction.
- The definition is:

'All work associated with arranging or carrying out alteration, conversion, renovation, fitting out, commissioning, repair, upkeep, redecoration or other maintenance, decommissioning, demolition

or dismantling of a structure; Site clearance, exploration, excavation or preparation of a site for use/occupation or; Installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.'

- The regulations set out a number of actions that clients must do so that they play their part with designers, contractors and product suppliers in securing the wellbeing of the site workers. Getting it right will benefit a well-run and safe project, which in turn will deliver a building that is safe to operate.

For all construction projects The Trust will ensure that they make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way.

These arrangements include:

- appointing the contractors and designers to the project (including the principal designer) and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability.
- allowing sufficient time and resources for each stage of the project.
- making sure that any principal designer and principal contractor appointed carry out their duties in managing the project.
- making sure suitable welfare facilities are provided for the duration of the construction work
- maintain and review the management arrangements for the duration of the project.
- provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project
- ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins
- ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site

In addition, for work lasting longer than 30 days or involving more than 500 man-hours, the Trust will:

- appoint a Head of School Designer
- appoint a Head of School Contractor
- ensure a Health and Safety Plan is in place
- keep the health and safety file.

## Contractors and Visitors

- All contractors arriving on site, for whatever purposes, should report to the College main reception.

They will be required to sign in and out. Once signed in they will be given:

- A visitor badge that they are requested to wear all the time they are on site. This is to allow everyone to know they are bona fide visitors. They will normally be with a member of the Services staff, at least initially.
- Directed to school reception where they will be required to sign in / out for fire evacuation purposes.

## COSHH (The Control of Substances Hazard to Health)

- Any substance potentially hazardous to health must have a COSHH assessment organised by the appointed administrator. Highly dangerous substances carry warning symbols and extreme care must be taken.
- A complete list of substances is kept in the relevant departments.
- Staff must inform the Head of School of any new potentially hazardous substance they plan to use, as it must be assessed beforehand.
- It should be noted that even apparently innocuous substances, such as washing up liquid and air fresheners are potentially hazardous. **No** such substances must be left anywhere where accessible to unsupervised students.
- The Control of Substances Hazardous to Health Regulations 2002 (as amended) requires the control of substances that can harm staff and students and ensure that exposure to any dust, mist, fume, vapour or gas that is hazardous to health be either prevented or, where not reasonably practicable, adequately controlled. British Standard 4163:2007 Code of Practice also provides specific guidance and recommendations for schools on the safe practices that must be adhered to in design and technology environments.

## Defect Reporting System

- If you discover a defect or damage to equipment or premises, please report it immediately to the duty Services Officer or Head of School. This can be done using the pro forma, supplies of which are kept in the staff room or by emailing either the Head of School or Services Team directly. The Services Team will then ensure that appropriate action is taken to rectify the problem. If, however, the issue is serious (e.g. likely to cause injury or harm) please inform reception immediately so that the appropriate staff can be informed as necessary.

## Disaster Planning

- The following procedures are designed to deal with the problems in the early stages of any emergency / disaster.
- The first duty is to support and help students, parents / carers and any staff involved. We must also ensure that the handling of the emergency / disaster does not result in damage to the school which will then cause all students and/or staff to lose in the long term.

## Roles and Responsibilities in the event of an emergency / disaster

- In term time, any crisis will be managed by an emergency team that will include:
  - the Chair of the Trustees;
  - the Head of School;
  - the Senior Leadership Team;
  - EDC Director of Marketing and PR; and other relevant staff, depending on the situation.
- EDC Director of Marketing and PR, if not disabled in the emergency / disaster, will be first contact for the Media. It is probable that as things develop the Chair of Governors will need to make a statement and written statements may be issued by others, this should be done in conjunction with the EDC Director of Marketing and PR.
- The Head of School will be responsible for arranging the necessary communications network including allotting duties to other support staff for typing statements etc.
- The Head of School will also be responsible for checking with insurers etc to make sure that we do not make mistakes at that stage of the crisis.
  - **Out of Term**, the first thing for the person in charge on site to do will be to contact as many members of the team as possible.
  - In the event of an emergency while staff and students are out on a trip / visit - all the staff will:
    - ❖ know how an alarm is to be raised; and
    - ❖ will have to hand a number to contact to report an emergency / disaster. This will not be the school number in case the media jam the phone lines. (Any such number must be kept absolutely confidential). This should be the Head of School's own mobile number or the school's emergency mobile numbers, or an alternative.
  - As soon as the injured etc are properly looked after and are in the hands of competent assistance, then communicating the news is the priority.

- Once that has been done the priority of those on the ground becomes to look after students and each other. Dealing with the media, with parents/carers and all other issues then becomes the job of the emergency team.

## Display Screen Equipment (DSE)

- The Health & Safety (Display Screen Equipment) Regulations 1992 set out the minimum legal standards for DSE workstations and 'users'. These regulations affect every person who works with DSE on a regular basis. This now includes the use of laptops at home. The regulations require that all DSE users must have awareness and understanding of the potential health risks associated with and know how to adjust and use DSE equipment correctly in order to reduce them. However, the health and safety of staff and students who are regular or irregular 'operators' is also of concern.

DSE Regulations cover:

- ❖ Equipment used
  - ❖ Working environment
  - ❖ Work routines
  - ❖ Avoidance of problems
  - ❖ associated with the use of display screen equipment e.g. eyesight, posture, stress etc
- It is important that the room is adequately lit, there is no reflective glare on the screen, that there is sufficient space for papers, telephones, seating is at the appropriate height, etc. Staff should also take regular breaks away from the screen, this involves moving away from the machine completely and the suggestion for designated users is to aim to take a break of at least 5 minutes in every hour if it is continued use.
  - If a member of staff has any concerns, they should consult the Head of Administration.
  - New staff, if designated as a user, will have an assessment as part of their induction and their immediate line manager will help. There is a recommended self-assessment form, available from the Head of Administration. (See Appendix B – Sample Forms).

## Electricity at Work

- All portable electrical equipment must be included on a stock list, have a code number and be security marked where appropriate.
- Portable electrical equipment is tested on a regular basis. The staff trained and permitted to carry out this procedure are the EDC Services Team.
- Staff in school are required to co-operate with the EDC Services Team when the inspection is planned. This includes making all items available and ready for inspection at the appropriate time. Until such time as this inspection has been carried out, no personal items may be used in school. Items bought new are exempt for 12 months.



- All passed equipment is marked with a dated green label. If an item fails the test, it will be marked with a red label and taken out of use until it is repaired, re-tested and passed fit for use. In a few cases equipment will be removed altogether or made inoperable. This is a safety precaution and a legislative requirement.
- Before you use any electrical item, you should carry out a visual check. If any problems are apparent you should note it and let the Head of Administration know; the item in the meantime must not be used until passed fit.

## Emergency Evacuation

- The emergency evacuation procedure is designed to ensure the swift and safe evacuation of buildings.
- Our primary concern is to avoid loss of life or injury.
- Our secondary concern is to avoid damage to personal property, resources or buildings. The following information is extremely important:
  - On the discovery, or you being notified of a fire, you should immediately activate the alarm using the nearest 'break glass'.
  - In the event of fire evacuation, all windows should be closed and AC turned off (*if time permits*)
  - Staff and students should know the exit route from the room / area in which they are working. Fire evacuation procedures are covered during staff and student inductions.
  - The emergency evacuation warning sound is a continuous bell.
  - All belongings should be left and everyone should leave the room in a quiet, orderly fashion.
  - Learning Coaches and Learning Mentors should ask a responsible student to lead the way, and undertake a principal count as students leave the room.
  - The Learning Coach / Learning Mentors should instruct the class to go to the designated area and line up in registration order.
  - The Learning Coach / Learning Mentors should close the door of the room as they leave, **but should not lock it**, in case a search of the building becomes necessary.
  - The Learning Coach / Learning Mentors should then check the student register and give it to the senior member of staff in attendance.
  - If anyone is missing, alert the senior member of staff in attendance immediately.
  - Staff need to ensure that all classes remain quietly in line until dismissed, to avoid congestion and possible accident.

- Under no circumstances should anyone re-enter the building until the all clear has been given by the senior person in charge.
- When it is safe to re-enter the building this should be done in a quiet and orderly fashion.
- In very unusual circumstances (e.g. a bomb scare) there may not be a warning bell. If you receive a message from the Head of School or Head of Administration to leave the building, do so immediately, following the instructions as above.
- Practice evacuations will be carried out at least once every half term, with or without prior warning. Any evacuation, practice or actual, will be logged in the College's Fire Precautions Manual.
- Staff must report any deficiencies in fire-fighting equipment, fire doors, notices, etc. to the Head of Administration as a matter of urgency. **DO NOT RELY ON SOMEONE ELSE TO REPORT IT!**
- Staff should familiarise themselves with the exit routes displayed in all areas and check regularly that one is displayed in their area. Report any shortages to the Head of Administration immediately.

## Fire Safety

- It is the responsibility of **all staff** to ensure that basic fire safety rules are obeyed; most, are simply tidiness and good housekeeping. All teaching staff are required to attend basic training in the use of fire-fighting equipment and its use. This is mandatory and is normally a twilight or training day session.
- Combustible materials, such as cardboard boxes and packaging materials, should not be kept about the school unless they are required, for example for making scenery in school plays or for art and craft purposes. When such materials are not in use, they should be kept in a designated storage area.
- Some clothing and costumes which are used for school plays and shows are highly inflammable. If these must be used, they should never be placed close to any heat source, e.g. floodlights or other stage lighting.
- Classroom displays and work displayed in corridors should be set up with care. Decorations can be a fire risk if they are hung near sources of heat or light fittings. Lighted candles should only ever be used under very strict supervision and never left unattended.
- Waste-paper bins should be made of non-combustible materials. They should be used and waste paper should not be left lying around. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances and radiators.
- Stock rooms for stationery and other necessary combustible materials should be kept securely locked at all times.

- Corridors, stairways, entrances and exits must be kept clear and, in particular, kept free of combustible materials. Stairways and corridors which all form part of escape routes **must always be kept clear**. Boiler rooms must be kept clean, clear of combustible materials and should be locked while school is operating.
- The fire brigade carry out an annual fire inspection and fire extinguishers, alarms and emergency lighting are serviced regularly. Any problems with fire-fighting equipment must be reported as a matter of urgency to the Head of Administration. Staff finding students tampering with fire-fighting equipment must take immediate action to stop it and then report the fact, using the appropriate reporting / monitoring or email system. An extinguisher that has been let off - is no use left where it is! Students will normally be charged for refilling in such cases
- If a member of staff discovers a fire, they should sound the fire alarm, remove people in the immediate vicinity, and inform reception immediately.

## First Aid

- Several staff are provided with basic training in first aid techniques. The aim of this training is to enable staff to have the confidence to assess the situation and possibly administer basic first aid. However, you should not carry out first aid, unless you feel competent and confident enough to do so. If you do carry out first aid, ensure that you record everything you have done and complete the appropriate paperwork.
- The number of certified first aiders on the staff will not, at any time, be less than the number required by law (currently 1 to 50 employees).
- First aid boxes are located at the reception area and the EDC medical room. First aid guides are contained in the first aid boxes and there are also a poster located in reception. There is also a list of the recommended contents for each box and the contents are checked regularly by a member of the office staff and any deficiencies made good.
- Guidance on the recognition of conditions such as asthma, epilepsy, burns, etc. is in the First Aid Guidelines filed in the green health and safety folders (held within College). As far as practicable, if dealing with bleeding or open wounds, you should wear gloves.
- Adequate and appropriate first aid provision must form part of the arrangements for **all** out of school activities and the EVC (Education Visit Co-ordinator) in school holds a small supply of travel kits. If you are organising a trip it is your responsibility to ensure you have the appropriate supplies.

### First Aiders and Designated People

**First Aiders:** **Bridie Clarke**

**Designated People:** **Duncan Mills**  
**Lesley Forster**

## Furniture / Equipment / Resources

- The care of furniture and equipment in the classroom is the responsibility of the Learning Coach. Broken furniture / equipment should be identified and if possible repaired, if this is not possible, it must be removed from use. The defect reporting procedures should be used for these purposes. If items cannot be repaired it is advisable that staff notify the Head of Administration in order to allow financial planning or bids to be submitted for the cost of replacements.

## Lone Working

- This document has now been integrated into this policy in its entirety (see Appendix A), however if in the event of you feeling unwell whilst working alone, you should immediately summon help via reception, Head of Administration or the EDC Services Team.
- A small supply of Personal Attack Alarms are held centrally in EDC which can be loaned to staff while in a building alone. This may prove helpful in the event of you coming into contact with an intruder.

## Managing Contractors

- There are specific criteria, rules and regulations to be followed and documentation to be completed for each and every time contractors operate in school. Staff in school need to complete specific training sessions before contractors are allowed on site. Briefly these include:
  - Staff being nominated as the person responsible for contractors working on site. (MSI has completed the required training);
  - Implementing an appropriate signing in and out process;
  - Assigning a nominated competent person to liaise with the contractor and monitor activities;
  - Communicating all relevant information to the contractor e.g. asbestos documentation, prohibited areas, emergency procedures etc;
  - Sharing all relevant information with other users of the building and/or contractors on site to ensure any additional controls have been considered;
  - Obtaining all relevant information e.g. risk assessments, method statements, permit to work etc;
  - Ensuring accidents, incidents and near misses are reported and recorded appropriately;
  - Ensuring any remedial action that becomes necessary is undertaken and rectifying any unsafe practices;
  - Conducting a review to ensure work has been completed to a satisfactory standard;
  - Referring to the EDC Director of Estates for advice before employing any contractor.

## Manual Handling

- There may be areas of your work that will involve physically lifting, pushing, pulling, transporting / moving and supporting articles, people etc. whether this is on your own or with others. If this is the case, please request a copy of the latest guidance issued by the HSE from the Head of Administration. It explains the problems associated with manual handling and sets out best practice. All staff must take great care if lifting / moving equipment, especially if it is heavy, to avoid injury, e.g. to the back, trapped fingers, pulled muscles.
- Avoid manual handling if at all possible. If it is not avoidable, staff should carry out a risk assessment beforehand, ensure that you know:
  - how far has the item got to be moved;
  - whether it has to be moved up or down stairs;
  - whether assistance is needed. If assistance is needed, the Services Team should be consulted immediately;
  - is the load safe to move;
  - is special equipment needed to move it;
  - are you 'fit' to move it.

***Students should never be asked to move heavy objects.***

## Medication

***Please refer to the Storage and Safe Administration of Medicines Policy.***

## Occupational Stress

- Occupational stress is a growing problem in the education sector. Causes of stress vary, but may include:
  - the effects of rapid change
  - time pressure
  - relationship issues.
- Experience of stress at work is often affected by:
  - the level of control staff have over the pressures of work

- the support staff receive from others in meeting those pressures
  - the strategies staff use to respond to work pressures - some of these will have more positive outcomes than others.
- For the individual, stress can lead to feelings of tension, frustration, anxiety or depression. Self-confidence can be eroded, there may be unusual levels of irritability or unsociability, or changes in appetite, habit or behaviour. Stress does not indicate weakness, incompetence or laziness. Stress problems must be addressed by both the school management and the individual member of staff.
  - Any member of staff experiencing stress should be encouraged to talk about it. You are never on your own. Please talk to another colleague or your line manager. Professional support is also available from a range of external services.

## Personal Protective Equipment (PPE)

- PPE will normally only be needed by teaching staff working on specific tasks in practical subjects, such as Science e.g. goggles, dust filters, etc. or technicians in specialist areas. Services staff may also need to wear appropriate PPE when carrying out certain tasks.
- Before undertaking any activity, a risk assessment must be carried out. If appropriate PPE is not available or not in good order, the activity must not go ahead and the Head of Administration must be informed immediately.

## Premises (General)

- Staff are required by law to take all reasonable care for their own Health and Safety at Work, and that of others who might be affected by their acts or omissions. Moreover, staff must co-operate with their employer in enabling them to meet their legal obligations e.g. staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety.
- These may have a different focus each time, e.g. outdoor issues, decoration etc. Priorities are drawn up and jobs which can be carried out by the premises team are identified. Contractors are brought in where necessary. The defect reporting procedure has been devised to help this process and identify any ongoing issues and should be used by all staff.

## Road Safety

- Learning Coaches must remind students regularly about crossing the road safely.
- Staff should only park in designated areas and must ensure that they do not block access for emergency vehicles. Staff must not park on any grassed areas.
- If staff transport students in their own car they should ensure that they have the appropriate insurance and should provide evidence that they are both properly insured and licensed to perform this task.

- Students bringing bicycles to school do so at their own risk. Students should not ride their bike on site. Parents / carers retain the duty to ensure that their child's bike is roadworthy and should encourage the use of safety equipment such as lights, helmets etc. before a pass is given. School accept no liability for cycles on site.

## Slips, Trips and Spills

- Between the years 2001-2008 over 10,000 major injuries from slips, trips and spills on the same level were reported to the HSE every week (e.g. fractures) and over 25,000 injuries each year where staff were then off work for more than 3 days due to an accident. These figures include employees, students, public and contractors in schools.
- The most common places for these are:
  - Kitchens and toilets
  - Corridors, especially, during bad weather
  - Pathways / walkways
  - Playgrounds
  - Badly maintained floors e.g. torn carpets
  - Stairs
- In order to reduce the figures and stop us adding to the statistics, school staff and students are required to:
  - Keep all areas tidy and free of obstructions
  - Clear up, or report, any spills immediately
  - Dispose of waste – remove boxes, papers etc
  - Clear away any obstructions particularly around work stations
  - Store goods / supplies sensibly and safely
  - Wear sensible footwear particularly in icy weather
  - Store cables sensibly – use cable ties or covers
  - Make sure the lighting in your work area is in working order including corridors – make sure it is being used particularly on dark winter afternoons
  - Don't park your car on pavements / walkways – it causes slabs to raise.
- Staff are regularly reminded to:
  - Report any hazard to their line manager, or the Head of Administration before an accident happens

if at all possible

- Report any accident however small, using the appropriate forms
- Report near misses
- **Remember** – to Reduce the Risk - See it, Sort it; Remove it; Report it; But most of all .... **Don't ignore it!**

## Smoking / Alcohol / Drugs

- Staff are required to support the 'no smoking' law that exists on school / college property across the country. Staff are also required not to smoke at any time when supervising or in view of students.
- Alcohol must not be consumed on the school site during normal working hours, including lunchtimes, or at any time when supervising students. During residential trips it is essential that at all times there is a designated member of staff, fit and able to cope with emergencies.
- Drunkenness while on duty or the consumption of any classified substance would be deemed as gross misconduct.
- If a member of staff is in possession of any medication or prescribed drugs, they should ensure that they are kept secure whilst on the school site, e.g. locked in their car. .

## Use of Minibuses

- There are stringent guidelines on the use of minibuses, be they hired or borrowed by the school.
- If you are proposing to hire a minibus with driver, please ensure, as a minimum, that:
  - **Whoever is driving**, that **you** carry out the necessary vehicle checks, using the appropriate minibus check form. It is normally the responsibility of the driver to check the condition of the vehicle before use but if a defect arises during use, it must be dealt with immediately and then reported on a 'Drivers' Vehicle Defect Report Form'.
  - Any member of staff actually driving a minibus must hold a current MIDAS certificate. If you do not have this, and wish to drive a minibus, please inform the Head of School. We can arrange the necessary test.

## Visits

- There are also stringent guidelines, both locally and nationally, for the conduct of all school visits. The school have also appointed an Educational Visit Co-ordinator (EVC). The role of the EVC is to help with the planning and management of any off-site activities. Any member of staff proposing to organise a visit or trip must read these guidelines and follow the appropriate procedures.



- It is essential that early approval for any proposed visit is obtained from the Head of School / EVC **before** any arrangements are confirmed. All school visits outside Durham and/or beyond normal school hours need to be approved by the Head of School.
- The Educational Visits form must be completed for trips or visits of any sort as soon as you start the planning process. You should also be aware that:
  - Nothing should be booked until you have received a copy of the form back, signed by the Head of School and EVC.
  - Any volunteers / parents / carers helping with a trip or visit need to be DBS checked. This can take up to 8 weeks – so plan ahead!
  - Risk assessment and risk management are legal requirements.
  - Educational visits will be categorised A, B or C with category A being the lowest risk and category C being such activities that would normally require the leader to complete some prior test of his or her competence or have previous experience of this type of activity.
  - There may sometimes be a requirement for a qualified first aider in the group.
  - Students and staff are required to complete medical detail and consent forms in advance.
- Information packs are available from the EVC via reception and you should ensure you use the checklists provided in the pack to help you plan the trip / visit.
- The Educational Visits Policy contains all of the forms required for a trip or visit. Please contact the EVC for further advice.

## Welfare

- The welfare of both staff and students, Parents / Carers, Visitors, Contractors and Volunteers are important to us in school and everything possible is done to ensure school remains a safe and healthy place to be.
- **Staff** are regularly given information in order to ensure everyone knows how important an issue this is.

These include:

- the Health & Safety Policy itself;
- training such as fire safety / first aid;
- Email communication;
- Health & Safety notices;
- Drills and practices for evacuation;
- Signage.

- Students receive information in a variety of ways.

These include:

- Signage
  - Assemblies
  - Registration / Tutorial Sessions
  - Drills and practices for evacuation
  - Newsletters
  - Student Council
  - School Website
- 
- Anyone experiencing a problem should refer it to someone they feel comfortable talking to, students should raise it with an adult in school. In some cases this may be the appropriate person to deal with it, but sometimes information will need to be passed on to a more appropriate person. This will be done in a sensitive and caring manner and the person making the report will be kept informed.
  - Managers are asked to be supportive, sensitive and sensible in their dealings with people and students alike in order to ensure a healthy environment throughout the school.

## Work Experience

- School aims to provide students with information and experience in a range of activities, tasks and duties. For all students the emphasis being based on the practical learning aspects of a work experience placement.
- Work placement offers students the opportunity to prepare for the challenges presented in the work environment. They can also learn a whole range of different tasks / responsibilities.
- Appropriate preparation and advice on matters relating to student health and safety, forms part of the Work Experience programme,
- Students from other schools sometimes come to us on a work experience placement. This is so that they can become familiar with the skills and attitudes needed in modern business and recognise that the demands of working life are undergoing constant change. In these cases, the Head of Administration must be consulted in time, for a DBS to be completed, prior to the start of the placement. The Assistant Head of School (Behaviour and Safety) then assumes day to day responsibility, including the health, safety and welfare, for the person while they are with us on the placement.

## Working at Height

- Throughout school there are items used for working at heights. These items include step ladders and ordinary ladders and are available in school but they are always kept locked, in situ, to avoid inappropriate use. Staff are expected to take responsibility and ensure they are locked away when not

in use. A risk assessment may be required before use.

- Ordinary ladders are kept by the Services Team.
- All College equipment is inspected annually.

## Monitoring

- The arrangements and procedures laid down in this section of this policy have been devised in order to assist those responsible to meet their duties as stated in the preceding sections.
- The Apollo Schools Trust recognises the importance of monitoring health and safety matters. Monitoring of health, safety and welfare will be carried out in a number of ways, including
  - The Head of School shall provide such reports as required by the governing body as part of the management of the school.
  - Safety Representatives, as appointed by staff, shall be allowed time to inspect / monitor the school and report any issues to the Head of School (NB this is a legal requirement under the Health and Safety at Work Act). This must be implemented during directed time.
  - Review the relevant policies, including this one, to ensure they are maintained up to date, appropriate and re-iterate the requirement for health and safety to be taken seriously.
  - The EDC Services Team and Safety Officer and/or his/her representative shall inspect the site on a regular basis to:
    - ❖ provide information and advice, particularly in relation to changes in legislation, that may affect the way school operates
    - ❖ help EDC draw up an action plan of any actions needed to improve operations or comply with legislation
- To help this process, the Apollo Schools Trust will ensure that:
  - appropriate facilities and opportunities are provided for all accredited safety representatives to perform their duties.
  - all reasonable inspection facilities and information are provided on request to officers of the LA, Inspectors of the Health and Safety Executive and any other bona fide health and safety officials.

## Information Dissemination Procedure

- Information and instructions on health and safety matters are available / given to teaching and support staff, students and visitors as follows:

### Staff

- Staff have received a copy of the Health and Safety policy and are asked to familiarise themselves with the procedures outlined in the policy.
- New documentation arriving at the school will be copied. The original will be held on file in the staff shared area and the copies circulated to the appropriate staff.
- The Head of School and the Head of Administration will determine the circulation of each document before the document is put into the health and safety file (located in the staff shared area)

### Students

- It will be the responsibility of all staff to ensure that students are made aware of existing and new health and safety information. This responsibility will be split between the Learning Coaches (general health and safety arrangements), and staff with a specialism (curriculum determined arrangements).

### Visitors

- The receptionist shall ensure that visitors are informed of any health and safety arrangements which may affect them during their visit, including working at heights etc.

## Staff Training and Involvement

- All staff will receive this policy and will be expected to read it, and to read the sections and appendices on the arrangements that affect them in their work.
- The Head of School undertakes to keep staff informed of any changes through Health and Safety Committee, if formed, minutes, communications with line managers, staff bulletins, staff meetings and briefings and/or e-mail messages.
- The school recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make common sense decisions about risk assessment and control measures.
- The school undertakes to provide extra training for staff where a need is identified. The School Health and Safety Co-ordinator is responsible for involving external experts where necessary.

# Health and Safety Policy



**Breach of this policy may lead to action being taken under the Endeavour Academy's formal Disciplinary Procedure. Any employee, who feels they have been treated in a manner contrary to the spirit of this policy, should seek recourse in accordance with the Endeavour Academy's Grievance or Dignity at Work procedures.**

### Lone Working and Personal Safety Guidelines

#### Section 1

##### Introduction

The way in which education staff work often means that individual colleagues may be working on their own and without the normal support and reassurance of having other people close in case of emergency. Unfortunately, we are living in a more violent society which means that these people are vulnerable. It is important that we do not get the situation out of perspective. There is no need for a climate of fear but staff need to be prepared, procedures in place and reasonable precautions taken to ensure their safety. This guidance concentrates specifically on the vulnerability of staff to violence in the context of lone working.

The employer has a legal duty under Section 2(1) of the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees. In addition the Management of Health and Safety at Work Regulations (1999) require written risk assessments for the workplace, including hazard identification, assessment of risk and implementation of control measures.

The Trustees as responsible employers would not expect any employee to enter a dangerous situation for which he/she was not prepared. No one should expose themselves to risk by entering a building or site they think is dangerous, but should seek guidance from their manager/supervisor.

The Trustees employ many people in very different buildings and situations. Therefore, this guidance is designed to:

- draw the attention of heads, governors and all possible lone workers to potential risks
- enable heads, governors and managers to assess the risks in their particular workplace and situation and introduce measures to reduce those risks as part of a health and safety policy. This should include measures to reduce the risk to people exposed to lone working. Control measures such as having at least two people on site at any one time and having a pairing arrangement in an emergency so two people respond to alarm calls and incidents out of school hours
- provide guidelines incorporating good practice
- help educational establishments comply with legislation.

## Section 2

### Risk Assessments

#### Risk 1 Staff working alone in the school building

Please be aware that working alone can contain certain risks including:

- Potential violence
- Obstructed escape routes
- Manual handling
- Trips / falls etc.

Staff should try to avoid working alone in a building, but if it is essential and unavoidable comply with local procedures and risk assessments and consider the following control measures:

- Inform a member of the EDC Services Team.
- If possible tell somebody at home where you are and about what time you will return. If you are delayed beyond this time let them know.
- Lock yourself in so nobody can easily enter the school building without your knowledge but make sure you know how to get out quickly in the event of fire without using a key.
- See the last person off the premises, where possible, and lock the door behind them.
- If anyone tries to enter the building or you see or hear anything suspicious, call the Police.
- Always be alert when leaving the building in case someone is waiting for you to do so.
- Consider means of communications (e.g. mobile phone).

Staff must not let any unauthorised visitors into the school if they are working after hours.

#### Risk 2 Dealing with Trespassers

Section 547 of the 1996 Education Act says that anyone on school premises without lawful authority who causes or permits nuisance or disturbance to the users of the premises, is committing an offence.

- If you feel in any way threatened by the age, number or behaviour of trespassers, do not approach but find a safe place and call the police.
- Do not try to physically remove trespassers from the site or engage in arguments with them.
- Make your point, withdraw and call the police.

#### Risk 3 Home Visits

On occasions a staff member may be required to visit a student at home to collect coursework. If a home visit is required staff must first gain prior approval from the Head of School. Staff should never visit the student alone, 2 staff members must be in attendance for any home visit. The visit must be arranged via the parent / carer. Please ensure that you are familiar with and follow specific section procedures and risk assessments in order to ensure safe visits.

## Section 3

### Further Preventative Action

Managers should carry out a specific risk assessment for their areas of responsibility. Part of the risk assessment should be a tour of the site when it is dark to identify areas of darkness, shadow and potential risk and should involve relevant staff. Record the results of the assessment.

## Section 4

### Monitoring and Review

Governors and managers should formally monitor and review lone working and personal safety procedures and risk assessments, to ensure as far as possible that they do not expose staff to undue risk.

### Further Information and Documentation

Further information, assistance and support are available from:

**EDC Director of Estates**  
**Educational Visits Co-ordinator**  
**Head of School**