

BRYMORE ACADEMY HEALTH & SAFETY POLICY

Date: March 2015	
Created by: Patrick Coll	
Approved by Local Advisory Board: Somerset CC	
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Approved by Chair of F & GP Gordon Fraser	Approved by Headteacher Mark Thomas
Date shared with staff: March 2015	

HEALTH AND SAFETY POLICY FOR BRYMORE ACADEMY

THE LAW

Health and safety in academies is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

Brymore Academy is a foundation academy therefore the statutory health and safety responsibilities fall on the governing body (as the employer) and on the Headteacher and staff (as employees).

The governing body, as employer, has a duty (as required by The Management of Health and Safety at Work Regulations, 1999):

- Institute a health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, **so far as is reasonably practicable**, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in academy and on off-site visits; and the health and safety of visitors to academies, and volunteers involved in any academy activity;
- Assess the risk of all activities, both in academy and off-site; introduce measures to manage those risks, and tell employees about the measures;
- Ensure that staff are trained in their health and safety responsibilities; and,
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the governing body may delegate specific health and safety tasks to others at the academy. **However, the governing body retains the ultimate responsibility no matter who carries out the tasks.**

THE ROLE OF EMPLOYEES

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The Headteacher, who has delegated responsibility for the day-to-day management of the academy, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out.

COVERAGE

A list of all the issues to be covered by an academy's health and safety policy is given on pages 6 - 8 of this document with electronic links to the relevant County Council or other appropriate guidance.

1. THE GOVERNORS OF: BRYMORE ACADEMY will

- 1.1 Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the academy.
- 1.2 Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- 1.3 Seek improvement to working conditions according to priorities within existing resources.
- 1.4 Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- 1.5 Ensure that Risk Assessments are carried out within the academy using an identified method for recording (eg EEC Safety Suite) and to review as appropriate.
- 1.6 Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- 1.7 Ensure that staff can access training to ensure their competence for their tasks.
- 1.8 Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Council's guidance for the selection of competent contractors and **will** seek assistance from the Council's Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- 1.9 Report all incidents/accidents, using the Accident Reporting Module in EEC Safety Suite and ensure appropriate follow up action has been carried out.
- 1.10 Review on an annual basis, all accidents and incidents reported to identify trends.
- 1.11 Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

The following individual is recognised as a safety representative at the academy:

Patrick Coll – Facilities Manager

Terry Prosser - Health & Safety Adviser

The Governors and Headteacher will draw this policy to the attention of all staff, and review annually.

2. Organisation in support of Health and Safety

- 2.1 The key members are responsible for seeing that their Area of responsibility/ Department staff follow the academy's policy, and in particular in respect of:
 - 2.1.1 Identification and control of risks associated with any hazardous or dangerous substances.
 - 2.1.2 Selection of equipment suitable for its purpose, and ensuring that it is properly used.
 - 2.1.3 Identifying and securing the training needs of members of their Area/Department
 - 2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is properly used.
- 2.2 The Headteacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.
- 2.3 The Governors will monitor safety performance within the academy against the standards of Somerset County Council and provide an annual summary of their findings.
- 2.4 With regard to premises issues this will include a check of the academy buildings, in conjunction with their property surveyor and prioritisation of needs on the academy's AMP (Asset Management Plan). Also ensuring that appropriate training needs of person responsible for premises is delivered.
- 2.5 Governors to agree delegation for approval of off-site visits and activities and review on an annual basis.
- 2.6 The Governors have appointed the following Governor to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention: Health and safety representative of Finance, Personnel and General purpose. Assistance on health and safety issues is provided by the Corporate Health and Safety Unit, Somerset County Council

3. Appointment of Appropriate Persons

The persons appointed for their delegated areas of responsibility within the academy are shown in Table A.

4. Guidance for academies

The following guidance, produced by the Local Authority, is available for academies:

- [Guidance for academies Volume 4](#)
- [Outdoor Education and External Visits Website](#)

4.1 The Governors adopt the standards of the following publications, which are endorsed by the Children and Young People's Directorate as standards for its academies:

- Safe Practice in Physical Education, published by BAALPE - 2004 Edition
- Building Bulletin 100: Design for Fire Safety in academies: DCSF 2007
- Health and Safety of Pupils on Educational Visits: published by DCSF 1998
- Guidance on First Aid for academies: published by DCSF
- Supporting Pupils with Medical Needs: published by DCSF

The Academy has established a Health & Safety Manual to be read in conjunction with this policy and a separate Security Policy.

TABLE A

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE ACADEMY

Name of Academy: **BRYMORE ACADEMY**

Headteacher

Mr Mark Thomas

Delegated Senior Manager:

Mr Mark Thomas

Facilities Manager:

Mr Patrick Coll

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Facilities Manager /Terry Prosser
EMERGENCY PROCEDURES:		
Emergency Procedures	School Closures	Mark Thomas
Critical/Major Incidents and updating your Contingency Plan	Updating your Contingency Plan Critical Incidents in Schools	
EXTERNAL VISITS:		
External Visit Co-ordinator	Outdoor Education and External Visits Website EEC Safety Suite>External Visits Management Policy for Offsite Visits and Activities – in school	EVC – Patrick Coll
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Senior Matron
Infection Control	Health Protection Agency Guidance	Senior Matron
Medicines in school	Guidance for Schools: Volume 4	Senior Matron
Needle stick Injuries	H & S Policy Manual - HS007	Senior Matron
New and Expectant Mothers	H & S Policy Manual - HS017	Facilities Manager

Area	Location of Policy/Guidance	Name of person responsible
Pupils with medical needs	Physical Impairment and Medical Support Team – Medical Guidance	Senior Matron
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guide and also training course and descriptions	Facilities Manager
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	Facilities Manager /Terry Prosser
Employee or Volunteer Driver	Driver Risk Assessment HS014	Facilities Manager /Terry Prosser
First Aid	H & S Policy Manual HS012	Senior Matron
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance including construction work/contractors on school site	Facilities Manager
Asbestos	Asbestos Register - in School	Facilities Manager
Electrical Safety <ul style="list-style-type: none"> Portable Appliance Testing 	Guidance for Schools: Volume 4	Terry Prosser
Equipment Maintenance <ul style="list-style-type: none"> Lifting Equipment PE Equipment CDT Equipment LEV 	Contact Property Services - Contracts available for purchase by schools.	Facilities Manager
Fire Safety <ul style="list-style-type: none"> Arson Prevention 	Fire H&S010 Contact insurance for more advice https://slp.somerset.gov.uk/insurance/default.aspx	Facilities Manager
Gas Appliances <ul style="list-style-type: none"> Boilers Kitchen 	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Facilities Manager
Minibus Safety	Transporting Somerset Vehicle guide	Facilities Manager/ Terry Prosser
Pressure systems – e.g., steam ovens/stills	School responsibility - contact Insurance https://slp.somerset.gov.uk/insurance/default.aspx	Facilities Manager
Safety Glazing	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346	Facilities Manager

TABLE B

ESTABLISHMENT **BRYMORE ACADEMY**

Documents relating to this Policy are listed below along with the locations in which they can be found:

Critical Incident Plan	T: Drive Policies folder Finance Manager's Office Facilities Manager's Office Off site
Health and Safety Manual	T: Drive Policies folder Finance Manager's Office Facilities Manager's Office Off site
Security Policy	T: Drive Policies folder Finance Manager's Office Facilities Manager's Office
DSE Assessment Forms	H & S Adviser
Driver Risk Assessments	H & S Adviser
Safety Glazing	Facilities Manager's Office
Asbestos Register	Facilities Manager's Office School Reception

TABLE C

The monitoring/review arrangements in place are summarised below:

<u>External Monitoring</u> Safety Audit Inspection Report (CHSU) Accident/Incident Report Safety Representation Reports (Recognised Trade Union/Professional Association) Property Services Report – Capital Support Fire Risk Assessment Legionella Risk Assessment <u>Internal Monitoring</u> Governors Annual Report H & S Committee Inspection Annual Safety Self review Self-Audits
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Document Prepared by

Mr Patrick Coll

Title: Facilities Manager

Date: March 2015

TABLE B

The monitoring/review arrangements in place are summarised below:

External Monitoring

Safety Audit
Inspection Report (CHSU)
Accident/Incident Report
Safety Representation Reports (Recognised Trade Union/Professional Association)
Property Services Report - Capital Support
Fire Risk Assessment
Legionella Risk Assessment

Internal Monitoring

Governors Annual Report
H & S Committee Inspection
Annual Safety Self review
Self Audits