

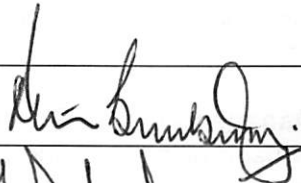



FURNESS

ACADEMY

Health, Safety and Environmental Policy

GENERAL ARRANGEMENTS AND RESPONSIBILITIES

Approved by Governing Body			
Committee	Name	Signature	Date
Chair of the Board			18/11/16
Headteacher			18/11/16

Implementation date: November 2016

Review date: November 2017

Responsible for policy/document	Facilities Operations Manager/Business Director
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1.0 Introduction

Furness Academy is a non-fee paying school with a broad curriculum, providing education for students of different abilities in the heart of the community in Barrow in Furness. The Governing Body of Furness Academy is responsible for the health, safety and welfare of all students, staff and other visitors to the sites.

This policy statement sets out the occupational health, safety and welfare arrangements for all employees of the Academy, it also applies to every other person who may be affected by the work of Furness Academy.

The general policy of the Governing Body is to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and to ensure, so far as is reasonably practicable, that other persons affected by the Academy's activities are not exposed to risks to their health or safety.

2.0 Policy Statement

The Governing Body will abide by its duties and responsibilities as an employer under the Health and Safety at Work Act 1974 and will seek to implement the Act and its subordinate legislation, in all activities within its control.

The Governing Body recognises that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end, it will seek to create and maintain a positive health and safety culture that secures the commitment and participation of all employees in attaining the highest standards of health and safety in the workplace.

This general statement of the Governing Body's Safety Policy will continue in force until amended.

2.1 The Governing Body will take appropriate steps to:

- Safeguard its employees, young persons, students, and visitors from injury or ill-health by providing safe plant and equipment;
- Provide and maintain safe and healthy working conditions including a means of access to and egress from places of work under the Governing Body's control, which are safe and without risk;
- Provide a safe environment with adequate welfare facilities;
- Provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work and to that of others affected by their acts or omissions;
- Aim to prevent or contain all forms of loss due to accident, fire or inadequate security.
- Ensure an ongoing auditing, monitoring and inspection programme, that educational premises, plant and systems of work (for which it is responsible) are safe and do not pose risks to health.

3.0 Health and Safety Management and Organisation

The Governing Body have ultimate responsibility for the health, safety and welfare of all students, staff and others visitors to the site. The Governors will ensure that a Health and Safety Management System is developed, implemented and monitored throughout which will ensure the assessment of risk and the effective organisation, planning, monitoring and review, of the preventative and protective measures necessary to control risk. The implementation of these tasks is delegated to the HR Committee – a sub Committee of the Governing Body who meet three times per year.

3.1 The Health and Safety Committee meets three times per year to discuss pertinent health & safety matters and to approve specific policies and procedures. Through this committee the Academy consults formally with staff and safety representatives. The Headteacher and other key members of Academy staff sit on this Committee, and all minutes and papers are reported to the Finance and Resources Committee.

3.2 The day to day responsibility for health and safety rests with the Headteacher who is supported by the Business Director and Facilities Operations Manager. The Business Director chairs the Health and Safety Committee and drives forward the safety agenda.

The Senior Site Manager is responsible for the safety of the building and premises and for fire safety. This work includes the safe management of any contractors on site. The Facilities Operations Manager ensures compliance with Health and Safety legislation, monitors and develops policy, provides advice and guidance on risk assessment and audits internal departments.

Subject Leaders, Department Heads and Managers are responsible for the safety of activities in their department, and for maintaining a safe working environment on a daily basis.

Role and responsibilities are explained in fully and in further detail in Appendix 1.

4.0 Planning and Objectives

The Governing Body will set realistic short and long term objectives, decide priorities and establish adequate performance standards. These objectives will be quantifiable wherever possible and include the commitment to continual improvement. The Governing Body will also monitor and review standards to ensure they are being met and maintained, and will, so far as is reasonably practicable, allocate sufficient resources to meet the requirements of this Policy.

5.0 Monitoring

The Governing Body will ensure that the correct monitoring systems are in place to ensure the Health & Safety Objectives are carried out. This will include:

- **Department Audits**

The Facilities Operations Manager /Health & Safety Officer will audit key departments on a yearly rolling basis (such as Science, Technology and PE) and other departments every two years.

- **Premises Inspection**

Furness Academy's Premises Management Plan drawn up by the Facilities Operations Manager each year, identifies routine maintenance tasks including maintenance, planned services and inspections.

The Facilities Operations Manager inspects the general premises during a monthly walk-around. Procedures are in place for the reporting of defects and hazards by other members of the Site Team, and by employees which enable issues to be identified in between times. Specific inspections, such as legionella and others set out in the Premises Management Plan are carried out by members of the Site Team or by specialist contractors according to the plan.

- **Absence Monitoring**

The Cover & Absence Manager monitors absence data on a daily basis and reports to the HR Manager on a fortnightly basis and to the HR Committee three times per year. Action is taken as appropriate, as set out on the Absence Procedure.

6.0 Training, Awareness and Competence

Personnel shall be competent to perform tasks that may impact on health and safety in the establishment. Competence shall be defined in terms of appropriate education, training and/or experience, and this shall be assessed by the employee's line manager.

Employees who do feel confident to undertake a task should inform their line manager and/or the Health & Safety Officer so the risk can be assessed and training provided if required.

The Facilities Operations Manager will maintain a training needs matrix and will analyse this regularly and organise training as appropriate in conjunction with Department Heads and Managers.

7.0 Consultation and Communication of Information

The Governing Body, via the Committees and key senior staff, will co-operate and consult with employees as necessary, in particular with union representatives and the properly appointed safety representatives.

The Health and Safety Policy and any supplemental guidance or procedures, will be brought to the attention of all employees, be they temporary or permanent, and any other persons who may need to be aware of their content. This information will be readily available to such persons in the relevant department's Health & Safety folder, which is maintained by line managers. Policies, procedures and guidance will be provided within a reasonable timeframe if requested from the Health & Safety Officer, and will be made available, wherever possible to all staff electronically on the shared drive

Once per year training for all staff on general Health & Safety Awareness and general Arrangements and Responsibilities will be carried out.

8.0 Risk Assessments

The Governing Body will ensure that risk assessments are carried out for hazardous activities. Further information regarding the policy and procedures for the completion and management of risk assessments is set out in procedure HSE02.

In summary:

- General risk assessments applying to all staff or all areas of work will be carried out and maintained by the Facilities Operations Manager.
- Risk assessments pertaining to site hazards will be carried out and maintained by the Facilities Operations Manager.
- Risk Assessments pertaining to activities in departments will be carried out and maintained by Subject Leaders, Department Heads or Managers, with the support of the Facilities Operation Manager.
- Risk Assessments for staff members, if required, will be carried out by the line manager with the support of HR or the Facilities Operations Manager if requested.
- Risk Assessments for students with particular needs will be carried out by Heads of Year, or by SEND or Inclusion staff if it is more appropriate to do so.

9.0 Specific Areas

The management of specific activities, hazards and risks are detailed in individual policies which are developed and approved by the H&S Committee and which are refreshed and revised annually.

To date, such policies are:

- HSE01 Accident Reporting
- HSE02 Risk Assessment
- HSE03 First Aid
- HSE04 Fire
- HSE05 Display Screen Equipment
- HSE06 Manual Handling
- HSE07 Lone Working
- HSE08 Housekeeping
- HSE09 Security
- HSE10 Control of Contractors
- HSE11 Minibuses
- HSE12 Recycling
- HSE13 Educational Visits
- HSE14 Premises Management and Inspection
- HSE15 Emergency Planning
- HSE16 Supporting Student with Medical Needs
- HSE17 Administration of Medication
- HSE18 COSHH
- HSE19 Adverse Weather

HSE20 CCTV

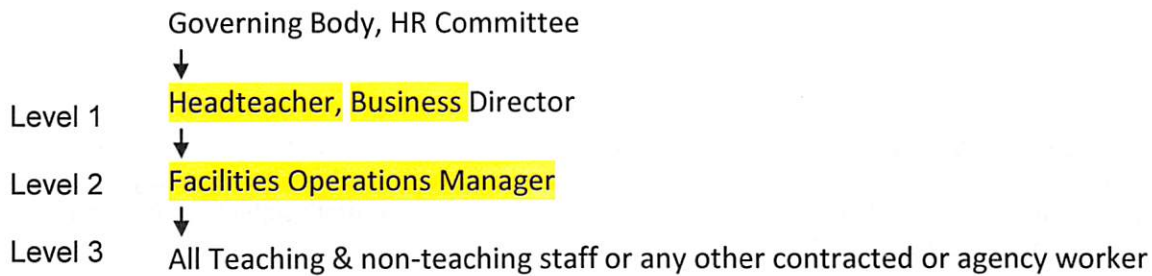
Policies will continue to be developed as appropriate.

10.0 Policy Review

This Health and Safety Policy will be regularly reviewed and amended as necessary. Supplemental Guidance Documents, Codes of Practice and specific Procedures, will similarly be regularly reviewed and where appropriate further advice will be issued relating to particular work activities or as a result of changes in health and safety legislation.

Appendix 1 – Roles and Responsibilities in detail

Management chain for Health & Safety



How functions are allocated

LEVEL 1

- Take day-to-day responsibility for all health and safety matters in the Academy.
- Liaise with Governors on policy issues.
- Be a member of Furness Academy Health and Safety committee and ensure policy is activated.

LEVEL 2

- Review procedures annually.
- Arrange for staff to be informed / trained.
- Check procedures are followed.
- Act on reports from Level 3 within agreed timescale and report problems to Level 1.

LEVEL 3

- Check classroom / work area is safe.
- Check equipment used is safe before use.
- Ensure safe procedures are followed.
- Ensure protective equipment is used.
- Report defects to Level 2.
- Carry out special tasks (e.g. first aid, membership of the Health and Safety committee).

The Governing Body

The Governing Body will ensure:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and students.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively
- The Academy's health and safety policy and performance is reviewed annually.

The Headteacher

The Headteacher, supported by the Business Director has the following responsibilities:

- To be fully committed to the Governing Body's Statement of Intent for Health and Safety
- Ensure that a clear written Policy for Health and Safety is created
- Ensure that the Policy is communicated adequately to all relevant persons
- Ensure appropriate information on significant risk activities is given to visitors and contractors

- Ensure appropriate consultation arrangements are in place for staff and their Trade Union representatives
- Ensure that all staff are provided with adequate information, instruction and training on health and safety issues
- Make or arrange for risk assessments of the premises and working practices to be undertaken
- Ensure safe systems of work are in place as identified from risk assessments
- Ensure that emergency procedures are in place
- Ensure that equipment is inspected and tested to ensure it remains in a safe condition
- Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents etc.
- Ensure arrangements are in place to monitor premises and performance
- Ensure that all accidents are investigate and any remedial actions required are taken or requested
- Report to the Governing Body annually on the health and safety performance of the Academy

The Principal may delegate the implementation of these tasks to appropriate senior staff

The Facilities Operations Manger

The Facilities Operations Manager, has the following responsibilities:

- To interpret and advise on the implementation of health and safety legislation, codes of practice and guidance notes
- To co-ordinate and manage the annual risk assessment process for the Academy
- To coordinate general workplace monitoring inspections and performance monitoring process
- To make provision for the inspection and maintenance of work equipment throughout the Academy
- To manage the keeping of records of all health and safety activities
- To ensure that staff are adequately inspection in safety and welfare mattes about their specific work place and the Academy in general
- Carrying out any other functions devolved to them by the Head or Governing Body.

Teaching/Non-Teaching Staff Holding Positions of Special Responsibility

These staff may include Assistant Headteachers, Directors, Subject Leaders, Heads of Department, and Support Staff Managers. They have the following responsibilities:

- Have a general responsibility for the application of the safety policy to their own department or area of work and be directly responsibly to the Head for the application of the health and safety procedures and arrangements
- Establish and maintain safe working procedures
- Carry out regular health and safety risk assessments of the activities for which they are responsible, and review risk assessments in place annually as a minimum.
- Resolve health, safety and welfare problems member of staff refer to them or refer to the Principal any problems to which they cannot achieve a satisfactory solution within the resources available to them
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. Arrange for specialist servicing of equipment as required and ensure that records of such inspections are maintained.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- Investigate any accidents that occur within their area of responsibility
- Prepare an annual report for the Head on the health and safety performance of his/her department or area of responsibility, if requested.

Class Teachers

Class teachers are expected to:

- Exercise effective supervision of the students and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant National Guidelines or Safe Working Procedures, if issued, and to ensure that they are applied.
- Ensure risk assessments are in place for hazardous activities, and keep line manager(s) informed of any new practices which may be hazardous
- Give clear oral and written instructions and warnings to students when necessary.
- Require the use of PPE and machinery guards where necessary.
- Make recommendations to the Head or Subject Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the Academy without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Head of Department and the Health and Safety Team.

Health and Safety Representatives

The Governing Body recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out Academy inspections within directed time. They will also be consulted on health and safety matters affecting all staff.

First Aiders

First Aiders will:

- Liaise with management with regard to first aid arrangements and accident reporting
- Participate in refresher training
- Check the contents of their first aid box and top up where required
- Administer first aid as appropriate

Health and Safety Committee

The Health & Safety Committee will:

- Be chaired by a suitable senior member of staff as appointed by the HR Committee
- Comprise of an agreed number of representatives from management, staff and trade unions
- Meet on a regular basis to discuss Health and Safety promotion, accident statistics, review policy, procedures and performance by assessing results of workplace inspections and making recommendations for improvements
- Investigate any observations raised by its members.

All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with the Academy's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- Co-operate with Academy management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received

- Report to their immediate line manager any hazardous situations and defects in equipment found in their work places
- Report all incidents in line with current incident reporting procedure
- Act in accordance with any specific health and safety training received
- Inform their Line Manager of what they consider to be shortcomings in the Academy's health and safety arrangements
- Exercise good standards of housekeeping and cleanliness
- Co-operate with appointed Trade Union Health and Safety Representatives

Students

Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the Academy and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

Contractors, Visitors and Other Users of the Premises

Contractors, visitors and other users of the premises should be required to observe the health, safety and welfare rules of the Academy. In particular, parents and other volunteers helping out in Academy, including those associated in self-help schemes should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

Where the Academy buildings are let/rented out to other users, those users should be informed of, and familiarise themselves with, emergency evacuation and accident reporting procedures.