

1 Introduction

The New Charter Academy aims to establish a safe and healthy environment for all staff, students and visitors to the Academy and will take all appropriate steps to meet both statutory requirements and good practice guidance.

We expect staff, students, parents/guardians, contractors, service users and visitors to fully support the objectives of the Health & Safety Policy.

2 Health & Safety Policy Statement

The Health and Safety at Work Act 1974 requires that employers must, so far as is reasonably practicable, ensure the health, safety and welfare of their employees and others who may be affected by their operations.

This Policy details the responsibilities and arrangements for effectively managing and promoting Health & Safety at the New Charter Academy.

If Health & Safety education is to be effective, safety should underpin the whole culture and ethos of the Academy. Failure to comply with the Health & Safety at Work Act or other statutory requirements could result in prosecution.

3 Responsibilities

3.1 Governing Body

In discharging its responsibilities, the Governing Body will:

- i make itself familiar with the requirements of the appropriate legislation and codes of practice;
- ii Appoint one of its members to be the Governor Champion for Health & Safety;
- iii create and monitor a management structure for Health and Safety;
- iv ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy, and, that it is implemented;
- v periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and
- vi identify and evaluate risks relating to possible accidents and incidents connected with Academy-sponsored activities, including work experience.

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In particular, the Governing Body undertakes to provide as far as is reasonably practicable:

- i a safe place for all users of the site to work, including safe means of entry and exit;
- ii plant, equipment and systems of work that are safe;
- iii safe arrangements for the handling, storage and transportation of articles and substances;
- iv safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
- v supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner; and
- vi provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

3.2 Finance and Corporate Services Director

The Finance and Corporate Services Director has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Finance and Corporate Services Director will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

3.3 Health & Safety Manager

The Finance and Corporate Services Director will designate a senior manager to be the Academy's Health & Safety (H&S) Manager. The H&S Manager will be responsible for the day to day implementation of the Health and Safety Policy and will be the designated contact with the Health & Safety Executive.

The H&S Manager will also be responsible for ensuring risk/manual handling assessments are undertaken, appropriate control measures are put in place and accurate records are maintained.

The H&S Manager will be a member of the Health & Safety Committee and will be given training, support and sufficient time to undertake the duties.

3.4 Lead Practitioner

All Lead Practitioners will make themselves familiar with the requirements of Health and Safety legislation and codes of practice that are relevant to the work of their area of responsibility.

In addition to the general duties that all members of staff have, they will be directly responsible to the H&S Manager for the implementation and operation of the Academy's Health and Safety Policy within their relevant departments and areas of responsibility.

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The Lead Practitioner will take a direct interest in the Academy's Health and Safety Policy and in ensuring that staff, students and others comply with its requirements.

3.5 Staff

All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

In particular, members of staff will:

- i be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body;
- ii ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively;
- iii see that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment;
- iv use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- v ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- vi report any defects in the premises, plant, equipment and facilities that they observe to the H&S Manager; and
- vii take an active interest in promoting Health and Safety and suggest ways of reducing risks.

3.6 Health & Safety Committee

The Academy will have a Health and Safety Committee which will monitor Health and Safety issues within the Academy. The Committee will report to the Governing Body.

3.7 Security Co-ordinator

The Finance and Corporate Services Director will designate a senior manager to be the Academy's Security Co-ordinator. The Security Co-ordinator will contribute towards enhancing knowledge and understanding of security issues within the Academy. The two aspects of security in the education setting are the security of Academy premises both during school hours and out of school hours and secondly the personal safety of staff and students.

Core duties will include:

- enhancing the information, guidance and support available to all staff at the Academy on security matters

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- developing and maintaining effective links with the LEA, other relevant agencies and the emergency services on Academy security issues.
- assisting with training needs analysis on security issues and, where appropriate, contributing to training material and training courses.

The Security Co-ordinator will be given training, support and sufficient time to undertake the duties.

The Security Co-ordinator will be a member of the Health & Safety Committee.

4 Health & Safety Education

4.1 Training

The Academy aims to educate all staff and pupils on how to recognise possible hazards in different areas of their lives and to be able to assess the risk and introduce measures to control the risk. Appropriate training will be provided as required.

Health and Safety education is the responsibility of all staff in the Academy including teaching and non-teaching staff, through the formal and informal curriculum.

4.2 Manual Handling

The Manual Handling Regulations 1992, and subsequent amendments, require employers to assess the risk to employees of manual handling tasks and introduce preventative measures. The Academy aims to comply with these regulations and will undertake assessments and provide training as appropriate.

4.3 Global Citizenship

One of the aims of the Personal Social and Health Education (PSHE) and the Global Citizenship framework is to enable children to apply personal and social skills to a range of contexts in their lives.

Safety education in PSHE and Citizenship will build on the learning in other subjects and discuss how it can be applied to other contexts in pupils' lives, both in and out of school.

The Academy has a policy for PSHE and Global Citizenship which should be referred to for further information.

4.4 Working with external agencies

The Academy aims to work closely with external agencies such as the Police, Fire Service, Local Authority, contractors and service providers to deliver Health & Safety training and education.

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5 Health & Safety Arrangements

5.1 Risk Assessments

The Management of Health and Safety at Work Regulations 1992 require every employer to develop and publish risk assessments.

The Academy aims to take a proactive approach and has guidelines for undertaking Risk Assessments which should be referred to by the responsible members of staff.

5.2 First Aid

Under Health and Safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

The Governing Body has adopted the guidance provided by the DCSF in the document "Guidance on First Aid for Schools" in relation to first aid activities at the Academy.

The H&S Manager should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the Academy, including eye baths in the science labs. These supplies should be checked on a regular basis by a qualified first-aider.

Some students will have medical conditions that require support so that they can attend school regularly and take part in activities. The Academy has a policy for the Medical Treatment of Students which should be referred to in such circumstances.

5.3 Fire Safety

Appropriate procedures for ensuring that fire safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills.

The Academy's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.

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5.4 Recording & Reporting Accidents

All accidents to staff, students and visitors must be reported, in writing, using the Academy's accident report form. The completed form should be given to the H&S Manager. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The H&S Manager will ensure that the Health and Safety Executive is informed of reportable incidents.

5.5 Health & wellbeing

5.5.1 Healthy Eating

It is the policy of the Academy to encourage staff and students to adopt eating habits that are conducive to a healthy lifestyle. To this end the Academy works with the Catering Manager in providing menu options that support these aims.

5.5.2 Physical Education

The Academy believes that Physical Education is an essential aspect of a student's health & wellbeing.

In undertaking Physical Education Activities the Academy aims to encourage safe practice whilst providing appropriate challenge and acceptable risk.

5.5.3 Work Life Balance

The Academy believes it's important to achieve a healthy balance in life between work and home responsibilities and that this balance contributes to the Academy employing staff who are happy, healthy and capable of delivering the highest standards of education.

The Academy will introduce measures to promote health, wellbeing and work life balance and aim to reduce so far as practicable, any unreasonable work place stressors.

5.5.4 Smoking & Drugs

The Academy operates an Anti Smoking Drugs & Alcohol Policy. Students and staff are forbidden from taking drugs (including alcohol), dealing in drugs or smoking on any of the Academy premises or when representing the Academy at external events.

The Academy will provide appropriate education and support in accordance with the Policy

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6 Workplace Safety

6.1 Site security

All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

On 31st May 2007, a new power came into force which allows schools to search a student without consent if they suspect the student is carrying a weapon. The Academy will conduct all searches in accordance with the DCSF guidance on “Screening and Searching Pupils for Weapons”.

6.1.1 Visitors

All visitors to the Academy will sign in at the reception. Visitors will be collected from reception by the member of staff concerned.

Whilst on site, all visitors and contractors must wear an Academy visitor’s badge. Cleaning contractor’s employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the Academy by reporting to reception.

If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the Academy reception or off the site, as appropriate.

If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a ‘999’ call may be quicker than using the internal telephone system.

6.1.2 Contractors

No contractor may undertake work on the Academy site without permission from the Premises Manager other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.

Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the Academy.

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6.1.3 External Users

Hirers of the Academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.

6.4 Violence & Aggression

All members of the Academy community have a right to expect that the Academy is a safe place in which to work and learn. Violence, threatening behaviour and abuse against or by staff or students of the Academy will not be tolerated.

The Academy has guidelines for Dealing with Violence and Aggression.

6.5 Slips & Trips

Everyone in the Academy has a part to play when it comes to preventing slips and trips. Slip and trip accidents can happen for a number of reasons therefore staff and students should be aware of their surroundings and report any potential hazards to ensure preventative measures are put in place.

6.6 Control of Hazardous substances & materials

Equipment, materials and chemicals (including radioactive materials) must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department.

The Estate Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

6.7 Equipment

Protective clothing/gloves/masks/helmets must be provided and used by technicians, staff and students when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.

The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:

- i fume cupboards
- ii all electrical appliances
- iii workshop equipment, e.g. lathes, kilns
- iv fixed gymnasium equipment

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When new equipment is purchased, it is the responsibility of the departmental manager, with the assistance of the H&S Manager as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

Equipment must be stored in the appropriate storage containers and areas.

6.8 On site vehicles movements

The Academy encourages safe driving practices on or outside the Academy premises. Staff and visitors must be aware of their surroundings at all times and should only drive vehicles on marked routes and in line with the speed limits in force.

Vehicles should be parked in marked bays unless prior arrangements have been made in which case appropriate hazard warnings should be displayed.

7 Off Site Visits and Activities

Educational trips and off site activities must be arranged in accordance with the Academy's "Off site and residential activities guidelines".

8 Critical Incidents

8.1 Emergency Plan

The Academy has a plan in place for dealing with emergencies or critical incidents.

8.2 Coping with the Sudden Death of a Pupil

The Academy has guidelines on coping with the sudden death of a pupil.

9 Monitoring, Evaluation and Review

The Health & Safety Committee will review the implementation and effectiveness of the Academy's Health & Safety Policy on an annual basis unless required earlier due to changes in legislation. The recommendations of the Committee will be submitted to the Board of Governors for consideration and, where applicable, approval.

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References and Related Policies and Guidelines

Related Policies and Guidelines

- Medical Treatment of Students Policy
- Emergencies and Critical Incidents Plan (including Evacuation Procedures)
- Coping with the Sudden Death of a Pupil Guidelines
- Dealing with Violence & Aggression Guidelines
- Risk Assessment Guidelines
- Manual Handling Procedures
- Fire Safety Procedures (including Evacuation Procedures)
- Anti-Drugs and Smoking Policy
- Off Site and Residential Activities Guidelines
- Global Citizenship and PSHE Policy
- Safeguarding Student Welfare

Reference and Guidance Documents

- Health & Safety at Work Act 1974
- Health & Safety at Work Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Control of Substances Hazardous to Health (COSHH)
- Ionising Radiations Regulations
- Screening & Searching Pupils for Weapons – DCSF Guidance
- Guidance on First Aid for Schools – DCSF Guidance
- Safety Education: Guidance for Schools

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