

**BRYMORE ACADEMY**

**HEALTH & SAFETY POLICY**

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| --- | --- |
| **Date:** March 2015 | |
| **Created By:** Patrick Coll | |
| **Approved by Local Advisory Board: Somerset CC** | |
| **Review date:** March 2016 | |
| **Signature of Chair of F & GP**  Neil Baker | **Signature of 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. 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** – Business 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 Business.

* 1. 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. 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.
  3. Governors to agree delegation for approval of off-site visits and activities and review on an annual basis.
  4. 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](http://www.six.somerset.gov.uk/sixv3/do_download.asp?did=17213)
* [Outdoor Education and External Visits Website](http://www.six.somerset.gov.uk/sccoea)

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**

Mr Mark Thomas

**Headteacher**

Mr Mark Thomas

**Delegated Senior Manager:**

Mr Patrick Coll

**Business Manager:**

| **Area** | **Location of Policy/Guidance** | **Name of person responsible** |
| --- | --- | --- |
| **ACCIDENTS/INCIDENTS (NEAR MISSES):** | | |
| Incidents/Injuries | [Accident Reporting](https://www.eeclive.co.uk/public/plogon.asp?AID=14) (EEC Safety Suite) | Business Manager /Terry Prosser |
| **EMERGENCY PROCEDURES:** | | |
| Emergency Procedures  Critical/Major Incidents and updating your Contingency Plan | [School Closures](http://www.six.somerset.gov.uk/sixv3/default.asp?search=emergency+closure+guidance&searchfor=4&orderby=1&ds=1&Image9.x=12&Image9.y=8)  [Updating your Contingency Plan](file:///\\4003-HMD-01\Patrick.Coll$\My%20Documents\App%20D%20-%20Dealing%20with%20major%20incidents%20and%20updating%20your%20contingency%20plan.doc)  [Critical Incidents in Schools](https://slp.somerset.org.uk/sites/ess/SitePages/Safeguarding%20and%20Critical%20Incidents.aspx) | Mark Thomas |
| **EXTERNAL VISITS:** | | |
| External Visit  Co-ordinator | [Outdoor Education and External Visits Website](https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx)  [EEC Safety Suite>External Visits Management](https://www.eeclive.co.uk/public/plogon.asp?AID=14)  [Policy for Offsite Visits and Activities – in school](file:///\\4003-HMD-01\Patrick.Coll$\My%20Documents\Model%20Policy%20for%20Offsite%20visits%20and%20Activities.doc) | EVC – Patrick Coll |
| **MEDICAL:** | | |
| Hygiene Control | [Guidance for Schools: Volume 4](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=38383) | Senior Matron |
| Infection Control | [Health Protection Agency Guidance](http://www.hpa.org.uk/Topics/InfectiousDiseases/InfectionsAZ/SchoolsGuidanceOnInfectionControl/) | Senior Matron |
| Medicines in school | [Guidance for Schools: Volume 4](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=38383) | Senior Matron |
| Needle stick Injuries | [H & S Policy Manual](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=35533)  - HS007 | Senior Matron |
| New and Expectant Mothers | [H & S Policy Manual](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=35744)  - HS017 | Business Manager |
| Pupils with medical needs | [Physical Impairment and Medical Support Team – Medical Guidance](http://www.six.somerset.gov.uk/eis/do_download.asp?did=27452&dl=1) | Senior Matron |
| **RISK MANAGEMENT:** | | |
| Computer Use | [DSE Assessment Form – HS030](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=35820) Managers Guide, User Guide and also training course and descriptions | Business Manager |
| COSHH | [H & S Policy Manual – HS008](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=35434) Hazardous substances  COSHH Assessment Form (F08) | Business Manager /Terry Prosser |
| Employee or Volunteer Driver | [Driver Risk Assessment HS014](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=35589) | Business Manager /Terry Prosser |
| First Aid | [H & S Policy Manual HS012](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=35580) | Senior Matron |  |
| **SITES AND BUILDINGS:** | | |
| SCC Overarching Guidance document | [Corporate Property Standards and](https://slp.somerset.gov.uk/somersetipost/iPost%20Documents/Corporate%20Property%20Standards%20and%20Guidance.doc)  [Guidance](https://slp.somerset.gov.uk/somersetipost/iPost%20Documents/Corporate%20Property%20Standards%20and%20Guidance.doc)  including construction work/contractors on school site | Business Manager |
| Asbestos | Asbestos Register - in School | Business Manager |
| Electrical Safety   * Portable Appliance Testing | [Guidance for Schools: Volume 4](http://www.six.somerset.gov.uk/sixv3/do_download.asp?did=16840) | Terry Prosser |
| Equipment Maintenance   * Lifting Equipment * PE Equipment * CDT Equipment * LEV | Contact Property Services  - Contracts available for purchase by schools. | Business Manager |
| Fire Safety   * Arson Prevention | [Fire H&S010](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=25952)  Contact insurance for more advice  [https://slp.somerset.gov.uk/insurance/default.aspx](file:///\\4003-HMD-01\insurance\default.aspx) | Business Manager |
| Gas Appliances   * Boilers * Kitchen | Contact Property Services:  Contracts available for purchase.  School responsibility unless Special. | Business Manager |
| Minibus Safety | [Transporting Somerset Vehicle guide](\\\\4003-HMD-01\\Patrick.Coll$\\My Documents\\County Fleet Newsletter.pdf) | Business Manager/ Terry Prosser |
| Pressure systems – e.g., steam ovens/stills | School responsibility - contact Insurance  [https://slp.somerset.gov.uk/insurance/default.aspx](https://slp.somerset.org.uk/sites/insurance/SitePages/Home.aspx) | Business Manager |
| Safety Glazing | <http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346> | Business 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  Business Manager’s Office  Off site |
| **Health and Safety Manual** | T: Drive Policies folder  Finance Manager’s Office  Business Manager’s Office  Off site |
| **Security Policy** | T: Drive Policies folder  Finance Manager’s Office  Business Manager’s Office |
| **DSE Assessment Forms** | H & S Adviser |
| **Driver Risk Assessments** | H & S Adviser |
| **Safety Glazing** | Business Manager’s Office |
| **Asbestos Register** | Business Manager’s Office  School Reception |

**TABLE C**

**The monitoring/review arrangements in place are summarised below:**

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| --- |
| **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 |

**Document Prepared by**

Mr Patrick Coll

Title: Business Manager

Date: March 2015

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