



All Saints'  
Academy  
Cheltenham

# Health and Safety Policy

<b>Reviewed:</b>	<b>July 2023</b>
------------------	------------------

<b>Next Review:</b>	<b>July 2024</b>
---------------------	------------------

<b>Staff Owner:</b>	<b>Mr Rick van Driel</b>
---------------------	--------------------------

<b>Trustee Owner:</b>	<b>The Reverend Eddie Carmichael</b>
-----------------------	--------------------------------------

# Health and Safety Policy

## All Saints' Academy, Cheltenham

### Contents:

1. Introduction	3
2. Statement of Intent	3
3. Responsibilities	4
4. Health and Safety Committee	7
5. Reporting duties	9
6. Off-site visits	9
7. Implementation	10
8. Review	10

# Health and Safety Policy

## All Saints' Academy, Cheltenham

### 1. Introduction

The policies of All Saints' Academy, with its distinctive Anglican and Catholic foundation, exist to support the Sponsor's Christian vision, ethos and values that are embedded in the day-to-day and long-term running of the Academy. Each policy evidences the commitment of the Sponsor to developing Body, Mind and Spirit.

- 1.1 This document outlines the General Health and Safety Policy of All Saints' Academy, Cheltenham.
- 1.2 The Board of Trustees of the Academy recognise and accept their responsibility for providing a safe and healthy environment for the staff, for the students attending the Academy, community customers and for visitors and contractors who come on to the premises.
- 1.3 They will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at work Act 1974, and the Management of Health and Safety at Work Regulations 1999 as well as other regulations, Approved Codes of Practice, and Guidance made under this legislation.
- 1.4 The Board of Trustees will ensure that appropriate policies are in place and kept up to date.
- 1.5 This policy is arranged in three parts:
  - Academy Statement of Intent
  - Responsibilities for the Management of Health and Safety
  - Arrangements for the implementation of Health and Safety

### 2. Statement of Intent

2.1 The following statement has been adopted by the Board of Trustees of the Academy. It sets out the Health and Safety objectives for the Academy with the aim of ensuring best practice in the management of health and safety.

2.2 The Academy:

- will take all reasonable steps to provide safe and healthy conditions for students, employees, volunteers, community customers, contractors and others who may be affected by its activities;
- will take steps to ensure compliance with all relevant Health and Safety legislation;
- will access support from health and safety bodies to seek external specialist advice i.e., SHE unit, Worknest (formerly Ellis Whittam);
- accepts that health and safety and welfare are an integral part of all its activities (on and off the Academy premises) and will take steps to manage these effectively;
- expects all employees, volunteers, contractors, students, and community customers to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and to have regard for the health and safety of others;

# Health and Safety Policy

## All Saints' Academy, Cheltenham

- is committed to providing the necessary information, instruction, supervision and/or training to all its employees, volunteers, contractors, students, and community customers where applicable;
- is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met, and as necessary, to modifying the policy considering new legislation, incidents, and other changing circumstances; and
- will set out full details of the organisation and arrangements for the management of health and safety in the Academy in writing and communicate these to all employees, volunteers, and contractors.

### 3. Responsibilities

3.1 This policy is dependent upon the total co-operation of every person who works in the Academy. The Board of Trustees expects all employees, volunteers, and contractors to co-operate in ensuring the health and safety of all students, staff, community customers and visitors.

3.2 The Board of Trustees will:

- make and review regularly the overall health, safety, welfare, and security policies, and their implementation;
- make itself familiar with the requirements of the appropriate legislation and codes of practice;
- satisfy itself that the Academy has in place a policy and procedures that are fit for purpose, and that the Academy reviews these annually;
- require the Academy to set up and maintain a Health and Safety Committee;
- ensure that an appropriate management system is used to prompt and record the conducting of necessary health, safety, and security tasks in line with the Board of Trustees policies;
- conduct appropriate risk assessments and keep a record of the significant findings of that assessment;
- provide training, advice, and guidance to ensure the health and safety of all employees and students. Those staff whose work involves a greater element of risk will receive training suitable to their job; and
- the Board of Trustees will undertake to provide as far is reasonably practicable:
  - a safe place for all users of the site to work, including safe means of entry and exit
  - plant, equipment, and systems of work are safe
  - safe arrangements for the handling, storage and transportation of articles and substances
  - safe and healthy working conditions that take account of appropriate statutory requirements
  - supervision, training, and instruction so that all staff and students can perform their school-related activities in a safe and healthy manner; and provide safety and protective equipment and clothing with associated guidance, instruction, and supervision.

# Health and Safety Policy

## All Saints' Academy, Cheltenham

### 3.3 Responsibilities of the Principal

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

### 3.4 Responsibilities of the Leader of Estates, Facilities & Operations

The Leader of Estates, Facilities & Operations shall have day-to-day responsibility for all health and safety matters on site except during activities when a teacher is supervising or teaching students. In these circumstances the teacher is responsible for health and safety relating to lessons and extra-curricular activities and the areas they are undertaken in.

The Leader of Estates, Facilities & Operations shall have specific responsibility for:

- Building risk assessments and safety;
- Fire (including test of alarm);
- Contractors on site;
- Maintenance, caretaking, and cleaning;
- Access equipment;
- PAT testing (excluding ICT equipment and specialist teaching equipment such as Drama lights and equipment, where testing will be organised and paid for by the relevant cost centre budget holder);
- Electrical fixed wiring testing;
- Building maintenance;
- Water testing;
- Heating and ventilation; and
- Site security.

### 3.5 Responsibilities of all Line Managers

All line managers (any employee who has employees reporting to them) will make themselves familiar with the requirements of health and safety legislation that are relevant to the work of their area of responsibility. Leaders of Subjects will be responsible for health and safety within their subject area including subject risk assessments, school trips and extra-curricular activity. Other line managers will be responsible for health and safety within their section or department including risk assessments and training.

In addition to the general duties that all members of staff have, line managers will be solely responsible to the Principal for the implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility.

Line managers will take a direct interest in the school's Health and Safety Policy and in ensuring that staff, students, and others comply with its requirements. Leaders of Subjects will maintain a register of training detailing the health and safety training undertaken in their subject area including training on specialist equipment and hazardous materials.

# Health and Safety Policy

## All Saints' Academy, Cheltenham

### 3.6 Responsibilities of all Members of Staff

All staff must familiarise themselves with the health and safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

Members of staff will:

- see that all plant, machinery, and equipment are in good and safe working order and guarded, and not make or allow improper use of such plant, machinery, and equipment;
- use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored, and labelled;
- report any defects in the premises, plant, equipment, and facilities that they observe to the Leader of Estates, Facilities & Operations or line manager as relevant;
- stop any act or process that could cause any injury from such defects; and
- ensure all work at height is conducted by a competent person and must include the use of the correct type of equipment. The competent person must take a sensible, risk-based approach to identify suitable precautions and follow appropriate guidance, if working at a height cannot be avoided. All staff have the personal responsibility to read the latest guidance on how to work at height safely, available from the Health and Safety Executive.

### 3.7 Responsibility of Managed ICT Services provider

The IT Manager and IT Technician will be responsible for:

- Visual display equipment and compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 amended 2002.

### 3.8 Responsibility of Technicians (Science)

The technicians (science) will oversee the safety of practical lessons in all science subjects including:

- Risk assessment of practical lessons and experiments;
- Storage and use of chemicals and radioactive materials;
- Adherence to good practice recommended by CLEAPSS and others including HAZ card compliance; and
- Safety of equipment and Personal Protective Equipment (PPE).

### 3.9 Responsibility of Technicians (Design & Technology)

The Technicians (design and technology) will oversee the safety of practical lessons in these subjects including:

- Risk Assessment in workshops and practical lessons in technology, food technology and art;
- Ensuring workshops, working areas and equipment are safe to use and that equipment is regularly maintained;
- Ensuring in conjunction with teaching staff that students are trained to use equipment and materials and are supervised during their use;
- Storage and use of chemicals and materials and PPE.

# Health and Safety Policy

## All Saints' Academy, Cheltenham

### 3.10 Health and Safety Committee

The Board of Trustees will have minutes of Health and Safety Committee meetings and will monitor health and safety issues within the Academy. The Health & Safety Committee will meet termly, according to their terms of reference.

## 4. Health and Safety

### 4.1 Workplace Health, Safety and Welfare

All employees are reminded that they have a responsibility to assist the Academy to maintain a safe workplace by not working in a way that might put others at risk. This means paying attention to good housekeeping at work by:

- reducing tripping hazards through not obstructing floor space where there is frequent movement and removing or protecting all trailing cables;
- safely storing items on shelves or in cupboards and not on top of cupboards where they could fall off and injure someone;
- placing waste and paper and other combustible rubbish in proper containers to minimise potential fire risk;
- clearing up all spillages when they occur to avoid slipping accidents;
- ensuring any broken glass is safely contained to avoid potential cuts from exposed fragments and safely disposed of as soon as possible after the incident; and
- reporting any obvious signs of Health and Safety risks to Head of Department/Line Manager.

### 4.2 Personal Protective Equipment (PPE)

Personal Protective Equipment is defined as “all equipment designed to be worn or held to protect against risk to personal health and safety”. Such equipment could be a respiratory mask to prevent the inhalation of dust, or gloves to protect hands from hot, rough, sharp surfaces etc..

PPE should only be used as a last resort where identified risks have not been able to be controlled by other means. If PPE is still needed after implementing other controls, it will be provided free of charge. Where provided, PPE must be always worn. Any faults/ damages must be reported by the user to their line manager to ensure good maintenance.

The Academy will ensure that where it is necessary, adequate, and suitable PPE will be provided to protect employees and students from risks to their health and safety because of education and employment activities.

It will ensure that it is suitable for the risk it is seeking to protect the wearer against, and suitable for the person wearing it, fitting properly, and giving adequate protection, where relevant; employees and students are given training and instruction in how to use it.

### 4.3 Control of Substances Hazardous to Health

In school premises, substances hazardous to health are usually found in laboratories, practical workshops, arts and crafts areas, cleaner's cupboards, and estate maintenance areas.

## Health and Safety Policy

### All Saints' Academy, Cheltenham

Hazardous substances can also be produced from work activities such as wood dust machinery, dust from pottery, fumes from chemical experiments etc..

The Academy has a duty to assess the use at work of hazardous substances and will take adequate steps to prevent or control exposure by employees, students, and visitors to these substances.

Employees also have a duty to ensure that they use a hazardous substance in accordance with the manufacturer's instructions or safe working procedures relating to the substance, and do not expose themselves or others to risk because of the way in which they work.

<http://www.hse.gov.uk/COSHH/index.htm>

<http://www.hse.gov.uk/COSHH/further/faq.htm#working-with-hazardous-substances>

#### 4.4 Manual Handling

Incorrect lifting of loads at work or trying to lift loads that are too heavy can cause significant injuries that result in pain and suffering and time off work. Every employer has a duty to avoid the need for manual handling activities at work or where this cannot be avoided, then to take action to reduce the likelihood of injury occurring to the lowest possible level, as far as reasonably practical.

Employees likewise should not attempt to move loads that are too heavy or too awkward for them to carry safely.

It is essential that all employees observe the following basic procedures when lifting or carrying items in the workplace.

- Never overreach, stretch, or twist when lifting or moving a load;
- Always ask for assistance if the load is too heavy or too awkward for them to manage on their own; and
- Always conduct suitable and sufficient risk assessments of tasks to be performed.

If students are required to conduct manual handling tasks employees must give particular attention to the age, sex, and physical ability of the student. In addition, they must consider the loads that are to be moved, the environment in which they are to be moved and the location to which they are to be taken. The activity is to be controlled by risk assessment and no student is to be put at risk of physical harm from undertaking the task.

#### 4.5 Lone Working

The Academy recognises that certain employees are required to work alone without close or direct supervision as part of their contract of employment, and that they may be at risk either from intruders or personal accident when no help is available.

In addition, it also recognises that there are occasions when other employees work beyond normal working hours on their own, who again are potentially at risk from intruders or personal accident when there is no help readily available.

# Health and Safety Policy

## All Saints' Academy, Cheltenham

Where employees are required to work beyond normal working hours on their own, or are on school premises outside normal working times, e.g., at weekends or during school holidays the Leader Of Estates, Facilities & Operations must be informed.

Employees must advise the time they are going to be on site when they are intending to leave the site. This information is to be recorded by the Leader of Estates, Facilities & Operations.

The school accepts responsibility to minimise the risk that might arise from lone working as far as is reasonably practicable.

### 4.6 Fire Safety

Appropriate procedures for ensuring safety precautions are effectively managed will be formulated and disseminated to all staff. Each room and office have fire procedures displayed. All staff must be aware of them.

## 5. Reporting duties

5.1 The Academy will comply with its reporting duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where there is a work-related injury or accident.

5.2 All injuries, accidents, and illnesses whilst on educational visits will also be recorded and reported.

5.3 Where there is a death or major injury (whether on or off Academy premises) the Academy has a duty to inform the HSE.

5.4 In the event of a severe injury, the emergency services will be called. Details of the incident will be taken including the date and time of the incident, details of injuries, names, and telephone numbers of those involved and action taken. The Principal and Board of Trustees will be informed immediately.

## 6. Off-site visits and away sports fixtures

6.1.1 The Academy will ensure that off-site visits are suitable to the age, maturity and capabilities of students and do not discriminate against students.

6.2 Parents/carers will be told where their child will be and of any extra safety measures required. Parents/carers will be given the opportunity to withdraw their child from any school trip or activity.

6.3 The Academy will undertake a risk assessment for off-site activities as and when considered appropriate. Where the Academy considers that an off-site activity may exclude a student, for example, on the grounds of disability or SEN, the Academy will consult with the parents/carers and the student (as appropriate). All risk assessments conducted will consider what reasonable adjustments are needed to accommodate disabled students.

6.4 A first aid kit will be taken on every off-site activity.

# Health and Safety Policy

## All Saints' Academy, Cheltenham

6.5 When planning an activity that will involve caving, climbing, trekking, skiing or water sports, the Academy will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

6.6 When returning from an Academy excursion or away sports fixture, the responsible member of staff accompanying the trip will inform the Academy reception with an estimate of the expected time of return, sending appropriate updates if the journey is significantly delayed.

### **7. Implementation**

7.1 The Board of Trustees and Principal are responsible for the implementation of the Policy and for the arrangements and procedures which will ensure, as far as reasonably practicable, the health, safety, welfare and security of staff and students, and the health, safety and security of community visitors, contractors, and visitors to the Academy.

### **8. Review**

8.1 The Health and Safety committee will annually review the effectiveness of the Health and Safety Policy to ensure the Academy is meeting expected standards and legislation.

### **9. Linked Policies**

Administration of Medicines Policy

Educational Visits Policy

First Aid Policy

Fire Safety Policy

Security - Dealing with Trespassers Policy