

## **HEALTH AND SAFETY GENERAL STATEMENT OF POLICY**

It is the policy of Values Academy to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide a healthy and safe working environment. The school's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident free workplace. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The school is committed to ensuring the health, safety and welfare of staff, students, members of the public and visitors.

### **Key Objectives:**

In order to achieve the stated aims the school has the following key objectives:

- To comply with the requirements of relevant legislation and the appropriate LEA requirements
- To identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and control those risks
- To ensure that employees, students, volunteers and others are adequately informed of the identified risks and where appropriate receive instruction, training and supervision
- To consult with employees' and students' representatives on health and safety matters
- To safeguard the environment from the effect of any of the school's activities
- To monitor and review the effectiveness of arrangements and where appropriate implement improvements
- To provide health surveillance where appropriate
- To monitor and risk assess all outdoor activities
- To ensure that the demands of activities do not exceed the capabilities of the staff or students to carry out the work without risk to themselves or others
- The health and safety officer will have particular responsibility for reporting hazards and risks to the Chief Executive Officer (and ultimately the Board of Trustees), in response to those identified by members of staff. This person will also be authorised to take immediate action where this is deemed necessary for the welfare of employee's students and others
- The Academy's Health and Safety policy will be continually monitored and updated when changes in the scale and nature of operations occur. The policy will be updated at least every twelve months
- The Academy operates a CCTV system which is internally monitored by the Senior Management Team, supporting signage is displayed in both entrance areas and throughout the school to advise students, staff and visitors. Contact details for the school are shown on all signage. Footage is used to support safeguarding issues and overseen by School Leaders, Safeguarding Trustee and the Senior Management Team. The camera system stores information for 2 weeks only. Should an incident occur then this is recorded and stored on the hard drive of the CCTV system. The Office Manager has access to the system along with the Business Manager and Site Supervisor. The school is registered with The Information Commissioner's office with relation to storing confidential information and CCTV images.

## HEALTH AND SAFETY

### GENERAL GUIDANCE

This general guide to Health and Safety does not cover every contingency. Further guidance can be obtained from other publications and from the Senior Staff Team. If you need advice on health and safety matters first contact your Safety Officer.

#### EMERGENCIES

##### DO:

- Make sure you know the emergency procedures, e.g. fire, accident, etc. and the location of your nearest first-aiders; follow instructions

##### DO NOT:

- Interfere with or misuse any items or materials provided for dealing with emergencies
- Attempt to deal with a fire before sounding the alarm
- Put yourself at risk

#### ACCIDENTS, INCIDENTS, NEAR MISSES AND HEALTH PROBLEMS

##### DO:

- Report all accidents, incidents and near misses to your line manager; record accidents in the Accident Book
- Contact the nearest first-aiders if necessary
- Make your line manager aware of any medical condition that may put your health and safety at risk or which might necessitate specialised first-aid/medical treatment

#### GENERAL

Most accidents and ill health are avoidable! Usually they are caused by a combination of events. Many accidents are caused because a person did the wrong thing or failed to do the right thing. Carelessness could cause serious injury and/or endanger other people and cause damage to equipment or buildings.

##### DO:

Make sure you follow instructions. **Ask** if you don't understand

- Work tidily
- Ensure cuts and other wounds are adequately covered
- Turn off gas, water and electricity after use
- Wear correct personal protective equipment where appropriate

##### DO NOT:

- Take short cuts
- Carry out hazardous work alone
- Eat, drink, etc. at workstations
- Interfere with apparatus and equipment that you are not directly concerned with

#### SIGNING IN AND OUT

Employees, students, volunteers and any other visitor should sign-in when they arrive and sign out when they leave on the appropriate form. It is necessary to know who is in the building so that they can be accounted for in the event of a need to evacuate the building.

#### WORK OUTSIDE NORMAL HOURS

Additional risks arise when working outside normal hours, e.g. the reduced availability of first-aiders and other assistance. For this reason:

- Students/volunteers who wish to work outside normal hours must have permission from a member of staff
- Staff who wish to work outside normal hours should make this intention known to their line manager

**FIELD WORK DO:**

- Follow advice and guidance from tutors
- Risk assess each outing and ensure that adequate support and supervision is available for students
- Ensure that all health and safety measures are considered
- Be aware of potential hazards

**DO NOT:**

- Put yourself at risk

**HAZARDOUS AREAS DO:**

- Take note of any signs that may indicate a hazard
- Follow instructions

**DO NOT:**

- Enter areas unless you have been authorised/instructed to do so.

**FIRED****O:**

- Store flammable materials in the correct manner

**DO NOT:**

- Allow rubbish to build up
- Leave electrical fires on when leaving the room

**ELECTRICITY****PAT testing to be carried out at 2 year intervals.**

- Electric shock can burn and faulty electrical equipment can cause fires.

**DO:**

- Unplug equipment from the supply socket before altering or modifying connections or apparatus
- Keep electrical equipment away from water
- Report damage to wires or equipment immediately
- Ensure sound connections and leads are of adequate current rating
- Switch off and unplug all electrical equipment when not in use

**DO NOT:**

- Work with wet hands or stand on damp surfaces when using electrical equipment
- Let flexible leads come in contact with hot surfaces, moving machinery or anything else which may cause damage
- Remove earth connections, protective screens or covers from apparatus
- Interfere with electrical services to buildings
- Overload supply sockets
- Carry out modifications or alterations other than in accordance with instructions as part of an approved experiment
- Use equipment that has not got a current inspection/test label
- Tools and equipment to be used by competent persons

**MACHINERY DO:**

- Observe proper procedures and precautions

**DO NOT:**

- Use machinery unless supervised or trained

**HAZARDOUS SUBSTANCES**

- Many products, e.g. glue, paints, solvents, are labelled with warning signs to indicate that they can be dangerous if mishandled. Danger can also arise from mixing certain substances. Risks to health can arise from skin contact and from breathing air contaminated by these substances.

**DO:**

- Follow instructions

- Observe all hazard warnings on containers
- Avoid contact with substances

**DO NOT:**

- Put anything in your mouth
- Remove substances from the workplace
- Mix substances unless you are following instructions and are certain that it is safe to do so

**RIDDOR**

To comply with the regulations laid out by the Health and Safety Executive I regards to reporting

- Work related accidents which cause death
- Work related accidents which cause certain serious injuries
- Diagnosed cases of certain industrial diseases and certain dangerous occurrences.

**RISK ASSESSMENT**

As an employer, the law requires that we assess and manage the health and safety risks of our school. A risk assessment is a careful examination of what, in our work, could cause harm to people and the following shows the frequency, timeline and person responsible for assessing risk within the school.

<b>Area</b>	<b>Frequency</b>	<b>Responsible Person</b>
Reception area & walk ways	Beginning of each term	Site Supervisor
Classrooms	Beginning of each term	Site Supervisor
Recreational Room	Beginning of each term	Site Supervisor
Dining area & kitchen	Beginning of each term	Site Supervisor
Fire exits	Beginning of each term	Site Supervisor
Student toilets	Beginning of each term	Site Supervisor
Main office	Beginning of each term	Site Supervisor
Meeting Room	Beginning of each term	Site Supervisor
Staff room	Beginning of each term	Site Supervisor
Staff toilets	Beginning of each term	Site Supervisor
Small office	Beginning of each term	Site Supervisor
<b>Full Premises including all external areas.</b>	Annually at the start of each academic year	Site Supervisor

**Risk assessment for off-site activities and excursions, details within the Educational Visits Policy**

## FIRST AID

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

According to this Act, "First-Aid" is defined as:

*"In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.*

*Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse."*

### The Regulations place two main duties on employers

- The duty to make provision for first-aid and such equipment and facilities as are adequate in the circumstances to give first-aid to an employee who is injured at work (the amount and type of equipment will vary depending on the nature of the work) and provide two persons capable of rendering first-aid to injured employees. Depending on the nature of the work, first-aiders may need training or qualifications of some kind.
- The Duty to inform employees of first-aid arrangements by ensuring they are made aware of the location of first-aid equipment and the identities of people qualified or competent to render first-aid in case of injury. This will be done by posting notices on company Notice boards stating which personnel are first aid trained and the location of first-aid kits.
- **Employees' and Students' Responsibilities**
- It is important that any injury that occurs whilst at work is recorded. Any employee who is injured should therefore follow the steps below:
  - **Minor Injuries**
  - Seek attention from the first-aider
  - Record incident in the Accident Book
  - **If no further medical treatment is required:**
  - When the injury has been dealt with, the first-aider should be informed of the circumstances in which the injury occurred
  - These should be recorded in the Accident Book
  - **If further medical treatment is required:**
  - This should be sought as soon as possible.
  - At the earliest convenience, the first-aider should be informed of the circumstances in which the injury occurred.
  - These should be recorded in the Accident Book
  - Other members of staff who witness such an injury should also report their observations to the first-aider
  - Witnesses may be asked to make a statement of their observations
  - If however the injured party is in hospital for more than 24 hours or if the injured party is off work for more than three days the Health and Safety for the Environment need to be notified
  - These records will be monitored by the first-aider and any recurrent problem will be brought to the attention of the Health and Safety Officer
- Trained First Aid Staff – Birmingham Mrs Lynn Hatfield, Mr TesafoyRowe, Hayden Richards
- Trained First Aid Staff – Nuneaton, Mrs Lynne Turvey, Mrs Joanne Walker
- All first aid staff have received the full 3 day training course and refresher courses are attended when current certificate is ending. There is always a qualified first aider on site at both schools. Senior management also ensure that one first aider from each school is available to attend any off site activities that the students may be taking part in, and they are provided with a first aid kit. 1 member of staff in Birmingham also has Medicines Awareness Training. All minor injuries are dealt with in school, should a more serious injury occur then an ambulance will be called for an assessment will be made by the first aider and a member of the management team. All parents/carers are asked to provide medical information relating to their child needs, a list of required medications for students is available within the medical cabinet, showing dosage required, all medicines are checked and signed out before the student is given the medication, the first aider and students mentor are both present when the students is taking their medication. A clinical waste bin is provided in the medical room for dealing with body fluids and blood spillage and then disposed of in the appropriate coloured bags.

- **When to call an ambulance.**
- The Principal First-Aider will call an ambulance in case of emergency
- If for some reason the Principal First-Aider is not available call 999 if someone is seriously ill or injured and their life is at risk
- Examples of instances when an ambulance should be called include (but are not limited to ) the following
- When someone is not breathing
- When someone has no pulse
- When someone is bleeding heavily
- When someone has broken bones (or the first aider suspects that they have broken bones)
- When someone is having a heart attack
- Pain the in chest or abdomen that lasts 2 minutes or longer
- Dizziness, weakness or fainting
- Vision changes such as double vision
- Speaking difficulties
- Mental confusion
- Sudden or severe pain
- Coughing up blood
- Suicidal feelings
- Allergic reactions

## **FIRE SAFETY**

It is the School's policy to protect all persons on its premises from the hazards of fire by ensuring safe premises and systems of work as far as is reasonably practicable. The organisation will operate in accordance with statutory duties and ensure that there are clearly defined managerial responsibilities for fire safety within the school by ensuring:

- There is an adequate fire warning system which is maintained
- Safe means of escape
- We maintain fire fighting equipment on an annual basis
- We nominated competent personnel and train them to implement fire-fighting measures
- Compulsory training for all employees, contract and voluntary workers in fire safety
- At least one fire drill is carried out every term
- Good housekeeping practices to minimise the risk of fire
- Risk assessments are carried out on a regular basis
- Funds are allocated to enable essential works

### **Fire Safety and Organisation Responsibilities**

The Board of Trustees carries and accepts ultimate responsibility for the discharge of the school's legal duties.

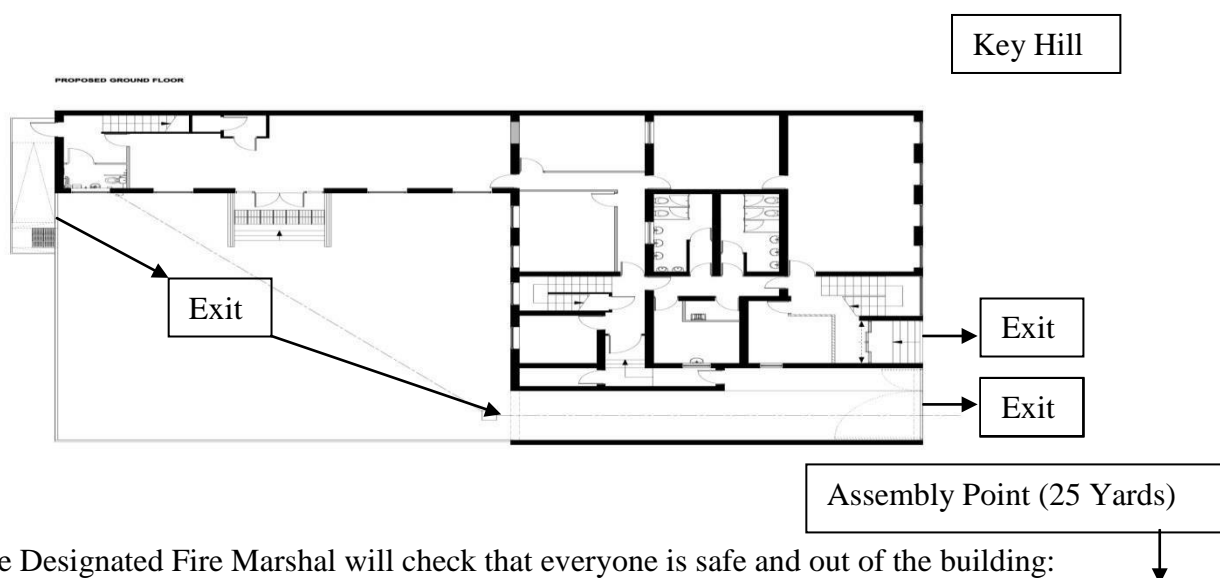
Implementation of the school's Fire Safety is a line management responsibility and the day to day operational responsibility has been delegated to the School Business Manager who in co-operation with the Site Supervisor School Leader and Fire Officer will ensure successful implementation.

# Emergency Evacuation Procedure

## Key Hill

In the event of fire sound the alarm by breaking the nearest glass point and then the following steps should be followed:-

- Notify a senior member of staff or designated responsible person i.e. health and Safety Officer **Patrick Darcy**.
- Leave the building in an orderly manner and assist any disabled person on site. **Do not run or stop to collect personal belongings. Fire exits are marked on Firestrategy plan.**
- On exiting the building, please make your way down to the bottom of the street (Turn right as you come out of the building, (25 yards). See plan below.



The Designated Fire Marshal will check that everyone is safe and out of the building:

**Patrick Darcy.**

Do Not re-enter the building until the designated person tells you are safe. **Patrick Darcy** /School Business Manager, School Leader

Designated persons responsibilities:-

- Raise the fire alarm.
- Dial 999 and notify fire service **Lynn Hatfield** in the first instance then **Patrick Darcy**.
- Follow evacuation procedure.
- **EVACUATION PROCEEDURE**
- Access the safest evacuation exit. Check that all staff, students, visitors, have left the area.
- Where possible close doors and windows behind you.
- Collect registers and make your way to assembly point.
- **The Lead Mentors** will take the student register and the staff register.
- **Lynn Hatfield** will take out the visitor register. Both parties will report to Karen Capell.
- **Patrick Darcy** will check that the school building is empty
- Only on the advice of the fire officer should people be directed to re-enter the building.
- **A Fire Drill will be held every academic term.**
- **In the event of absence: The School Leader/School Business Manager will make a sweep of the building and will also be the person to report to. Two designated Mentors will support the checking of registers.**



# Emergency Evacuation Procedures

## Nuneaton

In the event of Fire sound the alarm by breaking the nearest glass point and then the following steps should be followed:-

- Notify a senior member of staff or designated responsible person i.e health and safety officer **School Leader**.
- Leave the building in an orderly manner and assist any disabled person on site. **Do not run or stop to collect personal belongings.**
- On exiting the building, please make your way towards the park. See plan below

Values Academy School	Road	Stockingford Primary School
Tiny Tots Nursery	Park Area Assembly Point Here	

The designated Fire Marshal will check that everyone is safe and out of the building. Do not re-enter the building until the designated person tells you it is safe **Lynne Turvey**

Designated persons Responsibilities:-

- Raise the alarm
- Dial 999 and notify the fire services and/or **Office Manager** in the first instance then **School leader**.
- Follow evacuation procedure.

### Evacuation Procedure

- Access the safest evacuation exit. Check that all staff, students, visitors, have left the area.
- Where possible close doors and windows behind you.
- Collect registers and make your way to Assembly point.

**The Lead mentor/Team leader** will take the student register.

**Office manager** will take out the visitors register and staff registers. Both parties will report to the **School leader**.

- The school leader will check that the school building is empty
- Only on the advice of the fire School Leader should be directed to re- enter the building.
- A fire drill will be held every academic term.

# Lone Working Statement

## Definition

A lone worker is someone who spends some or all of their working hours working alone, this may occur during normal working hours at an isolated location within the school, or working outside normal working hours

## Policy

The policy of the school is that lone working should be avoided whenever possible. In practice, this means that only members of the caretaking and cleaning staff some administrative staff will be working on a regular basis.

## Risk Assessment

An annual lone working risk assessment is undertaken and that members of staff concerned are aware of the contents.

- Opening and closing the school the risk of physical violence
- Plant and equipment. All equipment used by lone workers is assessed for its suitability.
- Chemicals. Any chemicals used are assessed for their suitability for use by one person working alone.
- Working at heights. Working at heights is not undertaken when working alone.

## Procedures

- The lone worker must check in by text/phone at the beginning of the working day and give an estimated finishing time.
- If an accident occurs emergency numbers need to be at hand and the line manager informed. First aid facilities need to be available.
- Lone workers to check that all external doors are kept closed and locked.
- If there are signs of unauthorised access or unauthorised persons on site, the person will leave the building the site supervisor should be informed or a senior member of staff or Police should be called. On no account should the unauthorised person be tackled or should the person enter/re-enter the building.

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