



Health & Safety Policy

Swakeleys School for Girls

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Control Sheet

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1. Statement of Intent

Health & Safety General Policy Statement

Swakeleys School for Girls recognises our responsibility for the health, safety and welfare of our employees, the children in our care, contractors working for us and for anyone else whose health and safety could be affected by our work activity. We will assess the hazards and risks they face and take action to minimise hazards and control risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce, children in our care and anyone else.

We will meet our legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- Providing leadership and control of identifiable health and safety risks on our premises and at every worksite.
- Consulting with our employees on matters affecting their health and safety and that of the children in our care.
- Ensuring that our premises are secure and that DBS safeguarding checks are made for each member of our workforce.
- Providing and maintaining safe, suitable buildings and equipment.
- Ensuring the safe handling and use of substances.
- Providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- Ensuring that all employees and contractors are competent to do their work, and where appropriate giving them suitable training.
- Preventing accidents and cases of work-related ill health.
- Actively managing and supervising health and safety at work.
- The careful organisation, assessment and mitigation of hazards and risks for any off-site activities with a separate consideration and approval process.
- Having access to competent advice.
- Aiming for continuous improvement in health and safety performance and management by regular review and revision of this policy.
- The provision of the resource, financial and other, required to make this policy and our health and safety arrangements effective.

We also recognise our duty to co-operate and work with other employers and workers, when they come onto our premises, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation, we will also remind them of their duty to take reasonable care for themselves and for others. These duties are explained on first employment, at induction. A Staff Handbook, setting out their duties and specific health and safety rules is given to each employee.

Our policy, procedures and arrangements will be reviewed annually.

Signature Date

2. Roles & Responsibilities

All stakeholders will be expected to comply with their statutory duties contained herein, but also to those within the context of the Safe Learning Environment initiative where safety is regarded as a core concept for all learning environments.

2.1.1 Board of Trustees

- Overall responsibility for all legal duties with regard to Health & Safety
- When appointing a new Headteacher, they will appoint a competent person who will ensure that all safety legislation, procedures, training and monitoring are adhered to
- To appoint an additional competent person who will ensure that all safety legislation, procedures, training and monitoring are adhered to
- Will appoint a Trustee who will oversee the duties of the Governing Body on day to day matters in respect of Health and Safety as part of the Finance, Audit & Risk Committee.
- Will, through the Finance, Audit and Risk Committee, provide support to the Nominated person responsible for H & S and the Facilities Management team with regard to site specific safety
- Will receive and review safety reports from the H&S Committee periodically and minute that this has been completed within a Trust Board meeting
- Will support the Headteacher in the implementation of this policy

2.1.2 Headteacher

- Will take a lead role in supporting the implementation of this policy document
- Will lead in the promotion of a positive safety culture and adherence to the safety management system
- Will ensure that provision is made to ensure staff are made aware of the contents of the policy
- To make certain that the necessary resources are given to ensure that the policy and any appendices are implemented
- Make recommendations to the Board of Trustees based on the nominated person's reports on ways to improve Health & Safety standards
- Consult and involve both Trustees and Trade Union Representatives in all matters relating to the health, safety and welfare of the Staff and Students
- Will oversee and support the activities of the person nominated with Health & Safety responsibility
- Oversee and support the activities of the person nominated for the lead role in fire safety

2.1.3 Nominated person responsible for H&S – Director of Operations & Compliance (In liaison with external consultants)

- Overall responsibility for Health & Safety within the Academy with support from the Headteacher.
- Take a lead role in the writing and implementation of this policy and ensure that staff have access to it
- Monitor the effectiveness of the Health & Safety policy, safety procedures and practices in relation to the Academy and its premises
- Ensure that the Academy is aware of its statutory and recommended codes of practice (Section 3.1)
- Where appropriate maintain contact with HSE, LA and any other relevant body
- Reporting regularly to the Trustees' Finance, Audit and Risk Committee on health and safety issues.
- Interpreting and keeping Trustees and staff informed of all new and developing legislation and other standards including dissemination of advice and information.
- Advising where improvements in Health & Safety standards are appropriate
- Arranging for regular Health & Safety inspections, which cover buildings, equipment, services and fire arrangements to ensure conformity with regulations and safety policy
- Arranging for maintenance of statutory safety records in addition to health & safety records required by the Academy.
- Advising on possible hazards when considering the introduction of new machinery, new materials or processes, or changes in existing ones
- Oversee Facilities Management, Catering, Grounds, Lettings & Cleaning contracts
- Liaise with all contractors to ensure that any piece of work equipment supplied by a third party with the intended use by the Academy Staff conforms to the Provision and use of Work Equipment Regulations 1998. Ensure the appropriate risk assessments have been carried out by a competent person and the results known
- Overseeing and reviewing accident investigations and reporting to the Health and Safety Executive under the Reporting of Injuries Disease and Dangerous Occurrences Regulations (RIDDOR) as necessary
- Ensuring, where necessary the appointment of competent persons in accordance with legislation
- Advising staff of their responsibilities for accident prevention and avoidance of health hazards
- Identifying Health and Safety training needs and advise appropriately;
- Training to be provided for:
 - Induction of new employees
 - Repeated at regular intervals

On transfer or promotion to new duties

On introduction of new technology

On changes to systems of work

When risk assessment identifies a training need

- Arranging for provision of written safe systems of work
- Arranging for provision of protective personal equipment based on risk assessment as required by the Personal Protective Equipment at Work Regulations 1992
- Ensuring the provision of First Aid, fire and emergency procedures requirements
- Will work alongside the person nominated for the lead role in First Aid
- Will oversee the conduct of a first aid assessment of need
- Will oversee the activities of the person nominated for the lead role in a fire
- Ensuring that all risk assessments required by legislation are carried out by competent staff
- Will oversee the risk assessments from other teaching staff including PE, DT, ICT, Art, Food Technology, Science, etc.
- To liaise with staff who are given access to or work within premises of other organisations to ensure that none of the activities undertaken will put the health, safety or welfare of the Academy's Staff or others at risk. Ensure suitable and sufficient risk assessments have been made and the Academy is aware of their findings
- To liaise with the Assistant Headteacher responsible for achievement & curriculum and the Landlords or owners of any premise on which the Academy Staff and Students are asked to work to ensure all health, safety and welfare requirements are met and that the Academy's Staff and Students are not put at risk
- To assist Assistant Headteacher responsible for achievement & curriculum to assess work placement sites and to inspect locations deemed to be a high risk to ensure that Students are not put at risk unnecessarily
- Will take the lead role in tendering and selection of contractors and approval for subcontractors used
- Arranging for provision of written procedures for contractors
- Will oversee and agree to all lettings in regard to safety and use of the building.
- Ensuring that all safety checks and mandatory documentation is completed for external trips and visits.
- Will ensure that the Academy's Risk Management Register accurately reflects an up-to-date picture of known health and safety risks
- Ensure all records of training relating to Health & Safety are maintained and kept up to date

- Write and maintain Manual Handling risk assessments in accordance with the appropriate legislation

2.1.4. Safe Learning Environment Committee

- The committee includes:
 - External H&S Consultant
 - Director of Operations & Compliance
 - A member of the Safeguarding Team
 - Pastoral Lead
 - Representatives from PE, Art, Music and Science, Food Tech & DT
 - Premises Supervisor
 - Work Experience Co-ordinator
- Report on the individual areas of the safe learning environment remit
- Develop best practice for interlinking each facet of the SLE
- Review statistics on accident records, ill health, sickness absence
- Receive accident investigations and discuss subsequent actions
- Lead on promoting the development of strong robust risk assessments within each department and facet of the SLE
- Receive reports and promote training for all areas of the SLE including safety
- Review safety procedures
- Reflect and act upon changes in the workplace affecting the health, safety and welfare of employees.

2.1.5 Student Health & Welfare Officer

- Take a lead role in all matters relating to first aid
- Assist in conducting a first aid assessment of need
- Identify the level of first aid cover required
- Ensure that first aid training needs are identified and appropriate training sought
- Make sure that first aid boxes are sufficient in number
- Establish first aid boxes in appropriate locations
- Ensure that first aid boxes are appropriate for the likely risk

- Keep first aid boxes correctly stocked with appropriate dressings etc. and ensure they are in date
- Maintain all statutory records up to date
- Inform Staff of any health matters relevant to both staff and students

2.1.6 Fire Coordinator (Currently fulfilled by Director of Operations & Compliance)

- Take a lead role in all matters relating to fire within the Academy
- Arrange for a suitably qualified professional to conduct a sufficient assessment of risk from fire in accordance with Regulatory Reform (Fire Safety) Order 2005
- Ensure that the fire procedure is clearly displayed throughout the premises
- Make the results of assessment known to the relevant persons
- Draw up an emergency action plan as a result of the risk assessment
- Be responsible for ensuring that fire evacuation practice drills are conducted
- Be responsible for record keeping of practice drills
- Review all fire safety matters on a regular basis
- Where necessary will liaise with the fire authorities or other competent bodies
- Ensure all fire wardens carry out their checks and have appropriate training.

2.1.7 Premises Team

- Must be aware of their duties under this policy
- Co-operate with the Academy in meeting its statutory duties
- Ensure they undertake reasonable care of themselves and others who may be affected by their acts or omissions
- No-one employed in the Facilities team shall intentionally or recklessly interfere with or misuse anything provided in the interest of Health & Safety
- All accidents, dangerous occurrences and near misses are reported immediately to the Academy in accordance with local codes of practice
- Be fully conversant with any fire procedures applicable to the area in which they are working
- Will assist with the safety of buildings including external fixtures and fittings and all sports, playground and grassed areas
- Ensure that all current and new equipment and substances which come under the Facilities team meet statutory requirements

- Check with the nominated person responsible for H & S, that any piece of work equipment supplied by a third party which comes under the Facilities team's control with the intended use by the Academy Staff conforms to the Provision and use of Work Equipment Regulations 1998.
- Ensure the appropriate risk assessments have been carried out and the results known
- Any remedial action is carried out in a timely and reasonable manner and any unsafe equipment is safely immobilised
- Oversee the work of any contractors or sub-contractors which come under the control of the Facilities team and are engaged on any building or maintenance works within the Academy grounds
- Ensure that all Contractors which come under the control of the Facilities team are made aware of the safety procedures and hazards applicable to the areas in which they work
- Review Safe Systems of Work of all Contractors that come under the control of the Facilities team to make sure that all work undertaken is carried out appropriately
- Assume responsibility for all cleaning activities carried out by Facilities team within the Academy including the production of COSHH risk assessments, where appropriate
- Record risk assessments for all works that carry a significant risk of injury and ensure these are available for inspection.
- Ensure all firefighting detection systems and alarms are regularly inspected and tested and a log of the same retained
- Ensure all emergency lighting is regularly tested and inspected and a log of the same retained
- See that all inspections and statutory requirements are met under the relevant legislation covering maintenance of the site and that, in so far as reasonably practicable, any risk to those who may be affected is reduced or removed

2.1.8 Cleaning Contractors

- Must be aware of their duties under this policy
- To co-operate with the Academy in meeting its statutory duties
- Ensure they undertake reasonable care of themselves and others who may be affected by their acts or omissions
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of Health & Safety
- All accidents, dangerous occurrences and near misses are reported immediately to both the Academy and to the Cleaning Contractor
- Be fully conversant with any fire procedures applicable to the area in which they are working
- Produce risk assessments for all PPE used by them or any staff reporting to them

- All equipment provided for personal safety shall be used and maintained in a condition fit for that use and any defects reported immediately
- Assume responsibility for all cleaning activities defined by the contract within the Academy including the production of COSHH and Manual Handling risk assessments, where appropriate
- Ensure that all current and new equipment and substances which come under the cleaning contract's control meets statutory requirements
- Where a member of Staff identifies any condition, which, in their opinion, is hazardous, the situation will be reported immediately to their supervisor and to the Premises Team
- Ensure hazardous materials are not accessible by students

2.1.9 Catering Team

- Must be aware of their duties under this policy
- To co-operate with the Academy in meeting its statutory duties
- Ensure they undertake reasonable care of themselves and others who may be affected by their acts or omissions
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of Health & Safety
- All accidents, dangerous occurrences and near misses are reported immediately to the Director of Operations & Compliance and First Aid & Welfare Officer
- Be fully conversant with any fire procedures applicable to the area in which they are working
- Produce risk assessments for all PPE used by them or any staff reporting to them
- All equipment provided for personal safety shall be used and maintained in a condition fit for that use and any defects reported immediately
- Assume responsibility for all service catering activities defined by the contract within the Academy including the production of COSHH and Manual Handling risk assessments, where appropriate
- Ensuring that all current and new equipment and substances which come under the catering team's control meets statutory requirements
- Where a member of Staff identifies any condition, which, in their opinion, is hazardous, the situation will be reported immediately to their supervisor and to the Facilities Management Company

2.1.10 Grounds Contractors

- Must be aware of their duties under this policy
- To co-operate with the Academy in meeting its statutory duties

- Ensure they undertake reasonable care of themselves and others who may be affected by their acts or omissions
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of Health & Safety
- All accidents, dangerous occurrences and near misses are reported immediately to both the Academy and to the Grounds Contractor
- Be fully conversant with any fire procedures applicable to the area in which they are working
- Produce risk assessments for all PPE used by them or any staff reporting to them
- All equipment provided for personal safety shall be used and maintained in a condition fit for that use and any defects reported immediately
- Assume responsibility for all grounds maintenance activities defined by the contract within the Academy including the production of COSHH and Manual Handling risk assessments, where appropriate
- Ensuring that all current and new equipment and substances which come under the catering contract's control meets statutory requirements
- Where a member of staff identifies any condition, which, in their opinion, is hazardous, the situation will be reported immediately to their supervisor and to the Academy. 2.1.11 Coordinator for Student Progress
- To liaise with the person nominated responsible for health & safety and the Landlords or owners of any premise on which the Academy Staff and Students are asked to work to ensure all health, safety and welfare requirements are met and that the Academy's Staff and Students are not put at risk
- To assess work placement sites and to inspect locations deemed to be a high risk to ensure that Students are not put at risk unnecessarily
- To liaise with the person nominated responsible for health & safety on the assessments and their outcomes

2.1.13 Staff

- Must be aware of their duties under this policy and set an example by following safe working practices
- Co-operate with the Academy in meeting its statutory duties
- Ensure they undertake reasonable care of themselves and others who may be affected by their acts or omissions
- Seek assistance for any safety measures for areas that they are not fully conversant nor competent in i.e. new teaching equipment, methods, and visits
- Undertake relevant safety training as required by the Academy and adhere to it at all times

- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of Health & Safety
- All accidents, dangerous occurrences and near misses are reported immediately
- Be fully conversant with any fire procedures applicable to the area in which they are working
- All equipment provided for personal safety shall be used and maintained in a condition fit for that use and any defects reported immediately
- Liaise with the nominated person responsible for H & S to ensure that new equipment or chemicals are not purchased until their hazards have been assessed in accordance with appropriate legislation
- During the course of their normal duties, Staff will use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner only as provided in the following categories:

Arranged, provided and or otherwise approved by the Academy

Provided by a third party with specific authorisation that employees of the Academy may use them

Provided for unrestricted use by members of the public

- Will check with the nominated person responsible for H & S, any piece of work equipment supplied by a third party with the intended use by the Academy Staff conforms to the Provision and use of Work Equipment Regulations 1998. Ensure the appropriate risk assessments have been carried out and the results known
- Where a member of Staff identifies any condition, which, in their opinion, is hazardous, the situation will be reported immediately
- Communicate relevant health and safety procedures to students and ensure that they understand them.
- Exercise effective supervision of students and assist them to maintain an awareness of emergency procedures in respect of fire, first aid, accident and near miss reporting, Staff holding positions of responsibility will ensure:
- As far as reasonably practicable, that Staff under their supervision have all the training and information they require to carry out their duties safely and to avoid hazards for themselves and others.
- That risk assessments have been carried out for all activities and premises within which they work and that these risk assessments will be reassessed annually or whenever the following occurs:
 - Change in legislation
 - Change in control measure
 - Significant change in work carried out
 - Transfer to new technology
 - Original assessment is no longer valid

- Assessments will be recorded and records maintained
- Results of such assessments will be communicated to and be available for inspection by Staff affected by them
- All assessments will identify necessary protective and preventative measures staff in a position of responsibility should regular review safe working practices for activities under their control and in doing so should identify any modifications or training requirements to the nominated person for safety.

2.1.15 Trade Union Representatives

Any Trade Union Safety Representative will be encouraged by the Head Teacher to fulfil his/her duties as well as being released for any appropriate training. The Head Teacher will also consult regularly with the Safety Representative on Health & Safety matters. He/she will be entitled to inspect the Academy in accordance with the agreed Trade Union/Authority procedures.

3. Arrangements

The arrangements for the H & S management system of Swakeleys School for Girls are detailed within subject specific policies/appendices/guidance notes which give greater information on the procedures and protocols for compliance with the overall H & S Policy and statutory duties

3.1 Adopted Policies/Procedures/Appendices/Guidance Notes*

All policies and procedures issued in the interests of Health & Safety will be regarded as supplementary to this policy.

3.1.1 Additional Policies/Procedures/Appendices/Guidance Notes*

- Accident Reporting*
- Chemical Handling*
- Control of Contractors*
- Incident Management (refer to lockdown policy and staff handbook)
- CCTV (see data protection policy)
- Driving for Work (see minibus policy. In review.)
- Display Screen Equipment*
- Duty of Care (In review)
- Environmental
- Electrical Systems and Equipment*
- Field Trips (currently known as Trips Policy)
- Fire Policy (In review)
- Lone Working
- Manual Handling Operations*
- Supporting Pupils with Medical Needs
 - a. Anaphylaxis
 - b. Asthma
 - c. Diabetes (In review)
 - d. Epilepsy
 - e. Medical Cover (In review)
 - f. Drugs and Alcohol

- Minibus (In review)
- Monitoring & Review
- Personal Protective Equipment*
- Risk Assessment
- Safe Access (In review)
- Slips, Trips and Falls
- Smoking
- Work Experience
- Working At Heights*
- Waste*
- Noise*
- UV Protection (In review)
- First Aid

3.1.2 Specific Arrangements

1. Activity and management risk assessments
2. Workplace inspections, audits and reviews
3. Departmental safety policies
4. Written safe systems of work
5. First aid risk assessment of need
6. Emergency evacuation plan/Personal Emergency Evacuation Plans
7. Fire risk assessment
8. Water risk assessment & water hygiene log
9. Maintenance records
10. Permit to work records

3.1.3 Legislation

1. Health & Safety At Work Act 1974
2. Management of Health and Safety at Work Regulations 1999
3. Health & Safety (Display Screen Equipment) 1992 (2002)
4. Provision and use of Work Equipment Regulations 1998
5. Control of Substances Hazardous to Health 2002
6. Personal Protective Equipment at Work Regulations 1992
7. Control of Asbestos at Work Regulations 2012
8. Ionising Radiation 2017
9. Control of Legionella Bacteria in water systems (L8) 2013
10. Electricity At Work Regulations 1989
11. The Control of Noise at Work Regulations 2005
12. Manual Handling Operations Regulations 2002
13. Health & Safety Regulations (Safety Signs and Signals) 1996
14. Gas Safety (Management) Regulations 1996
15. Gas Safety (Installation and Use) Regulations 1998
16. Pressure Systems Safety Regulations 2000
17. Health & Safety (Consultation with Employees) Regulations 1996
18. Regulatory Reform (Fire Safety) Order 2005
19. Health & Safety (First Aid) Regulations 1981
20. Safety Representatives and Safety Committees Regulations 1977
21. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
22. Lifting Operations & lifting Equipment Regulations 1998
23. Working at Height Regulations 2005
24. Work Control of Vibration at Regulations 2005
25. Construction (Design & Management) Regulations 2015
26. The Corporate Manslaughter and Corporate Homicide Act 2007
27. Equalities Act 2010