

Arundel Court Primary Academy Health & Safety Policy

The policy is divided into two parts as follows:		
Part 1	The Trust Health and Safety procedures	This is a policy for all trust schools to follow alongside the school's own health and safety organisation and procedures.
Part 2	ACPA Health & Safety Policy	The school's statement of intent, organisation and monitoring and review procedures.

PART 1

Health and Safety Policy for Academies 2019-2022

Contents

Foreword by the Chief Executive Officer and Health and Safety Statement

- 1** Introduction: the legal position
- 2** Health and Safety at work: risks and benefits
- 3** Essential principles at the University of Chichester Academy Trust
- 4** Leading Health and Safety
- 5** Nominated Health and Safety personnel
 - 5.1** Health and Safety Co-ordinators
 - 5.2** Fire Wardens
 - 5.3** Risk Assessors
 - 5.4** First Aiders
 - 5.5** Health and Safety Officer/Adviser
 - 5.6** Health and Safety Committee
- 6** Health and Safety responsibilities
 - 6.1** Governing Bodies
 - 6.2** Employees
- 7** Assessment and Review: monitoring and reporting
- 8** Health and Safety Guidance
- 9** Managing health and well-being
- 10** Absence monitoring
- 11** Further information and support

Foreword

“This statement of the University of Chichester Academy Trust’s Health and Safety Policy towards the conduct of its activities, reaffirms the intent of the Trust and its Board to conduct its affairs with all due regard for the health and safety of staff, pupils, parents and visitors. It is concerned with the protection of everyone who is lawfully on Trust property who may be affected by its activities and seeks through clearly defined responsibilities to achieve the highest standard of health and safety that is reasonably practicable. This Health and Safety Policy imposes a duty on all of us to take care of our own health and safety and those who may be affected by our activities. I ask every one of you to think constantly about how you can improve the health and safety impacts of your work as well as that of your colleagues and pupils. Please give the Policy your total and active support.”

Sue Samson CEO

Health and Safety Statement

The Trust's Board recognises its responsibilities under the relevant Health, Safety and Environmental legislation, in particular the Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory regulations. The Trust is committed both as an employer and as a provider of education to the provision of a safe and healthy working environment for members of staff, pupils, parents and visitors. In furtherance of this Policy, the Board through its Local Governing Bodies will, so far as is reasonably practicable, provide:

- Processes to identify hazards and assess risks through recognised risk control systems.
- Clear policies, guidance and procedures to support the Health and Safety Policy.
- Safe premises, plant, equipment and systems of work.
- Adequate facilities, protective equipment and clothing to enable articles and substances to be used, transported, handled and stored safely.
- Such information, instruction and supervision as are necessary to ensure the health and safety of staff and pupils and visitors.
- Appropriate arrangements for consultation with staff and union representatives on measures for achieving agreed health and safety performance.

The Board considers issues of health and safety to be of the highest importance and priority and seeks to maintain commitment to continuous improvement and awareness. The Board also undertakes, through its Local Governing Bodies, to ensure that staff and pupils are consulted and involved in all areas of health and safety.

While recognising its own legal responsibilities in the matter of health and safety at work, the Board requires all staff, pupils, parents and visitors to act safely and to co-operate in meeting these obligations. The Board believes that health and safety at work is the responsibility of all. It will encourage employees to take an active role in ensuring that a safe working environment is maintained.

This policy will be reviewed as appropriate by the Trust, taking into account any new legislation or practices that may affect this document.

1. Introduction: The legal position

The concept that employees should be safe at work is not a recent phenomenon. Legislation was developed in the 1970s to streamline the many different statutes governing safety issues making management responsible for the provision and maintenance of adequate standards and policies. Although there are many different statutes governing safety issues, health and safety is not only governed by legislation. Under what is known as 'common law' all employers have a duty of care imposed on them to protect their employees. There is also a term implied into all employment contracts requiring employees to comply with the Trust's health and safety policies and guidelines.

The legislation relating to health and safety is extensive. One of the most important statutes is the Health and Safety at Work etc Act 1974 (HSWA). All work places are covered by this legislation which states that an employer must do everything reasonably practicable to provide a safe and healthy workplace with adequate welfare facilities. HASAWA has been supported and extended by various sets of regulations, codes of practice and guidance, all of which deal with various aspects of health and safety.

The organisation and management of health and safety is a corporate responsibility and failure to comply with health and safety requirements can have serious consequences – for the Trust, the Board, Governing Bodies and individuals. Health and safety law states that organisations must provide a written health and safety policy; assess risks to staff, pupils, partners, stakeholders and any other people who could be affected by the activities of the Trust; arrange for the effective planning, organisation, control, monitoring and review of preventive and protective measures; ensure that staff and pupils have access to competent health and safety advice; and consult staff about their risks at work and current preventive and protective measures.

Responsibility for Health and Safety is delegated to academies in the Scheme of Delegation.

2. Health and safety at work: risks and benefits

Addressing health and safety should not be seen as a regulatory burden: it offers significant opportunities. Benefits include:

- Reduced costs and reduced risks – accidents are fewer, the threat of legal action is lessened, employee absence and turnover rates are lower.
- Improved standing among collaborative partners and suppliers.
- A better reputation for corporate responsibility among pupils and members of the community.
- Increased productivity – employees and pupils are healthier, happier and better motivated.

3. Essential principles

It is the policy of the Trust to comply with the legal obligations outlined in HASAWA, the Management of Health and Safety at Work Regulations 1999 and any other relevant statutory provisions by delegating to school Governing Bodies the responsibility for ensuring:

- The provision of a safe and healthy working environment with adequate facilities and arrangements for welfare.
- Physical equipment and structures are maintained to be intrinsically safe and without risks – including the means for accessing the workplace and exiting from it.
- Information, instruction, supervision and training are provided to ensure safety by competent personnel. Prescribed information will also be supplied to non-employees e.g. visitors and contractors, about any work that might affect their health and safety.
- Procedures are drawn up and reviewed for the safe use of equipment, safe systems of work, and the safe use, handling and storage of materials.
- Training is provided and reviewed for employees and for those appointed as health and safety co-ordinators/fire wardens/risk assessors/first aiders.
- The provision and use of protective clothing and equipment where necessary.
- That medical advice is available where needed.
- Arrangements are put in place for the periodic inspection of work places and methods of working and the monitoring of any corrective action necessary.
- Arrangements are in place to ensure that consultation is facilitated between management and employee representatives.
- Sufficient time and other resources are given to employees with health and safety duties to allow them to discharge these duties effectively.

The Trust's Health and Safety Policy will evolve over time, e.g. in the light of major organisational changes such as restructuring or a significant acquisition.

4. Leading Health and Safety

The Trust has delegated the management of Health and Safety in its academies to the Local Governing Bodies through the Scheme of Delegation. The Board expects Local Governing Bodies to ensure that health and safety is integrated with other core management functions and that all employees and pupils are equipped with the necessary information, instruction, training and supervision to carry out their responsibilities. This includes:

- 1) Strong and active leadership from the top:
- 2) Employee involvement:
- 3) Assessment and review:

The Board expects all Governing Bodies to do this by purchasing third party expert support for H&S, either by taking out a local authority SLA or by engaging another professional to offer a similar service; this must include an annual audit and the provision of a Competent Person to act on behalf of the school. [A competent person.](#)

If you are unclear as to whether your SLA provides a competent person you should check with your SLA provider.

5. Nominated Health and Safety Personnel

Employees occupying a variety of management, teaching and professional support posts are nominated as volunteers to monitor health and safety across the Trust. Nominated personnel include:

To be completed by individual academies but may include the following:

5.1 Head teacher

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The Headteacher is ultimately responsible for ensuring that all staff, pupils and visitors are safe when on academy premises; they may delegate much of the compliance assurance to a Health and Safety Officer if they are not the designated Health and Safety Officer themselves.

5.2 Fire Wardens

Nominated Fire Wardens are responsible for monitoring the effectiveness of fire safety measures throughout the Trust. Fire Wardens are provided with training on fire awareness and the use of fire extinguishers. Fire Wardens:

- *Report shortfalls within their workplaces on fire safety issues to the Health and Safety Co-ordinator*
- *Assist with the swift and calm evacuation of persons from their area on hearing a fire.*
- *Report to the person responsible for co-ordinating a fire rescue and provide information where required.*

5.3 Risk Assessors

All staff who organise or control activities such as field trips, equipment or facilities, will receive training in risk assessment. The Risk Assessors co-ordinate risk assessments in their area, returning completed and accurate paperwork to the health and safety team. A Risk Assessor will be trained in identifying and controlling risks.

5.4 First Aiders

First Aiders support the health and safety of staff and pupils across the Trust. First Aiders must attend regular First Aid training. First Aiders attend to incidents and keep records of all first aid treatments they have administered including details on accident/incident report forms.

5.5 Health and Safety Officer

The academy's Health and Safety Officer provides advice and guidance on all matters relating to health and safety for staff, pupils and nominated health and safety personnel. The Health and Safety Officer takes the lead responsibility for reviewing and monitoring the effectiveness of health and safety policies, procedures and systems.

The Health and Safety Officer has the responsibility for periodically devising and implementing a health and safety audit programme as well as developing health and safety policies and guidance and the provision of training. As well as reporting health and safety concerns and outcomes to the Health and Safety Committee, the Health and Safety Officer audits health and safety performance and liaises with enforcement authorities and local authorities on matters affecting Trust premises or staff. The Health and Safety Officer also takes responsibility for investigating and reporting any accidents or near-misses to the Health and Safety Executive.

5.6 Health and Safety Committee

The Finance and Resources Committee takes responsibility for the monitoring of Health and Safety policies and procedures and safety working practices within the academy.

6. Health and Safety responsibilities

6.1 Governing Bodies

Health and safety is a corporate governance issue. The Trust recognises that it can only achieve the highest standards of health and safety management with the active involvement of its Governing Bodies and it delegates responsibility for the management of health and safety to LGBs in the Scheme of Delegation. The governing body will integrate health and safety into the main governance structures, including sub-committees. All members of the Governing Body will take the lead in ensuring the communication of health and safety duties and benefits throughout the organisation. The governing body will 'own' and understand the key issues involved and decide how best to communicate, promote and champion health and safety.

The Governing Body will:

- Ensure that health and safety appears regularly on the agenda for Finance and Resources Committee meetings.
- Ensure that health and safety arrangements are adequately resourced.
- Encourage staff or their representatives to be involved in decisions that affect their health and safety.
- Ensure that governing body decisions are made in the context of the health and safety policy.
- Consider health and safety when deciding senior management appointments.
- Support staff involvement in health and safety.
- Request periodic audits of the effectiveness of management structures and risk controls for health and safety.
- Designate a governor to be the health and safety governor to review health and safety on a periodic basis and to review the annual health and safety audit. They may also undertake visits to the academy to review for themselves the health and safety management arrangements and how they operate.
- Ensure that the academy has a health and safety service level agreement with a third party supplier approved by the Trust.

6.2 Employees

Every employee has health and safety responsibilities from statute and civil law as well as under their contract of employment. It is the duty of all employees to co-operate in implementing health and safety policy by:

- Acting with due care for the health, safety and welfare of themselves and others and co-operating with managers by complying with instructions and procedures for safe working.
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare.
- Evacuating pupils promptly from teaching rooms in the case of emergency situations and fire drills, in accordance with Trust procedures.
- Making proper use of protective clothing and safety equipment provided (in accordance with any training or instruction provided by the Trust), reporting any loss or obvious defect in that equipment and taking reasonable care of it.
- Informing their manager(s) of any shortcomings in respect of the protection arrangements for health and safety and anything that could be considered as representing a serious or immediate danger to health and safety.
- Reporting to their manager(s) any defects in equipment, structures or safety procedures, however trivial it might seem, which they are aware of and incidents which have led or might have led to injury or damage.

- Co-operating with any investigation that might be undertaken with the object of investigating incidents or preventing accidents in the future.
- Making sure that an appropriate and accurate record is made on the Governing Body's accident/incident report form, following an accident or near-miss which has (or could have) led to injury or ill-health and reported to the Health and Safety Officer.
- Taking responsibility for the safety of pupils and visitors, ensuring that any proposed new activity is risk assessed before the activity commences.
- Ensuring risk assessments are conducted where appropriate (e.g. for field trips, work in laboratories or workshops) and all those who may be affected are advised of relevant findings and risk reduction strategies.

7. Assessment and review: monitoring and reporting

Monitoring and reporting are vital parts of the health and safety culture as well as effective management systems and practices which ensure that health and safety risks are dealt with sensibly, responsibly and proportionately. Formally reviewing policies, procedures and practices will help to ensure that established principles are embedded in the organisational culture and adhered to.

A formal review of health and safety performance is essential. It allows governing bodies to establish whether the essential health and safety principles – strong and active leadership, staff involvement, and assessment and review – have been embedded in the organisation and whether the system is effective in managing risk and protecting people.

An annual audit is carried out by the Trust's Health and Safety Officer to ensure that the Trust is complying with relevant health and safety legislation. A premises fire safety risk assessment is to be carried out each year by the school. Premises improvements are prioritised and implemented by the Governing Body.

The school must keep records of accident and incident reports that they have made during the year by keeping a copy of the report form. Accident and incident reports must be kept for a period of three years (the Health and Safety Officer will keep records for longer than this). In addition, records must be kept of the steps taken after an incident has occurred, including details where applicable on accident investigations, risk assessment, subsequent decisions on amendments to procedure and, where necessary related communications.

8. Health and Safety Guidance

The management of health and safety is supported through a variety of policies and procedures and health and safety guidance on topics such as: fire evacuation, manual handling, noise at work, personal protective equipment, portable appliance testing, risk assessment, selection, use and maintenance of work equipment, work at height, working outdoors, display screen equipment, control of substances hazardous to health, alcohol, drug and substance abuse, stress management, and other health and well-being policies. Policies will be developed as a result of changing legislation e.g. Corporate Manslaughter and Driving at Work. Details of these are on the academy trust web portal.

9. Managing health and wellbeing

The Trust is committed to supporting the health and wellbeing of its employees by encouraging the adoption of healthier lifestyles. The philosophy which underpins this commitment is one of self-help and individual responsibility, promoting and supporting good practice to ensure staff feel supported in their work.

10. Absence monitoring

The continuing use of sickness absence procedures, Occupational Health involvement, return-to-work interviews and the support of a confidential counselling service are identified as the most effective approaches for managing absence and ill-health. The central HR team at the Trust can advise further on this. Please contact Louise Birch on L.Birch@chi.ac.uk in the first instance.

11. Further information and support

A broad range of health and safety information is available on the Health and Safety Executive website at www.hse.gov.uk.

Further guidance and information is available on the Trust web portal:
[Estate | The University of Chichester Academy Trust](#)

For further information please contact Helen Turner, Director of Financial and Commercial Services on 01243 793463, or Sue Samson, Accounting Officer, on 01243 793498.

PART 2

The Governors of Arundel Court Primary Academy recognise and accept their responsibility to provide a safe and healthy working environment for all staff, pupils and other users of the school.

Statement of Intent

The objective of this policy is to:

- Establish a safe environment throughout the School.
- Provide and maintain safe and healthy working conditions, equipment and systems of work for all staff and pupils.
- Provide information, supervision and training that is required for this purpose.

Organisation

- The Governors of these schools share the responsibilities with Chichester Multi Academy Trust for Health and Safety.
- The Headteacher has daily managerial responsibilities for Health and Safety.
- All staff have responsibilities for taking reasonable care of their own health and safety and that of others who may be affected by what they do or not do.
- All staff are responsible for reporting situations which may present a serious and imminent danger to the Headteacher, Deputy Headteachers, School Business Manager or Health and Safety Team.
- All staff are required to use equipment safely.
- Specific responsibilities are identified in this policy document as well as in job description where appropriate. The competent person is the Site Manager, assisted by the School Business Manager
- The Health and Safety team may include: Governor Representatives, First Aiders, Site Manager, Technical staff & out of hour's coordinator.
- Site Managers & Assistants carry out daily checks – of the Grounds & Buildings
- External Risk Assessments – are carried out as and when needed, and are updated when appropriate. Internal Risk Assessments are carried out daily or as and when needed by the Site Manager.

A – FIRE

- Fire notices detailing procedures to follow are displayed in all teaching areas, staffroom, meetings room, halls and offices.
- Fire exits are clearly signposted.
- Fire alarms are tested weekly by the Site Manager.
- Fire drills are carried out once a term and recorded in the file and reported to the Governors in the Headteacher's report.
- All fire extinguishers are checked annually by approved contractor

B – Bomb Scare

- Person who receives warning must notify the Headteacher or Deputy Headteacher, or appropriate person in Headteacher's absence, who will inform the Police and Fire Services.
- The school will be evacuated immediately following the fire drill procedures.

- Staff must not attempt to remove cars from parking area.
- Nobody should re-enter the building until it is declared safe by the police.

C – Accidents / incidents

- All accidents (staff and pupils) involving injury and incidents that cause concern must be reported. These reports are on the school staff share folders on all PCs. Completed reports will be sent off by the School Business Manager to the Health and Safety Unit at Portsmouth City Council. All such incidents are reportable as they may lead to compensation claims for injuries.
- A system for recording bumps, bruises and minor injuries is also in place. This can be found in staff share. For a bump to the head, office staff will make a phone call home and follow up with a text home to parents. For a minor injury such as a graze, a text message only is sent home to parents.
- The list of First Aiders and First Aid provision, is in the First Aid Policy in the Offices.
- All staff must familiarise themselves with the First Aid arrangements at this school.

D – Medicines

- See Administering Medicine in School Policy, part of the First Aid Policy.
- Parents are responsible for ensuring that staff & the school is informed and updated of children with medical problems concerning their Child (ren).
- All staff must familiarise themselves with these arrangements.
- All classrooms will have a list of medical conditions, including allergies, in the classroom – and this information to be stored confidentially.

E – Heating and Ventilation

- The heating system will be reviewed regularly by outside contractors.

F – Electricity / Equipment

- No-one should carry out work of an electrical nature unless competent to do so.
- An annual electricity check will take place on all equipment.
- Equipment should only be used for the purpose it was intended.
- Defective equipment must be reported to the Site Team who will remove it and label it accordingly.
- Plugs and leads will be inspected regularly.
- All electrical equipment should be placed on the audit and security marked.

G – Control of Hazardous Substances

- Chemicals dangerous to health will be kept under close supervision at all times by the Site Manager.
- Chemicals must be kept in a safe place
- Cleaning cupboards must be kept locked when not in use.
- All waste products are to be considered toxic inclusive of body waste.

H – Site Security

- Security locks are on each main entrance door.
- Security doors must be closed at all times and staff must ensure they close behind them.
- All visitors must sign in, read the Covid-19 visitor's policy, complete the track and trace form and have their temperature taken. Visitor's will be given a visitors' badge to wear at all times. Anyone seen in the school building not wearing a visitors' badge should be challenged by staff.
- Children returning or brought to the school at unofficial times during the day must be signed in or out at the office.
- Arundel Court Primary Academy have installed a security system to operate on site: externally with cameras and monitors.
- All staff are responsible for making the classrooms secure when vacated.
- The Site Manager and Cleaners leave the building at 6.30pm daily. It is the responsibility of the Site Manager to ensure the building is secure and the alarm system activated before leaving the premises.
- Staff should be vigilant about not remaining in the building alone.
- School gates are locked at 8.50am until 2.45pm and staff are responsible for locking them should they leave / return during the school day.
- Contact Police (9-999) immediately if security is breached and intruders are non-co-operative.

I – Violence / Aggressive Behaviour

- Incidents of this kind should be reported as soon as possible – see Whole School Behaviour Policy.
- Should any incident involve physical violence against a member of staff it will be reported to the authority. Support for the teacher will be provided.

J – Specialist Areas

- Specific hazards exist in various curriculum areas – PE, Science, DT and Cookery. Any defects or hazards should be reported immediately to the Headteacher, Site Manager, Health and Safety Team or the School Business Manager as appropriate.

K – Off-Site Activities

- Please see separate policy / guidelines.

L – Risk Assessments

- Site Manager – Daily checks of grounds and buildings – including Foundation Stage playground and Nursery.

M – Safety and Science

- Please see Teaching & Learning policy located in the office, and ASE safety in Science booklet.

N – Supervision

- During playtime sessions the children are supervised by members of staff.
- The Senior Lunchtime Supervisor provides a rota identifying lunchtime supervision.

- First Aid duty is provided by the Trained First Aiders. Please see First Aid Policy for list.

O – General Safety Points

- All personnel and children should walk and not run in the school building.
- The building and grounds are a smoke-free environment (signs around the ground indicate this).
- Dogs are also not permitted anywhere in the building or on the school grounds, with the exception of assistance/working dogs .
- A list of emergency contacts for staff and children are kept in the school office.
- On the grounds of Health and Safety children are not allowed to wear jewellery in school, the only exception being studs in pierced ears. Children are asked either to remove these during PE and games or cover them up with tape. This also applies to nose studs.
- The school only uses coaches and mini buses where seat belts are provided. Children are instructed to use seat belts at all times when being transported.

Monitoring and Review

- The Governing Body delegates to the Site Manager and School Business Manager to be responsible for health and safety matters. It is our responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. This team also will liaise with the LA, Chichester Multi Academy Trust and other external agencies, to ensure that the school procedures are in line with those of the LA and Chichester Multi Academy Trust
- The Headteacher implements the school health, safety and welfare policy on a day to day basis, and ensures all staff are aware of the details of the policy as it applies to them.
- The Site Manager and School Business Manager will report to governors termly on health and safety issues.
- This policy will be reviewed at any time at the request of the governors, or at least once a year.