

## **HEALTH AND SAFETY POLICY**

### **Introduction**

This is a statement of policy by King Edward VI Sheldon Heath Academy (“KESH Academy”) regarding its objectives, organisation and arrangements for ensuring the health and safety at work of its employees, students, visitors and contractors, whilst on KESH premises, or conducting work elsewhere on behalf of KESH Academy.

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The Academy’s Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

Supplementary to this general Policy Statement, each department will be responsible for developing Risk Assessments and Department Specific H&S Procedures. These will be maintained and acted upon in order to control risks. KESH Academy will carry out periodic reviews to ensure that this is happening.

There is also a summary of the health and safety principles followed by KESH in the document, Health and Safety Policy – Statement of Intent.

### **Section 1 - Objectives**

It is the policy of KESH Academy to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees whilst they are at work, also of others who may be affected by their undertakings and to comply with the Health and Safety at Work etc. Act 1974 and all other related and relevant legislation as appropriate.

The Academy recognises its responsibility to provide a safe and healthy environment and will take all reasonably practicable steps within its power to fulfil this responsibility.

In order to achieve its aim the Academy will pursue the following objectives:

- To identify risks and set in place programmes to remove or reduce those risks.
- To establish and maintain a healthy environment throughout the Academy premises.
- To establish and maintain safe working procedures among the staff and children.
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

- To ensure the provision of sufficient information, instruction, training and supervision to enable all people working on site, including children, to avoid hazards and to contribute positively to their own health and safety.
- To maintain a safe, healthy place of work and safe access and egress from it.
- To formulate effective procedures in case of fire and other emergencies and for evacuating/locking down the Academy premises as necessary.
- To lay down procedures to be followed in the case of accident.
- To provide and maintain adequate welfare facilities

## **Consultation, communication and training**

The name of the persons appointed with responsibility for health and safety on KESH Academy or associated premises will be clearly communicated. The designated person with site responsibility will ensure that any relevant information, to ensure the control of risks at those premises, is communicated to all staff and visitors. All KESH Academy and associated personnel should read the Site Health & Safety Arrangements Poster wherever they work.

The Principal of KESH Academy along with Academy Senior Managers are committed to involving employees at all levels in the maintenance of Health and Safety standards, and to providing them with adequate information, instruction and training.

External Health and Safety Consultants will be used to provide professional health and safety advice as required.

Health and safety will form part of the regular agenda of items discussed at management and staff meetings at all levels.

There shall also be a Staff Health & Safety Committee. The composition of the safety committee will reflect the broad range of activities which take place on the Academy site with representatives from those areas of the Academy deemed to present the greatest hazards and will include those staff who have specific responsibilities for dealing with health and safety procedures.

Any issue requiring urgent attention should be brought to the attention of the Academy FM Manager. If appropriate action is not taken the issue should be brought to the attention of the Principal or a member of the Health and Safety Committee.

Health & Safety related training and communication will include, but not be restricted to:

- A Health & Safety Policy produced for staff
- New staff inducted in Health & Safety procedures by a senior colleague
- An annual briefing on health and safety for all staff

## **Monitoring and review**

Health and Safety will be monitored in the Academy in the following ways:

- Ongoing monitoring by the Health and Safety Coordinator (FM Manager)
- Inspections and audits by Academy FM
- Periodic review of risk assessments
- External audit by third party Health and Safety Consultants
- Review of this policy statement biannually by the Health & Safety Committee, who will update, modify and amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and visitors.

## **Section 2 – Organisation (see Appendix 4 for diagram)**

### **Responsibilities**

All KESH Academy personnel and those who appoint others to carry out duties on behalf of KESH Academy, are required to ensure that those persons are competent and have adequate resources with regard to health and safety. In order to promote a safe and healthy workplace, the following responsibilities have been established:

### **Governing Body**

The Governing Body will act in partnership with the Principal in the exercise of its distinct and joint responsibilities. In discharging its responsibilities the Governing Body will:

- appoint a Site Health and Safety committee which will review and report upon matters of health and safety;
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy; and
- ensure that the policy is periodically reviewed and amended as appropriate

### **Principal**

The Principal will establish the overall Health and Safety Policy of KESH Academy. In his position, he has responsibility for ensuring that the Policy is implemented and monitored at all levels. The Principal will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

### **Site, Health & Safety Committee**

The Academy will have a Health & Safety Committee which will review and report on H&S issues within the Academy. The Committee will report to the Local Governing Body.

## Health & Safety Coordinator (FM Manager)

The Health & Safety Coordinator will provide support to managers and staff, ensuring that details related to health and safety management are passed on. The Health & Safety Coordinator will seek support and professional advice from the company's retained Health and Safety Advisors as necessary. Said Advisors will undertake periodic health and safety audits to ensure that the members of KESH Academy Management are fulfilling their requirement to follow safe systems of work in the running of their areas of the Academy. The Health & Safety Coordinator will be the designated contact with the Health & Safety Executive as required.

## Academy FM

The Academy FM Manager will take health and safety implications into account when prioritising repairs and maintenance. They will monitor, or arrange to have monitored, contractors invited to work on the site, to ensure that working practices do not endanger the health and safety of employees, children and other persons using the premises, liaising with the Principal regarding any health and safety issues arising out of their work.

## Departmental managers

Departmental Managers are responsible for:

- The practical implementation of the KESH Academy Health and Safety Policy and other subsidiary policies and procedures within their area of responsibility;
- Ensuring that their area of responsibility is subject to **risk assessment**, regular inspections and adequate supervision;
- Producing a **departmental H&S Policy**, which follows the conventions of the Academy safety policy, i.e. will include a statement indicating that it supplements the Academy H&S policy, include any specific H&S responsibilities and any specific arrangements or standards followed;
- Ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities, and establishing **safe working procedures** where a risk assessment has indicated this is appropriate;
- Providing information, guidance and training to children and other employees in their area so as to avoid or manage hazards and to contribute to the safety of all;
- Ensuring that all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary;
- Resolving any health and safety issue referred to them or appropriately refer it on to the Academy FM Manager, their Staff Health and Safety representative, the H & S Coordinator or the Principal, as appropriate.
- Making adequate consideration of health and safety when specifying, purchasing or hiring equipment or materials and ensuring that staff/third parties under their control do likewise where applicable; and

- Ensuring that H&S is a standard item on departmental meeting agendas.

## **All Employees**

All employees are required to:

- Take reasonable care of their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures / instructions;
- Know and apply the emergency procedures in respect of emergency evacuation, lock down and first aid;
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others;
- Report immediately, any situation, practice (including any defects noted with plant, equipment, machinery) of which they are aware, which may lead to injury or ill health by bringing it to the attention of their Line Manager, the Academy FM or the Health & Safety Coordinator;
- Take responsibility for good housekeeping in the area within which they work;
- Ensure that their attire is appropriate to enable them to discharge their duties safely and effectively. For example, appropriate footwear should be worn; and
- Report any accident, near miss incident, dangerous occurrence or case of ill health arising as a result of work and cooperate with management in investigating such accidents or incidents.

## **Section 3 - Arrangements**

1. Accident/incident reporting/recording (including sudden death of a student)
2. Equipment
3. Evacuation (fire or other emergency)
4. Lock Down
5. First aid
6. Hazardous substances
7. Housekeeping
8. Infectious diseases
9. Manual handling
10. Risk assessments
11. Security
12. Transport
13. Visitors
14. Wellbeing

## 1. Accidents/Incidents – reporting/recording

- All accidents to staff and visitors must be recorded, in writing, in the **Staff/Visitor Accident Book** and on the **KESH Accident Reporting Form**. The completed form should be given to the Principal's PA who will give it to the Health & Safety Coordinator (FM Manager)

\*The H & S Coordinator will complete the investigation section of the form and assess whether the incident needs to be reported to the HSE. The form will be passed to the Principal for review and signature. Any actions arising will be passed on to the relevant member of staff

- All student accidents that require a first aid assessment and, where appropriate, treatment, should be recorded in the first aid register which is kept in the first aid room (opposite Student Services Reception).
- Where a student incident/accident involves a visit to a hospital, whether organised by the Academy or the student's family or is as a consequence of the condition of the buildings/equipment or a result of a staff led activity these must be recorded in the Academy **Student Accident Book** (kept in Student Services) and on the **KESH Accident Reporting Form** which is held by the Principal's PA. When completed, the KESH Accident Reporting Form should be given to the H & S Coordinator (see above section marked with \* for the process).
- Any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, should be brought to the attention of the Health & Safety Coordinator (FM Manager) so that action can be taken as appropriate.
- Certain incidents/accidents must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Health & Safety Coordinator (FM Manager) will make an assessment of the incident and, where appropriate, report to the HSE.
- In general, incidents/accidents reportable under RIDDOR are; deaths and major injuries, over three day injuries, disease, dangerous occurrences (near misses) and gas incidents. Any incidents falling into these categories should be reported to the H&S Coordinator.

### *Coping with the sudden death of a student*

- A copy of the DFE guidance notes on coping with the sudden death of a student is given in Appendix 1 to this policy.

## 2. Equipment

- Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff 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.
- All equipment should be visually checked each time it is used by a member of staff. Where a plug, or lead shows signs of damage, or wear, the equipment should be immediately withdrawn from use and the problem brought to the attention of the FM Team.

- All portable electric appliances and all fixed appliances, including Technology equipment, hand dryers and wall mounted water heaters etc. will be tested in accordance with the ELECTRICITY AT WORK REGULATIONS 1989. The results of these inspections will be recorded and kept in a register by the Acadmeys FM team . If staff find that these inspections have not occurred in their area, they must inform the Health and Safety Coordinator.
- The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
  1. fume cupboards
  2. workshop equipment, e.g. lathes, kilns
  3. fixed gymnasium equipment
- When new equipment is purchased, it is the responsibility of the departmental manager, with the assistance of the Health and Safety Coordinator, as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

### **3. Evacuation due to fire or other emergency**

- The Academy's evacuation procedure will be prominently displayed around the Academy. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat or other emergency requiring evacuation of the building. 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 firefighting 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 in line with current BS standards.

### **Procedures in event of a fire or other emergency requiring evacuation**

- An evacuation will be announced by continuous ringing of the bell. Upon hearing the alarm staff should begin the evacuation procedure.
- Main reception staff should collect visitor signing in book, form lists and support staff list by house and ensure that they are delivered to supervising staff
- In the event of a fire evacuation staff should note and act upon the following instructions:
  - i] Supervise children leaving the room and direct them to the nearest exit, ensuring that all bags etc. are left behind.

- ii] Check the room to ensure nobody is left behind and close the door - ensuring that any temporary blinds over classroom door windows have been raised (**do not lock doors**)
- iii] Members of the SLT who have been allocated a zone to check should make a sweep of all other rooms in the zone including particularly toilets etc. At no time should staff place themselves at risk by delaying overlong their evacuation or by approaching the source of the fire.
- iv] Upon completion of the check, move quickly to the assembly area, closing all fire doors en route.
- v] Members of the SLT who have been allocated a zone should report to the senior member of staff in charge to inform them that their zone is clear
- vi] Teaching staff should join their form groups.
- vii] Support staff should assemble by their houses and the 'lead' for each House should check off the list of support staff
- viii] Members of SLT, particularly those who don't have a responsibility for clearing a zone in the building (see above) should endeavour to reach the assembly area as quickly as possible.
- ix] The Principal, supported by the Heads of House will take responsibility for the assembly area but other members of the SLT should support them.
- xi] Students should assemble in their form groups.
- xii] Until all checks have been made, staff should insist on silence and help maintain good order by spreading themselves out among the pupils until the end of the fire drill.

**No-one should re-enter the building until directed to do so by the Principal (or the nominated member of SLT in his absence.)**

- Action to be taken on discovery of a fire.
  - \* If a fire is discovered, however small, raise the alarm immediately by breaking the nearest glass, setting off the alarm.
  - \* Ensure that the area is evacuated.
  - \* Report the fire to reception. The Principal (or Vice Principal in his absence) must then be notified immediately by reception. The fire service is summoned automatically, unless rapid notification of a false alarm is made.
  - \* Leave the building by the nearest safe exit route and report to the assembly point.



- **NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building. If a member of staff is trained in the use of fire extinguishers, feels confident in their abilities and the fire is small enough to be within their capabilities, he/she *may* consider dealing with the fire.**
- All staff should ensure that escape routes in their area are kept clear at all times. If routes are blocked by maintenance work the Health & Safety Co-ordinator must be informed immediately.

#### **4. Lock Down**

**Lockdown procedures are used as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the Academy.**

Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff

##### **When Lockdown will be instigated:**

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the Academy);
- An intruder on the Academy site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.);
- A major fire, incident or accident in the vicinity of the Academy;
- The close proximity of a dangerous animal roaming loose.

##### **How Lockdown will be instigated:**

1. Notification received by:
  - Academy reception (usually from emergency services regarding incident in locality e.g. civil disturbance, accident or air pollution) – reception staff will follow “Response to an incident requiring Lockdown” flowchart
  - Staff member (e.g. intruder on site, dangerous dog) – staff member to inform Academy reception immediately who will follow “Response to an incident requiring Lockdown” flowchart
2. The Principal or Vice Principals will decide whether to instigate Lockdown.
3. The Principal or Deputy Principal will decide when to issue the “stand down”, after taking the advice of the emergency services if appropriate

A lockdown situation will be highlighted to staff by a *sounder (NOT the evacuation bell) that continues for a prolonged period. If followed by a continuous bell the Academy must be evacuated following the emergency evacuation procedure.*

*Alternatively (or in addition) a message will be sent to all staff PCs and laptops and a text message will be sent to all staff mobile phones. The PC popup and mobile alert will state “**There has been an incident within the Academy and all students and staff are to remain where they are in lockdown mode. Further information will be given as soon as possible**”.*

#### **On hearing the alert:**

- Those inside the Academy should remain in the room where their lesson/tutor time is taking place or in their offices;
- Students/staff outside in corridors or en route should remain calm and proceed to the nearest classrooms immediately;
- Students/staff on sports field will be directed to the theatre by the staff supervising them;
- In the event of examinations students and invigilation staff must remain where they are;
- Contractors should report immediately to the FM Office
- Visitors to stay with the person they are visiting and accompany them to a suitable location;
- Where present blinds should be drawn;
- Students must place mobile phones on their desks in front of them and must refrain from using them to call, text, take photos or use social media;
- Staff mobile phones to be switched to keep lines of communication open but do not make unnecessary calls.
- Where possible register should be taken (NOTE: this will not be possible at break and lunchtimes);
- Once in lockdown mode, staff should where possible notify student reception of any pupils not accounted for;
- Staff should encourage students to keep calm, wait quietly and keep away from windows and doors;
- Under no circumstances should staff or students leave their classrooms unless specifically requested to do so by a member of SLT or the emergency services.
- If the fire alarm sounds evacuate the building following emergency evacuation procedures;

#### **At break and lunchtimes:**

- Students in the restaurant should remain where they are with the supervising staff;
- Students in corridors should proceed to the nearest classroom;
- Duty staff and SLT should direct students out on the playground into the Academy theatre.

### **Stand down:**

- Students and staff must remain in lock down until informed that the situation is over – the stand down alert will be the sounders and an email together with a group text to mobile phones if possible. Students must not be released until an email and/or text message is received stating “*The incident has now been resolved and it is safe to continue with the Academy day*”.

## **5. First Aid**

### **Provision**

- The arrangements for first-aid provision must be adequate to cope with all foreseeable incidents.
- The Academy will ensure that the basic recommendation of one qualified first aider per 150 students is at least met and ideally exceeded.
- Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence.
- The Principal is responsible for ensuring that a sufficient back-up first aid stock is held on site. In practice the responsibility for checking and replenishing first aid boxes around the Academy is delegated to the Student Services Receptionist (a qualified first aider). Staff should bring any stock deficiencies to the attention of the Student Services Receptionist.
- Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first-aid signs and containers must be identified by a white cross on a green background.
- First-aid kits must also be held at various locations throughout the Academy as determined by risk assessment (e.g. laboratories, sports halls, workshops, playgrounds, sports fields, etc.). A first-aider should be located within the immediate vicinity of one of these ‘first aid points’. These locations will be prominently marked. Notices will also be displayed prominently in these areas.
- Adequate and appropriate first-aid provision will form part of the arrangements for out of hours activities at the Academy for which it is responsible, and also all out of Academy activities.

### **Administering**

- Students who feel ill should be accompanied to Student Services and the staff accompanying the student should hand over the student to a Student Services member of staff.
- The first aider assigned to treat the student should check the system for Care Plans/medical notes before treating (unless the seriousness of the condition renders this inappropriate).

- In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider.
- The first aider will then decide what action is to be taken but where there is doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialling 999 and asking for an ambulance.
- In cases involving students, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.
- For cases involving injuries to students that are less serious but still of concern, e.g. sprains, strains, cuts etc. the student will be asked if parents/guardians should be contacted or if they feel fit enough to stay in the Academy.
- *NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised.*
- Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in/next to the first aid box.
- In event of an ambulance being called the Principal (or a Vice Principal in his absence) and the parent/guardian should be immediately informed.
- Cross reference the section on Accident/Incident reporting
- **The parent/guardian of the student would always accompany the student to hospital if they can attend the Academy before the arrival of the ambulance. In other circumstances the student would be accompanied by the member of staff who administered first aid, or as otherwise delegated by the Principal. The member of staff should stay with the student until a parent/guardian arrives at the hospital.**

## 6. Hazardous substances

- Equipment, materials and chemicals 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 requirement to assess hazardous substances either in use or created by Academy operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards. The records of the risk assessments carried out are kept in specific COSHH assessment files in relevant departments or in the standards followed, e.g. CLEAPSS documentation for both Science and DT. If staff have any questions on hazardous substances these should be raised with line managers or the Head of the Department.

- The disposal of hazardous chemicals should comply with the Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health Regulations 1999. An individual assessment needs to be made regarding the safe disposal of each chemical and the results recorded on the appropriate form. The decision to dispose of unwanted chemicals should be reviewed on a termly basis.

## 7. Housekeeping

- The FM Manager 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.
- The FM 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.

## 8. Infectious diseases

- Any reports of infectious diseases should be brought to the immediate attention of the Principal who will seek medical advice as appropriate and assess the degree of risk to staff and pupils.
  - \* Low risk - staff will be informed by way of an email, if appropriate.
  - \* Medium risk - staff will be informed by way of email and via weekly staff briefing.
  - \* High risk - an emergency staff meeting will be called, and information will be e-mailed.
- In cases where the disease, or infection is reportable, it shall be the responsibility of the Health & Safety Coordinator immediately to inform the Principal and then report the disease to the Health Protection Agency (HPA). The Academy will work with the HPA, and act upon any advice given regarding precautionary measures, as appropriate.

## 9. Manual handling

- Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.
- All staff must ask themselves the question when considering undertaking any manual handling operation **can I move the objects where I need to safely and without risks to health?** Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.**
- **Staff have been given a manual handling leaflet summarising what to be aware of.**

## **10. Risk assessments**

- There are various levels of responsibility with regard to risk assessment:
- All staff have a responsibility to assess risks as part of their individual lesson planning, particularly where the activity has not been predetermined in the Programmes of Learning (POLs).
- Heads of Departments have a responsibility to ensure that full risk assessments are completed for their areas and details of safe systems of work included in their POLs. The Science, Design Technology and PE Departments are clearly high risk areas which need particularly close attention, however, other curriculum areas should not be overlooked.
- The H & S Coordinator is responsible for ensuring general 'academy wide' risk assessments are completed.
- The pro-forma for risk assessments is available on the Sharepoint Drive under health and safety.

## **11. 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. Any issues with the security of the site should be reported to the FM help desk and the H & S Coordinator.
- 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.

## **12. Transport**

### **a) Minibuses**

\* The minibuses will be inspected and maintained on a regular basis. This is the responsibility of the Health & Safety Coordinator, supported by the Finance Manager.

\* Individual drivers should report defects to the Finance Manager

\* The Finance Manager will ensure that the vehicles are correctly taxed and insured

\* Staff wishing to use the Academy minibuses must first undergo training in the safe handling of such a vehicle and pass an approved test.

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

- the driver must have a current licence and not have been involved in any accident for the past five years, be aged 25 years or over and hold a full licence in Group 'A' or PSV;
- drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence;
- where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation;
- internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the Academy will decide upon the repairer to be used);
- only one person per seat is to be carried;
- seat belts are to be worn by all passengers and the driver at all times;
- the driver at the time when an offence was committed is responsible for the payment of fines incurred; and
- a signing out sheet must be completed by the driver on collection of the keys and on return of the keys to the Principal's PA (when any defects should also be noted).

#### b) Academy Trips & Visits

- A separate Academy policy statement on visits and trips has been agreed by Governors

### **13. Visitors to the site (including contractors and hirers)**

- All visitors to the Academy will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Academy.
- No contractor may undertake work on the Academy site without permission from the FM team 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.
- 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.
- Whilst on site, all visitors and contractors must wear an Academy visitor's badge.  
. Temporary teaching staff on cover duties will be required to report 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.

## **14. Wellbeing**

- The wellbeing of staff is seen as an integral part of the Academy's H&S responsibilities. The Governing Body and Principal have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.
- All staff have the right to a reasonable work-life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Principal or line manager. Sickness absence or health concerns will be dealt with under the Academy's absence policy



## **Appendix 1 - Coping with the sudden death of a pupil**

*The guidance below was provided by the DfE and is not specific to Academies. Therefore for School read Academy and for Headteacher read Principal.*

*It should also be noted that The Schools of King Edward VI Birmingham Foundation office is also available to support and provide advice*

### **DfE Guidance**

Unfortunately, some head teachers will be faced, in the course of their professional lives, with a set of circumstances arising from the death of a pupil at school or elsewhere.

In such circumstances, head teachers may feel on their own and may need advice at that moment.

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.

### **Working with the Police**

Very soon after the death is announced the Police should visit as they have to carry out an investigation into the circumstances.

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 usually very upset teacher who will need someone with them and will probably need to stay at 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**

Where a pupil collapses during the school day when other pupils are present, is rushed to hospital and subsequently dies, those pupils will need to know 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 so as to meet the needs of the pupils whilst not impeding any police investigation.

Are there any siblings, close relatives, or boy/girl friend who needs to know first? Advise them first, but only when parents are ready to collect them.

Gather the whole year group together with 20 minutes to go before the final bell. Timing is everything. The pupils will listen intently until you tell them that the pupil has died. Then they stop hearing. 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 to just 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 advise them.

### **Telling Teachers**

This may have to be after you have told the key pupils. 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 both 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**

Head teachers at community and voluntary controlled schools should contact their LEA as soon as possible, especially if at all unclear about procedures for dealing with the media. It is recommended that the school should have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures. Note: the LA may advise the school not to speak to the media and direct all enquiries to an appointed LEA officer.

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 intense 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 and certainly no time to filter statements through the Director of Education even if the LEA wants you to do this. 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 advised of the results of any post mortem as soon as possible.

Your LA may want to hold onto this information, but you will need it. The best way to stop media speculation is to give them facts.

### **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.

### **Assistance from the DfE**

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

## Appendix 2

### References

HSE Website [www.hse.gov.uk](http://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 (DfES 2001)- Community Version - Voluntary Aided Version - Voluntary Controlled Version- Foundation Version. website <http://www.dfes.gov.uk/governor/info.cfm>  
DfES School Security website [www.dfes.gov.uk/schoolsecurity](http://www.dfes.gov.uk/schoolsecurity)  
DfES Health and Safety of Pupils on Educational Visits: A Good Practice Guide [http://www.dfes.gov.uk/h\\_s\\_ev/index.shtml](http://www.dfes.gov.uk/h_s_ev/index.shtml)  
DfES/DH Supporting Pupils with Medical Needs: A Good Practice Guide - <http://www.dfes.gov.uk/medical>  
DfES Guidance on First Aid for Schools <http://www.dfes.gov.uk/firstaid>  
DfES/Home Office School Security: Dealing with Troublemakers - <http://www.dfes.gov.uk/schoolsecurity/dwthome.shtml>  
DfES Safety Education: Guidance for Schools, December 2001 (Ref: DfES/0161/20002)  
DfES video "Can you see what they see?"  
DfES Code of Practice on LEA-School Relations - <http://www.dfes.gov.uk/lea/>  
Guidance on Standards for School Premises (ref DfEE 0029/2000).  
DfES/CEDC Safe Keeping: A good practice guide for health and safety in study support (Ref DfEE 0197/2000)  
HSE publications (priced and non-priced) are available from HSE Books Tel: 01787 881165  
DfES guides are free from DfES publications Tel 0845 6022260  
HSE's infoline 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 1

## Appendix 3

### DfE Guidance - Responsibility for Health and Safety in Schools

#### 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. Who this is varies with the type of school.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the Local Authority (LA).
- For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.
- For independent schools, the employer is usually the Board of Governors or proprietor.

The Local Authority/LA is the employer for statutory youth groups.

Education employers have duties 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 schools, and volunteers involved in any school 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 schools.

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 employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

## **Responsibility of All Schools and 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.

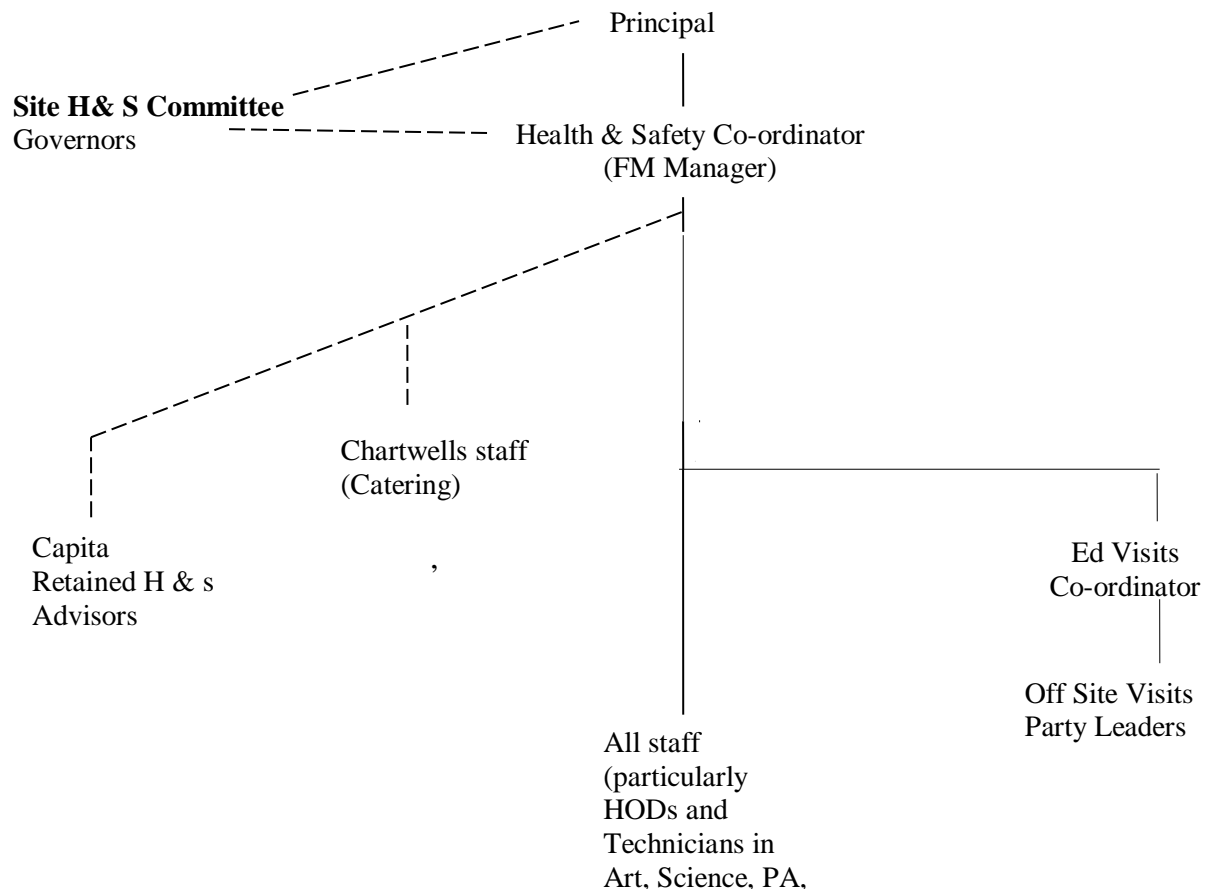
In practice, employers may delegate specific health and safety tasks to individuals (LAs may delegate specific tasks to schools). But the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing 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 Academy-led adventure activities
- Selecting and controlling contractors
- First-Aid and supporting pupils' medical needs
- Academy Security
- Occupational health services and work-related stress
- Consultation arrangements with employees
- Workplace safety for teachers, pupils and visitors
- Violence to staff
- Manual handling
- 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

# Appendix 4

## Safety Management Structure



--- = Advisory Line of Communication & Responsibility

— = Direct Line of Communication & Responsibility

The policy was reviewed and ratified at the Health and Safety Committee meeting on 5<sup>th</sup> March 2020