



Bradford Academy

Health & Safety Policy



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1. INTRODUCTION

Every Bradford Academy employee, student and visitor is entitled to a safe and healthy environment. Bradford Academy will comply with statutory health and safety requirements and have regard to recognised codes of practice. The “References” section at the end of this policy lists some of the main sources. Bradford Academy will be maintained and cleaned to a high standard to assist in meeting health and safety requirements. All employees are responsible for taking reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory obligations are fulfilled.

2. POLICY STATEMENT

Bradford Academy recognises and accepts that all of their employees, students and visitors are entitled to a safe and healthy environment in which to work. With this in mind the Governors, Management and Staff will take appropriate steps to meet statutory requirements, use recognised codes of practice and guidance notes to establish a safe and healthy environment. Decisions affecting Bradford Academy will be in consideration of all Health and Safety issues and where necessary consult with Health and Safety Officers. All of the Academies employees have a duty of responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

This policy is written within the context of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations, 1992 and the DCFS Good Practice Guide.

3. RESPONSIBILITIES

3.1 A Department for Education and Skills (DCFS) guidance note on the statutory responsibilities of Bradford Academy is given in Annex 1 of this policy.

Responsibilities of Bradford Academy

3.2 In discharging its responsibilities, Bradford Academy will:

- i ensure that the Bradford Academy health and safety policy is implemented ;
- ii establish clear lines of accountability for health and safety;
- iii periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and
- iv identify and evaluate risks relating to possible accidents and incidents connected with Bradford Academy sponsored activities, including work experience.

3.3 Bradford Academy will provide (as far as reasonably practicable):

- i a safe place for all site users to work, including safe entrances and exits;
- ii safe plant, equipment and systems of work;
- iii safe arrangements for the handling, storage and transportation of articles and substances;
- iv safe and healthy working conditions;
- v supervision, training and instruction so that all staff and students can perform their school-related activities safely and healthily; and

vi provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

Responsibilities of the Principal

3.4 The Principal is responsible for the overall development and operation of the health and safety policy, and will take all reasonably practicable steps to ensure that it is implemented.

Responsibilities of the Health & Safety Manager –(Paul Hainsworth)

3.5 The Principal will designate a senior employee to be the school's Health and 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.

Responsibilities of supervisory staff

3.6 All supervisory staff will make themselves familiar with the health and safety legislation and codes of practice relevant to their responsibilities.

3.7 Supervisory staff are responsible to the H&S Manager for the implementation and operation of the health and safety policy in their areas of responsibility.

3.8 Responsibility for aspects of health and safety is included in the job descriptions of senior employees.

Responsibilities of all members of staff

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

3.11 In particular, employees should:

- i be familiar with the health and safety policy and all safety rules in force in Bradford Academy;
- ii ensure that staff (including contractors), students and visitors are applying Health and Safety regulations, rules, routines and procedures;
- 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 ;via e-mail
- vii suggest ways of reducing risks, where appropriate.

Health and Safety Committee

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

Safety Education

The DCFS has published guidance for Academies on Safety Education. This guidance shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people. This DCFS guidance also sets out the general teaching requirement for health and safety in relation to Science, Design and Technology, Information and Communication Technology, Art and Design, and Physical Education.

4 HEALTH & SAFETY ARRANGEMENTS

Fire Safety

- 4.1 Appropriate procedures for ensuring that safety precautions are properly managed will be drawn up and given to all staff. These procedures will include Fire Drills
- 4.2 The school's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be familiar 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.
- 4.3 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 in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.

Reporting Accidents

- 4.4 All accidents to staff, students and visitors must be reported, in writing, using the school'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. Or failing that the Police to record the incident

Coping with the sudden death of a student

- 4.5 A copy of the DCFS guidance notes on coping with the sudden death of a student is given in Annex 2 to this policy.

First Aid

- 4.6.1 First Aid can save lives and prevent minor injuries becoming major ones. Under H&S legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- 4.6.2 The Academy will have in place, as a minimum, first-aid provision which reflects the size and complexity of the Academy site and buildings and its curriculum, including :
- ◆ Sufficient numbers of suitably-stocked first aid containers (**see paragraphs 56-59**)
 - ◆ Sufficient numbers of appointed persons to take charge of first-aid arrangements
 - ◆ Information for employees on first-aid arrangements (**see paragraphs 30-33**), including (a) guidance as to when someone might need to be sent to hospital (b) procedures for administering medicines (c) procedures for responding to spillages of chemicals or bodily fluids (d) guidance relating to when parents/carers might need to be contacted
- 4.6.3 Bradford Academy has made insurance arrangements which provide full cover for claims arising from actions of staff acting within the scope of their employment.
- 4.6.4 The Academy has ensured that all first-aid containers, whether to be used on site or off site, will be stocked as per HSE recommendations (**'Guidance on First Aid for Schools'**)
- 4.6.5 The Academy will ensure adequate supplies of extra stock are maintained on site.
- 4.6.6 The Academy has identified Ray **Stansfield** – as the person who will take responsibility for ensuring that the contents of first-aid containers are frequently checked and re-stocked as soon as possible after use or as items reach expiry date.
- 4.6.7 Information for employees will include :
- ◆ Numbers of first aiders/**appointed persons**
 - ◆ Numbers of locations of first aid containers
 - ◆ Arrangements for off-site activities/trips
 - ◆ Out of academy hours arrangements
- 4.6.8 Any person designated as a First Aider by the Academy has completed a training course approved by the Health and Safety Executive (HSE).
- 4.6.9 All **Appointed Persons** at the Academy :
- ◆ are able to take charge when someone is injured or becomes ill
 - ◆ can ensure that ambulance or other professional medical help is summoned when appropriate
- 4.6.10 **Appointed persons** have attended emergency first aid training/refresher training as appropriate, which cover :
- ◆ What to do in an emergency
 - ◆ Cardiopulmonary resuscitation
 - ◆ First aid for the unconscious casualty
 - ◆ First aid for the wounded or bleeding.



4.6.11 The Academy has a room to be used for medical treatment on the Lower Ground Floor for the care of students during school hours and at other times as appropriate. The room contains a wash basin and is located adjacent to a WC. It is used solely for medical purposes.

4.6.12 The Academy will keep records of all injuries, diseases or dangerous occurrences, which must be reported to the HSE, and any other accident which may occur. These records will include :

- ◆ the **date and method of reporting**
- ◆ the **date, time and place of the event**
- ◆ **personal details of those involved and a brief description of the nature of the event or disease.**

4.6.13 The following incidents will be reported to HSE:

- ◆ if either an employee is injured during an activity connected with work or a self-employed persons is injured whilst working on the premises
- ◆ any Accidents resulting in death or major injury (including as a result of physical violence)
- ◆ Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence)

4.6.15 Incidents involving students or visitors will also be reported to HSE if:

- ◆ the person involved is killed or is taken from the site of the accident to hospital **and**
- ◆ the accident arises out of or in connection with work

4.6.16 Fatal and major injuries and dangerous occurrences **will be notified to HSE without delay** (e.g. by telephone) and followed up in writing within **ten working days**. Other reportable incidents will be notified to HSE in writing within **ten working days**.



5 EQUIPMENT

- 5.1 Protective clothing/ gloves/ masks/ helmets are provided to be used by technicians and site supervisory staff when required. Staff and students will be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors will be provided with protective clothing as appropriate.
- 5.2 The following equipment will 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
- 5.3 When new equipment is purchased by the academy, it is the responsibility of the DoPL, with the assistance of the H&S Manager (Paul Hainsworth) as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.
- 5.4 Equipment, materials and chemicals will be stored in the appropriate storage containers and areas. All containers will 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 will be kept in the Science Department.

6 HOUSEKEEPING

- 6.1 The Cleaning Managers will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.
- 6.2 The Facilities Team will monitor the efficiency of the waste collection service. Separate provision will be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

7 VISITS

7.1 Educational trips and visits must be organised in accordance with the school's "Off Site Procedures".

8 MINIBUSES

8.1 Users of minibuses must be aware of and observe the following requirements:

- i the driver must have a current licence and not have been involved in any accident for the past five years, be aged 21 years or over and hold a full licence in Group 'A' or PSV;
- ii drivers of the Academy minibus will be required to complete a record form and supply a photocopy of their driving licence;
- iii where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation;
- iv internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the member of staff using the minibus
- v only one person per seat is to be carried;
- vi seat belts are to be worn by all passengers and the driver at all times;
- vii the driver at the time when an offence was committed is responsible for the payment of fines incurred; and
- viii a log sheet will be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the Academy reception.

9 VISITORS TO THE SCHOOL SITE

- 9.1 All visitors to the Academy will sign in at reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.
- 9.2 No contractor may undertake work on the Academy site without permission from the Business Manager except in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.
- 9.3 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.
- 9.4 Hirers of the school 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.
- 9.5 Whilst on site, all visitors and contractors will be required to wear a visitor's badge. Cleaning contractors' 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.
- 9.6 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 school reception or off the site, as appropriate.
- 9.7 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.

10 SECURITY

- 10.1 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 emergencies and kept secure at all other times.
- 10.2 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.

11 CRITICAL INCIDENTS

- 11.1 The Academy has a critical incident procedure to be followed.

References

HSE Website www.hse.gov.uk

HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>

HSE A Guide to Risk Assessment Requirements -

<http://www.hse.gov.uk/pubns/indg218.pdf>

HSE Reporting school accidents <http://www.hse.gov.uk/pubns/edis1.htm>

Health and Safety Commission (HSC) Managing health and safety in Schools £5.95

HSC Health and safety guidance for school governors and members of school boards £5.95

A Guide to the Law for School Governors (DCFS 2001)- Community Version - Voluntary Aided Version - Voluntary Controlled Version- Foundation Version. website <http://www.dfes.gov.uk/governor/info.cfm>

DCFS School Security website www.dfes.gov.uk/Academiesecurity

DCFS Health and Safety of Pupils on Educational Visits: A Good Practice Guide
http://www.dfes.gov.uk/h_s_ev/index.shtml

DCFS/DH Supporting Pupils with Medical Needs: A Good Practice Guide -<http://www.dfes.gov.uk/medical>

DCFS Guidance on First Aid for Schools <http://www.dfes.gov.uk/firstaid>

DCFS/Home Office School Security: Dealing with Troublemakers -
<http://www.dfes.gov.uk/Academiesecurity/dwthome.shtml>

DCFS Safety Education: Guidance for Academies, December 2008
(Ref: DfES/0161/20002)

DCFS video "Can you see what they see?"

DCFS Code of Practice on LEA-School Relations - <http://www.dfes.gov.uk/lea/>

Guidance on Standards for School Premises (ref DCFS14 OF JULY(2008).

DCFS/CEDC Safe Keeping: A good practice guide for health and safety in study support (Ref DCFS 0197/2000)

HSE's info line is 08701 545500

Health and Safety legislation:

The Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Education legislation:

Education (School Premises) Regulations 1999 (SI 1999 No.2)

School Standards and Framework Act 1998

School Inspections Act 1996.

Education Act 1996



Bradford Academy

DCFS Guidance**Responsibility for Health and Safety in Academies****Health and Safety at Work Law**

Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

Employer

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. For independent schools, the employer is usually the proprietor, in this case Bradford Academy has a duty to 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 school and on off-site visits
- the health and safety of visitors to Academies, and volunteers involved in any academy activity.

Employees

Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well.

Employees must:

- take reasonable care of their own and others health and safety.
- co-operate with their employers.
- carry out activities in accordance with training and instructions.
- inform the employer of any serious risks.

Enforcement

The HSE enforces health and safety law relating to the activities of LEAs and Academies.

Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example

where an employee failed to take notice of the employers policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Responsibility of All Academies

The employer must have a health and safety policy and arrangements to implement it. The Health and Safety at Work etc. Act 1974 applies. Key elements of a health and safety policy are listed below; this is not a comprehensive list.

Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.

In practice, employers may delegate specific health and safety tasks to individuals. But the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.

Key Elements of a Health and Safety Policy

- A general statement of policy
- Delegation of duties as allocated tasks
- Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards
- Training of staff in health and safety including competence in risk assessment
- Off-site visits including school-led adventure activities
- Selecting and controlling contractors
- First Aid and supporting pupils' medical needs
- School security
- Occupational health services and work-related stress
- Consultation arrangements with employees
- Workplace safety for teachers, pupils and visitors
- Violence to staff
- Manual handling
- Slips and trips
- On site vehicle movements
- Management of asbestos
- Control of hazardous substances
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.
- Recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Fire safety, including testing of alarms and evacuation procedures
- Dealing with health and safety emergencies - procedures and contacts

DCFS Guidance**Coping with the sudden death of a pupil**

Some head teachers will be faced, in the course of their professional lives, with the death of a pupil at school or elsewhere.

When this happens, head teachers may need immediate advice.

Accordingly, the Department has been asked to make advice available to help head teachers cope with the immediacy of a pupil's sudden death at school.

The text below is based on work prepared by Chris Bridge, Head Teacher of Huntington School. We are very grateful to Mr Bridge for this.

Working with the police

Very soon after the death is reported the police should visit to investigate the circumstances of the death.

You will need to clear rooms or spaces for them to work in.

They may want to collect evidence.

The police will normally tell the child's next of kin and will want to speak at once to the teacher who may need someone with them and will probably need to stay at the school.

The police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

Telling pupils

If a pupil collapses during the school day, is taken to hospital and subsequently dies, those pupils should be told what has happened before they leave at the end of the school day.

It is important to agree with the police the timing and content of the information that you give to pupils without impeding any police investigation.

If there any siblings, close relatives, or a boy/girl friend in the school tell them first, but only when parents are ready to collect them.

Gather the whole year group together 20 minutes before the final bell. Timing is everything. The pupils will listen intently until you tell them that the pupil has died. Then they stop listening. If the pupil has died as the result of an accident you may want to ask them not to speculate about the causes of the accident and not to spread rumours. Getting them to hear this is very difficult. Allow them ten minutes just to be together as a year group. They will need to cry. Expect that some pupils will contact the local press.

If you want teachers to tell other pupils, you should have a statement ready for them to read out before you tell them.

Telling Teachers

This may have to be after you have told pupils in the year group. You will need to tell the teachers who were nearest to what happened first. Depending on who that teacher is, they will probably need someone with them.

If you want teachers to tell other pupils for you, have a statement ready for them to read out before you advise them.

Telling Parents

The police will tell the parents of the child.

Getting a letter to other parents, which expresses sympathy and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other pupils, parents and teachers.

Dealing with the Media

It is recommended that the school have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures. If your school does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need extra help. A press officer may be required for the whole day.

The press and local TV channels may contact the parents and they together with the press may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.

You may find you have no time to prepare interviews.

Keep expressing your sympathy for the parents so that editors will find it hard to cut this part of your statement.

If there is a post mortem, this may happen very quickly, possibly within 24 hours of the death.

Ensure you are informed of the results of any post mortem as soon as possible.

Helping the school recover

This is a long-term issue. You can help a school recover through a memorial service or assembly and through the use of counsellors.

Recognise that those who go to counsellors may well not be those whose need is greatest.

A brother or sister may well have intense needs that appear later. It is very difficult for the school to know when to stop making allowances.

Educational visits

The Department has already issued guidance on coping with emergencies off-site in its 1998 good practice guide Health & Safety of Pupils on Educational Visits and three-part supplement published in July 2002. See <http://www.teachernet.gov.uk/visits>.

Emergency Planning

The Department is also preparing work on emergency planning for Academies that will become available at a later date.

Assistance from the DCFS

The Department will help in any way it can. Please telephone the Pupil Health and Safety Team on 020 7925 5886.