



## Health & Safety Policy Centre Academy East Anglia

To be reviewed annually. Next review date: February 2018  
Currently under review: 8<sup>th</sup> May 2017

Church Road  
Brettenham  
Suffolk  
IP7 7QR

t: 01449 736404  
f: 01449 737881

e: [admin@centreacademy.net](mailto:admin@centreacademy.net)

Centre Academy East Anglia is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## **Statement of Intent**

The Proprietor of Centre Academy East Anglia has a responsibility as an employer under the Health and Safety at Work Act 1974 to promote the health and safety of all members of the School community.

CAEA works from the premise that many accidents can be prevented if proper thought is given to the risks involved and, if necessary, precautions are taken. The school seeks firstly to identify the risks associated with a school environment such as this, including the actions of its members, and then either to remove or reduce those risks to an acceptable level. The Head of School is assigned the task of ensuring that the health and safety needs of everyone are taken into account across the range of activities.

The school acknowledges the link between a robust health and safety culture and a willingness to consult closely with all employees over policy and practice. When necessary, the CAEA will work with expert agencies to determine risks and decide upon consequent precautions in specialist fields. Equally, the School is fully committed to training its employees and providing information to all members of the community in order to promote best practice in the field of health and safety.

Whilst the proprietor acknowledges that he retains the ultimate responsibility for health and safety at CAEA, all members of the community are required to take reasonable care of their own and others' health and safety. Furthermore, all members of the community are expected to carry out their duties in accordance with training and instructions and to contribute to the desired culture of health and safety by informing the School of serious risks and hazards.

This Health and Safety Policy document is designed to make clear just how the working atmosphere, management structures and school procedures contribute to the achievement of these stated aims.

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## **Organisation Employer**

The Proprietor of CAEA accepts the duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure, as far as is reasonably practicable, the health and safety of the school's employees, pupils in school and on offsite trips, all visitors and any volunteers involved in school activities.

General office staff will ensure that;

- All visitors and contractors will be identified before allowing access to school premises.
- All visitors to the school will sign in at the Reception. During normal school hours, when pupils and young people are in school, visitor badges will be issued so that unknown individuals can be identified.
- Any relevant site safety information will be given to all visitors/contractors when on site.

Accepting this responsibility, the Proprietor has appointed the Principal to oversee the formulation, implementation and regular review of the Health and Safety Policy.

## **The Head of School**

The task of implementing the Health and Safety Policy is delegated down from the Proprietor to the Head of School. In turn, she has appointed a Health and Safety Officer and established the Health and Safety Committee (Health and Safety Officer, Mr A Thompson, the Head of School and Principal) to ensure that the policy and practices of the school are regularly reviewed.

On a regular basis, the Head of School presents a report to the Proprietor in which any significant health and safety issues are raised. A written report, on the State of the School is presented to the Proprietor at the end of each academic year. However, if any Health and Safety issue arose, the Head of School would inform the Principal who would in turn inform the Proprietor. (See CEO's letters to the Proprietor)

**Senior Management** within the school will support the Head of School/ health and safety Officer (Mrs Beadman) in their roles. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the Head of School if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues

- Carry out a health and safety induction for all staff and keep records of that induction. (See Policies signed by all staff members)
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

**The Site Manager** is responsible for day to day maintenance of the Main House, The Coach House and other buildings issues. She will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under her control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

Mrs Beadman informs the Head of school and the Principal on a regular basis of her findings. (Usually weekly, occasionally fortnightly unless there is an urgency in which case it would be immediately.)

**Members of Staff- Under the Health and Safety at work Act 1974, all employees have general health and safety responsibilities.**

**Members of staff will;**

- Read and comply with the requirements of the safety policy and any other relevant legislation
- Take reasonable care for the health and safety of themselves and of others who may be affected by his/her actions or omissions at work
- Ensure health and safety regulations, rules, routines and procedures are being applied
- Report any defects they observe to the Health and Safety team
- Take an active interest in promoting Health and Safety.

**The Health and Safety Committee**

The Health and Safety Committee comprises Mrs Kim Salhouse (Head of School) Mrs Alison Beadman (Health and Safety Officer) Mr Allan Thompson, Mrs Lara West. Each member of the School community has access to this committee

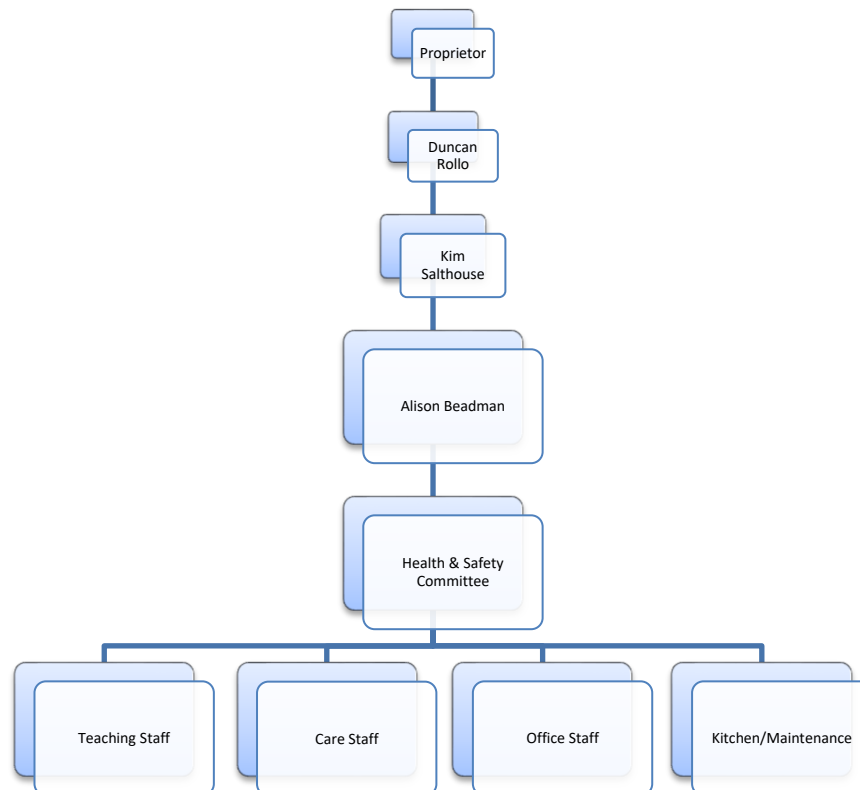
through the line management system. Equally individual submissions and representations are warmly welcomed.

The Health and Safety Committee meets twice a term to discuss new business as presented by the constituent members and to review health and safety reports and risk assessments. The agenda is made public in advance of the meetings. Minutes are taken and made available to all members of the school community. Advisory Notices and Formal Warnings are generated from these meetings. A report is then submitted to the Senior Management Team with recommended courses of action.

## The Health and Safety Line Management System

All members of the school community are represented on the Health and Safety committee. In effect, the member of the committee act as line managers, and have the task of ensuring that information flows effectively on matters of Health and Safety.

### Line Management System



This Health and Safety policy is accompanied by various risk assessments and subject to risk management. (The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the

steps taken to counter them.) The risk assessments cover: the School itself, trips away from school, lone working with students and a variety of activities that are associated with a school environment.

## **Incidents**

All members of the school community are asked to report any actual incidents of significance involving pupils, employees, visitors, buildings or property.

Confidential and/or private matters concerning the welfare of members of the school community should not be reported using this mechanism. Rather, the published school procedures relating to welfare matters should be followed.

Health and Safety (H&S) reports, will then be seen by members of the Health and Safety committee and appropriate action recommended, sanctioned and undertaken. The Health and Safety Officer is delegated the task of compiling the H&S Reports, which will then be reviewed at the regular Health and Safety Committee meetings.

Any member of the school community submitting such a report can expect the incident to be formally acknowledged.

H&S Reports can be found in the CAEA office.

## **Risk Assessments.**

The school maintains a comprehensive set of risk assessments which are held on the Centre Academy East Anglia network.

All risk assessments are reviewed regularly either annually, termly or for each individual occurrence, such as trips outside of school.

## **Accidents**

All members of the school community are asked to report any accidents resulting in physical injury to pupils, employees or visitors.

These Accident Reports will then be collated by the Health and Safety Officer, seen by the Health and Safety Committee and appropriate action recommended, sanctioned and undertaken. This reporting procedure does not override the requirement for some individuals and departments working in “high-risk” areas to keep separate Accident Logs. The Health and Safety Officer is delegated the task of compiling the Accident Reports, which will then be reviewed at the regular Health and Safety Committee meetings.

Any member of the school community submitting such a report can expect the incident to be formally acknowledged.

Accident Reports can be found on the Centre Academy East Anglia network.

## **Hazards and Near Misses**

All members of the school community are asked to report any hazards or near misses encountered. In this context, a hazard is defined as something that is dangerous and likely to cause damage or injury. A near miss is defined as an occurrence in which injury or damage was narrowly avoided.

These Hazard and near Misses Reports will then be collated by the Health and Safety Officer, seen by the Health and Safety Committee and appropriate action recommended, sanctioned and undertaken. The Health and Safety Officer is delegated the task of compiling the Hazard and Near Misses Reports, which will be reviewed at the regular Health and Safety Committee meetings.

Any member of the school community submitting such a report can expect the incident to be formally acknowledged.

Hazard and Near Misses Reports can be found on the Centre Academy East Anglia network.

**Electrical safety;** the Site Manager will ensure that;

- All electrical portable items are tested annually on school premises and records are held in the main office. (This does not apply to individually owned devices such as mobile phones.)
- Any recommendations from said testing officer will be sanctioned
- All staff are requested to inform Site Manager of any electrical issues that need to be actioned, but staff must ensure that they leave the item safe, for example, unplugged.

**Asbestos Management;** the Site Manager will ensure that:

- Any contractor carrying out work on site will be given the Asbestos Survey prior to commencing any remedial/maintenance work.

**Control of Hazardous Substances**

- The use of hazardous substances in school will be kept to a minimum
- The Site Manager (with appropriate support from senior managers) will complete a COSHH safety data sheets/ assessment for all hazardous substances used on site
- The associated procedures and control measures will be funded and enforced

**Fire Safety.** (Fire Safety Policy) Including Fire Panels and Fire Extinguishers

- Fire Panels and 50% of smoke alarms are tested every 6 months, the remaining 50% 6 months later on a rolling programme at the fire safety officers suggestion. Appropriate action/remedial work is carried out when necessary and documentation completed



- Fire extinguishers are inspected yearly and appropriate action/remedial work taken if necessary and documentation completed
- Fire exits have appropriate signage and escape routes checked weekly
- Fire drills are documented for both day time and boarding, evening/night, drills.

All evidence for these checks are kept in the relevant files located in the office.

## **Manual Handling**

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff, if necessary,

## **First Aid Provision**

- All first aiders are monitored and have appropriate training. ( Time checked)
- Portable first aid boxes are located around the school site, including the mini-buses, to ensure a swift and effect response time to an accident or incident. (First Aid Policy)

## **Slips Trips and Falls on the Level**

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

## **Supervision of Pupils**

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules following the Behaviour Policy.
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times ( See duty lists)

## **Legionella**

- Direct - Tech Solutions Ltd provide advice and have assisted with the preparation of the school's Legionella risk assessments and also they obtain the water samples for testing as per the risk assessment

## **Training**

- Health and Safety Training Needs are assessed as part of individual's annual review in appraisals.
- Training needs may also be identified as part of a risk assessment process

## **Violence at work / Lone Working**

- A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place. (Lone Working Policy)

## Working at Height

- Working at heights risk assessments have been completed for the school
- Appropriate record keeping and safe systems of work are kept in the school office.
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
  - Use appropriate access equipment - step ladders, kick stools etc.
  - Wear flat shoes whilst putting up displays
  - Not climb on furniture to put up displays

This Health and Safety Policy should be read in conjunction with the following policies:

Equal Opportunities  
Excursions  
First Aid  
Food Safety  
Lone working  
Management and Administration of Medications  
Off-Site Visits  
Risk Assessment

**Signed:**



**Date: 01/02/17**

**Principal and CEO**

**Dr Rollo**

**Signed:**



**Date: 01/02/17**

**Head of School**

**Mrs Salthouse**

**Signed:**



**Date: 01/02/17**

**Health & Safety Officer Mrs Beadman**