

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



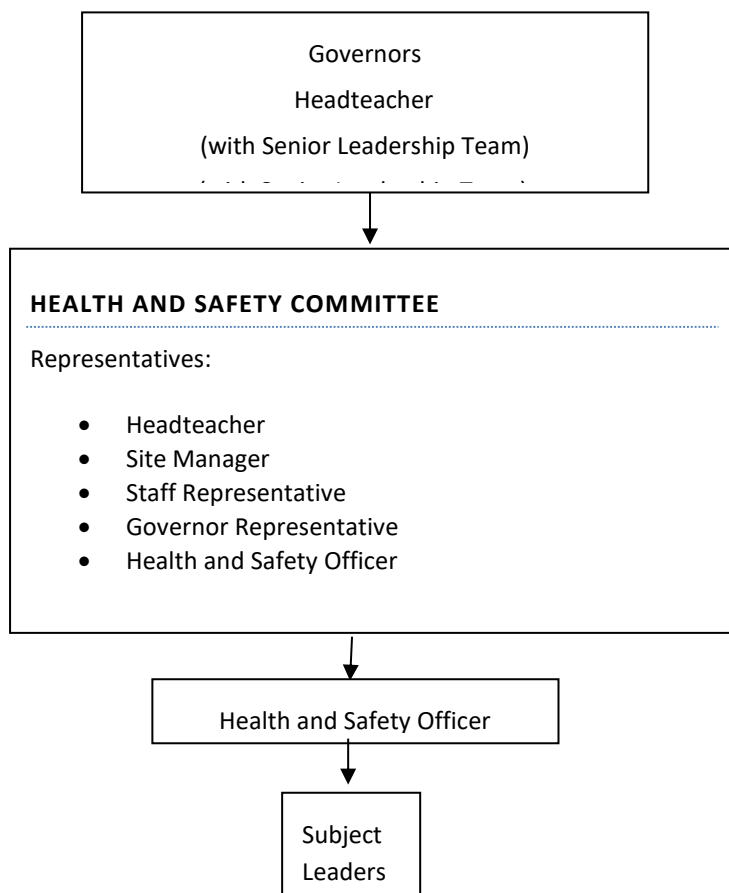
### Health and Safety Policy

References: Health and Safety at Work Act (1974)  
Management of Health and Safety at Work Regulations (1999)

#### 1 Governors' Statement of Policy and Intent

- 1.1 The Governors consider that one of their primary objectives is the achievement and maintenance of a high standard of health and safety on the academy premises. They also recognise and accept their corporate responsibility to provide a healthy and safe working environment for all their employees, pupils and visitors to the academy premises.
- 1.2 They will take all reasonable practical steps to fulfil this responsibility in line with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999) by providing information, instruction and training as appropriate.
- 1.3 They require management, staff and pupils to display a positive attitude towards health and safety and to act with reasonable care for themselves and others.

#### 2 Health and Safety Structure



Last reviewed January 2020  
Next date due to be reviewed by the Governors – June 2022



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### 3 Roles within the Health and Safety Structure

#### 3.1 Governors and Headteacher (with Senior Leadership Team)

To have direct responsibility for implementing the policy as stated in 1.1 to 1.3.

#### 3.2 Health and Safety Committee

- To oversee Health and Safety practices within the academy.
- To identify areas of concern and act upon these.
- To ensure the Policy, Procedure and Practice is adhered to.
- Each individual member to have identified roles within the Committee as follows:

**Headteacher** – Chair of the Committee

**Governor Representative** - Ensure the policy is implemented

**Staff Representative** - Responsible for monitoring and dissemination of decisions of the Committee to staff and taking staff health and safety concerns directly to the Health and Safety Officer.

**Union Representative** – Responsible for bringing staff safety issues to the committee

**Health and Safety Officer** – To liaise between Subject Leaders, staff, pupils and visitors and the Health and Safety Committee. To provide advice and support on health and safety matters.

#### 3.3 Health and Safety Officer

- To provide information to staff, pupils and visitors regarding health and safety issues.
- To ensure staff are made aware of their responsibilities for health and safety in line with the policy.
- To organise relevant health and safety updates for staff and pupils.
- To be the academy's resource person for all health and safety enquiries.
- To assist staff in carrying out their health and safety responsibilities.
- To review the minutes of Departmental Meetings and report any problems to the Health and Safety Committee.

#### 3.4 Subject Leaders

- To be responsible for health and safety within their own areas of concern.
- To provide staff in their areas with relevant health and safety information.
- To liaise with the Health and Safety Officer regarding health and safety issues.
- To attend relevant health and safety awareness sessions.
- To carry out risk assessments within their own departments.
- To report incidents to the Health and Safety Officer.

### 4 Health and Safety Procedures

#### 4.1 Staff Health and Welfare

- New staff will receive an update by the Health and Safety Officer on health and safety issues including security, no-smoking, accident reporting, safety of themselves and others, fire alarm procedure, sickness of themselves and others and first aid. This will take place within their first two weeks of starting.

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- All staff will be aware of what to do in the case of sickness of themselves, a pupil or a visitor and ensure accurate records are kept.
- The Subject Leader will give an update of any hazards within their area of work during the departmental meeting.
- Staff and pupils are responsible for reporting any hazards that they identify within the environment, such as poor lighting, heating and ventilation, to their Subject Leader or teacher.
- The Subject Leader is responsible for organising any training required for staff relating to the health and welfare of the staff member concerned. This training should take place within a reasonable period of time. Subject Leaders are also responsible for obtaining protective clothing and equipment if required.
- There is a written plan to follow in the case of an emergency both within the academy and within the swimming pool. Staff must follow the instructions of those in charge during emergencies when the Emergency Plan must be enacted.
- An up-to-date list of first aiders and position of first aid boxes is posted in the staff room and main office. First aid boxes are checked once a term.
- The Health and Safety Officer is responsible for notifying the school doctor about a notifiable disease.

#### 4.2 Identification and Prevention of Hazards.

- Subject Leaders are responsible for carrying out risk assessments, in conjunction with the Health and Safety Officer, in all areas where hazards can occur causing accidents to staff, pupils or visitors.
- Written records of all risk assessments taking place should be kept in accordance with Management of Health and Safety at Work Regulations (1999).
- Subject Leaders are responsible for carrying out further specific assessments such as assessments of COSHH, Manual Handling, Display Screen Equipment and Electricity.
- The Health and Safety Officer is responsible for liaising with contractors to ensure all health and safety concerns are highlighted and discussed formally, prior to the commencement of any work.
- The Administrative Officer will ensure that maintenance, inspection and regular servicing of equipment takes place annually or when legally required.
- Where hazards are identified, the likelihood of them occurring and causing harm should be documented and where possible they should be prevented.
- Where a hazard cannot be prevented, precautions such as appropriate training and protection should be provided to make the area as safe as possible. These should be reported to the Health and Safety Committee, particularly where the prevention measures are expensive.
- All staff should dispose of papers and substances in a manner that will not cause further hazards.
- Members of the Health and Safety Committee will carry out inspections to identify hazards once a term. These will be focused on specific areas during each inspection, eg electricity, fire, security, etc.
- Regular monitoring and review of risk assessments should take place during Departmental Meetings and be reviewed at least once a year.



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- The Catering Manager is responsible for ensuring that all relevant principles within the Food Safety Act (1990) and the Food Safety (General Food Hygiene) Regulations (1995) are adhered to.

### 4.3 Prevention and Reporting of Accidents

- All staff and pupils should be made aware of the causes of accidents.
- Staff and pupils are responsible for acting in a manner which reduces the likelihood of accidents occurring.
- A record should be made in the accident book in the Health and Safety Office by the first member of staff on the scene of an accident or a member of staff who witnesses the accident. The Health and Safety Officer should be made aware of the accident.
- The Reporting of Injuries, Diseases or Dangerous Occurrences Regulations (1995) (RIDDOR) expects certain injuries to be reported to the Health and Safety Executive. **An accident must be reported if an injury is sustained that results in time off work or school of more than seven days (this is also the case if the accident was the result of physical violence).** All accidents should be reported to the Health and Safety Officer who will check the reporting criteria and act accordingly.

### 4.4 Reporting of Incidents

- All staff should be aware that an incident is an occurrence that takes place, which does not result in a reportable injury but could have done.
- All staff should be aware of incidents when they occur.
- All incidents should be reported in the Incident Book held in the Admin Office and highlighted at departmental meetings to review how it can be prevented from occurring again. The Health and Safety Committee will review all reported incidents.

### 4.5 Security

- All visitors to the site should sign the Visitors' Book and display a visitor's badge whilst on site.
- All staff and pupils should sign out and in whenever they leave the site or return to the site.
- Traffic should be kept to a slow speed limit by displaying speed limit signs.
- There should be sufficient lighting during dark evenings to prevent accidents and incidents occurring.

### 4.6 Assessment of Fire Hazards and Prevention of Fires

- Fire Risk Assessment is carried out and reviewed on an annual basis by the Health and Safety Officer and discussed at the Health and Safety Committee.
- Inspection of fire hazards takes place once a term by the Health and Safety Officer and the Site Manager.
- Fire alarms are tested each month and a formal test is organised once a year by the Administrative Officer.
- The Administrative Officer will arrange annual contracts for the testing of the fire alarms and fire extinguishers.
- Any fire extinguishers set off by accident should be reported at once to the Health and Safety Officer so that they can be refilled.

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- Fire drills will be organised by the Health and Safety Officer in conjunction with the Headteacher.
- Fire notices and exit signs are checked once a term by the Site Manager.

#### 4.7 Health and Safety Issues on School Trips

- The trip organiser is responsible for carrying out the risk assessment for the trip. This should be discussed with the Educational Visits Officer.
- The risk assessment should highlight whether insurance is needed for pupils on the trip. The trip organiser is responsible for arranging insurance for pupils if needed. This should be done in liaison with Mrs Lear (Admin. Officer).
- Where possible, a trained first aider should accompany residential trips.

