



The Academy at
St James
Aspire, Achieve, Believe

Health and Safety Policy

Academy St James

2021/22



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Section 1. Health and safety policy statement

Academy St James is committed to ensuring the highest standards of care for their staff, pupils, visitors and others who work on their behalf.

We are committed to excellence, minimising the risks posed by our activities and these are inseparable from all our other values.

We plan to achieve our goals by developing, implementing and maintaining our Academy's health and safety management system.

Along with our commitment to the BDAT strategic health and safety policy, we have developed this local health and safety policy that describes our local arrangements and procedures.

We are committed to:

- The continual improvement of our health and safety performance;
- Complying with all our legal and other regulatory requirements;
- Compliance with the BDAT strategic health and safety policy.

We will achieve our key objectives through:

- **Hazard identification, risk assessment and risk control** – ensuring that our current and future health and safety risks that impact on our Academy are managed effectively;
- **Involvement of people** – ensuring the involvement of all staff in the success of the Academy, and that people's knowledge and skills are developed to meet their own needs and the needs of our Academy;
- **Effective leadership** – ensuring that all key activities are identified and managed;
- **Supplier relationships** – ensuring that we manage the selection and performance of all our service providers.

This policy is communicated to all persons working on behalf of this Academy and is subject to regular review. A copy of our health and safety policy manual is available to interested parties on request.

_____ Date _____
Chris Tolson
Headteacher

_____ Date _____
Steven Emlsey
Chair of Governors

Section 2 – Management system components

2.1 Key Roles

1. Headteacher	Chris Tolson
2. Executive Business Manager	Helen Jacklin
3. Site Manager	Chris Pounder
4. Educational Visits Coordinator	Donna Langley
5. Medical Needs and Safeguard Lead	Becky Albentosa
6. Members of the Health and Safety Sub Committee	Executive Business Manager Site Manager Educational Visits Coordinator Medical Needs Coordinator Governor with responsibility for Health and Safety PE Lead Representative from each base – EYFS/KS1/KS2
7. Person with responsibility for accident and incident reporting	Helen Jacklin

2.1 Key Roles and Responsibilities

Governing body

- To take overall responsibility for the implementation of this policy.
- To support at all times, the objectives of this policy.
- To demonstrate commitment by taking a proactive approach in health and safety matters.
- To allocate resources to enable the requirements of this policy to be fulfilled.
- To ensure that procedures are in place for all employees to receive necessary health and safety training and in particular to ensure that detailed health and safety information, instruction and training is given to all new employees.
- To monitor and review the effectiveness of this policy.
- To be aware of statutory health and safety requirements sufficient to discharge these duties.
- Ensure the health and safety management system is subject to periodic external audit and that recommendations and corrective actions are identified and remedied.
- To bring to the attention of the Academy Governors and BDAT trustees the findings of any health and safety audit where matters of concern are raised.

Headteacher

- To oversee the implementation of this policy.
- To nominate a competent person to fulfil key health and safety roles as a coordinator.
- To recognise the importance of employee consultation on health and safety matters through health and safety committees.
- To demonstrate commitment by taking a proactive approach in health and safety matters, ensuring that health and safety is a standing agenda item at all appropriate meetings.
- To ensure that all school-based employees and other employees are aware of and undertake their duties and responsibilities with regard to health and safety.
- To ensure that procedures are in place for all employees to receive necessary health and safety training and in particular to ensure that detailed health and safety information, instruction and training is given to all new employees.
- To monitor and review the effectiveness of this policy.
- To nominate the school business manager to report termly to Governing Body, identifying success in the prevention of work-related accidents and illness and action taken to promote safety.
- To bring to the attention of the Governing body any serious health and safety matters of concern which may have implications for the Academy.
- To ensure that all accidents, incidents and ill health are reported in accordance with Academy procedures.
- To ensure that the school/home has an effective risk assessment process and that risk assessments are recorded, monitored and reviewed.

Executive Business Manager

- Informing the Headteacher on standards of health and safety management.
- Organising the schools' termly health and safety subcommittee, maintaining minutes and communicating findings to the Headteacher.
- Organising health and safety training needs for all school employees in accordance with the schools' training matrix.
- Maintaining the schools' accident and safety concern reporting procedures.
- Organisation of all maintenance, servicing and inspection of buildings and equipment.
- Contractor selection and management.
- Completing half termly site inspections with the Site Manager.
- Management of the schools' risk assessment process.
- Maintenance of the schools' emergency plan, developed by the Headteacher.

Site Manager

- To ensure that the site and grounds are maintained at all times in a safe, clean and healthy state for pupils, staff and visitors and other users of the site facilities.
- To manage and ensure the security of the academy premises at all times, ensuring the premises are open for use as and when required and securing the premises at the end of each shift.
- To work alongside the Executive Business Manager to create and maintain a facilities management programme for the academy
- To ensure the lighting and heating of premises are functioning appropriately.
- To oversee the cleaning of the building including liaising with external cleaning contractor.
- Responsible key holder for the site and communicate with external call out company.
- Notify the Police of any damage to the building, obtain a crime number, and secure the building if necessary.
- Monitor onsite traffic reporting any issues as necessary to the Executive Business Manager.
- Responsibility for the security of the building(s) and their contents including site walks, opening and locking of gates and doors, ensuring that windows are locked and secure that security systems are activated accordingly.
- Requesting unknown persons on site to provide proof of identity to prevent trespassing on premises, referring to the Headteacher and the police where necessary; where appropriate, to prevent unauthorised parking on the school site.
- Ensuring that CCTV cameras are functioning correctly, where applicable. Ensuring that video recording equipment is activated throughout the day and before going off duty each evening.

- Carry out daily perimeter and pathway visual checks and playground inspections for any hazards.
- To ensure that areas contaminated with bodily fluids are cleaned immediately and disinfected within a reasonable time scale, and ensure that cleaning provider is aware when to carry out deep cleaning.
- Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use, reporting any concerns about the condition of equipment to the Executive Business Manager as quickly as possible.
- To create and maintain a chemical inventory and COSHH assessment file. To manage the control, monitoring, ordering and safe storage of cleaning materials and supplies and to provide cleaning staff with instruction in safe use of products.
- To test and record fire alarm systems and emergency lighting on a weekly basis
- To undergo training in relation to fire marshal responsibilities, including examination, safe use and inspection of fire equipment.
- To carry out snow clearing and gritting to ensure essential pathways are safe to use. To keep school grounds and premises litter free, ensuring any hazardous materials or items are disposed of safely.
- To notify the Executive Business Manager of any repairs or maintenance work required.

Educational Visits Coordinator

- To liaise with the Headteacher and Executive Business Manager on the selection of educational visits.
- To develop risk assessment for educational visits.
- To ensure all higher risk educational visits have been approved by the Educational Visits Advisor.
- To maintain records including trip evaluations and near misses.
- To ensure each educational visit has appropriate numbers of 1st aid trained staff and that pupil medication has been planned for.

Medical Needs Coordinator

- Development of individual healthcare plans for pupils with medical needs.
- Liaison with parents, school nurses and doctors on agreed standards of care required.
- Ensuring written parental approval is gained before any medication is administered.
- Ensuring staff where required are trained in the administration of pupil medication, EpiPens and asthma inhalers.
- Development of personal emergency evacuation plans.
- Ensuring all staff are provided with half-termly updates on pupils with significant medical needs including any specific 1st aid procedures.
- Informing temporary staff of specific medical needs in their classes.
- Checking medication expiry dates.
- Reviewing and updating individual healthcare plans.

Employee general duties

The following general duties apply to all employees:

- To be familiar with the contents of this policy and any other policies affecting their area of work.
- Co-operate with all relevant policies, procedures and safe systems of work.
- To assist as required with the completion of risk assessments.
- To report any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken.
- To attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.
- To report to their manager of any reason instructions on health and safety cannot be implemented.
- To cease work where there is imminent danger of harm, and to report immediately to a member of the management team.
- To use all equipment, personal protective equipment and clothing in a safe manner and in accordance with instructions provided.
- To report any identified equipment defects and to report anything where maintenance or repair is necessary.
- To report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage, in accordance the school's procedure.
- Not to interfere with or misuse anything provided for health, safety or welfare.
- To take reasonable care of themselves and others whilst at work.
- To follow and comply with all training and instruction.

Health and Safety Sub Committee

- The committee will meet each term and follow a set agenda.
- Minutes will be maintained from all meetings.

2.2 Identifying, assessing and controlling risk

We have developed a register of all the significant risks that are posed by our activities. All issues contained in this register are subject to our risk assessment process.

Findings from our risk assessments are introduced into our methods of working and these are subject to periodic checks both by the senior leadership team, and by our health and safety consultants.

2.3 Health and safety objectives and safety plans

Each year we develop our health and safety objectives. These objectives enable us to continually improve our health and safety performance and take into account a number of issues including results of previous audits, near misses and feedback from our employees and others.

Our annual health and safety objectives are put into our health and safety plan. This plan is approved by our Governors and BDAT. Resources are approved and provided so that our objectives can be achieved.

2.4 Internal and external communication

We ensure that relevant health and safety information is communicated to all employees and other interested parties. In addition, we encourage all employees to report to us health and safety issues that could affect themselves and others.

The main ways of communicating health and safety issues at Academy St James are via central shared files, weekly staff bulletins, our health and safety committee, notice boards and through letters to other interested parties.

2.5 Health and Safety training and awareness

We ensure all employees are competent to perform the tasks required of them. We have developed a health and safety training matrix and plan that demonstrates the courses we use for our staff at all levels.

Records of all our training are maintained.

2.6 Monitoring health and safety performance

We have developed procedures to monitor and measure our health and safety performance through a combination of methods. Our main methods of measurement are:

- Informal, monitoring by all staff for any hazards and concerns;
- Periodic monitoring by key staff using basic checklists;
- Governing body inspections;
- Using our contractors to assist us in specialist issues;
- Termly inspections by our Leadership Team;
- Annual audit of health and safety by BDAT.

Our health and safety committee are responsible for addressing any areas of weakness and ensuring corrective actions are put in place.

2.7 Management of our subcontractors

We recognise that the selection and use of subcontractors in our Academy is an important issue for us. Within this category we also include service providers such as those who provide curricular support.

We will keep a current register of all our sub-contractors who work on our behalf. All our sub-contractors will be subject to annual review.

2.8 Accidents, incidents, near misses and safety concerns

We have procedures for the reporting and investigation of accidents, incidents and other health and safety concerns. The main purpose of this is to prevent any recurrence.

Accidents and incidents are reported to the senior leadership team. The Executive Business Manager is responsible for reporting significant accidents and events to BDAT head office.

The Executive Business Manager is responsible for reporting RIDDOR reportable events to the Health and Safety Executive.

We also encourage all employees, pupils and visitors to report health and safety related concerns so that we can consider them in terms of accident prevention.

2.9 Reasonably foreseeable emergency planning

Through our risk assessment process, we have assessed the potential for any reasonably foreseeable emergency situations that pupils, visitors and employees could be faced with as part of their involvement with this Academy.

Using this information, we have developed an emergency plan that describes our responses to them so that we can prevent and mitigate the likely illness and injury that could occur.

Our plan is subject to periodic drills where appropriate to ensure our responses are effective; any weaknesses in our responses will be subject to corrective actions by the senior leadership team.

2.10 Record keeping, data and document control

Academy St James uses the Every software to monitor, record and store information. This software is part of BDAT's assurance that Health and Safety is being maintained and appropriate. Reports from Every are shared with Governors at each meeting and is part of every meeting's agenda.

2.11 Management review

During the summer term our senior leadership team, through the members of the Health and Safety Sub Committee, review our health and safety performance and develop new targets and plans that will enable us to continue to ensure the health, safety and welfare of all who use our Academy.

3.0 Arrangements for significant health and safety issues

The following section provides an overview of the arrangements this Academy has developed to ensure that it meets its obligations, and how these issues are managed.

3.1 Pandemic

All Health and Safety Risk Assessments, actions and monitoring to be led by BDAT. Academy's responsibility to continually beware of guidance from BDAT and the Government and implement changes as quickly as possible. Guidance to be published on school's website.

3.2 Asbestos

This Academy does have limited asbestos within its site. Bradford Council are contracted to maintain the asbestos register, record any changes and provide annual training updates to the Headteacher, site manager and business manager. Contractors sign acknowledging they are aware the school has asbestos and where it is located.

3.3 Legionella

This Academy is subject to a Legionella Survey by an approved contractor. The Senior Leadership Team will act upon the findings of surveys and will carry out all remedial work and maintain an ongoing preventive maintenance regime.

Records of all surveys and maintenance are held on site.

3.4 Fire Safety

This Academy recognises its duty to manage fire safety in accordance with the Regulatory Reform (Fire Safety) Order 2005.

A Fire Risk Assessment has been completed for the entire site by a competent fire risk assessor. The findings from our fire risk assessment have been developed into our fire safety plan and all identified actions have been addressed.

We maintain a fire log book containing all relevant fire safety records including equipment maintenance, drills and training records.

We recognise the risks posed by arson in UK schools and will actively manage this particular significant risk.

3.5 Electricity

Our buildings are subject to a five yearly wiring inspection, any remedial work identified by such inspections will be carried out.

Fixed and portable electrical appliances are subject to annual inspection.

3.6 Working at height

We have identified all of our working at height issues and carried out risk assessment. Where possible, tasks will be avoided by designing out working at height tasks. Where work at height must take place, correct equipment is used and specific training delivered.

Particular attention is given to higher risk tasks including roof access and high-level maintenance.

3.7 Manual handling

All manual handling activities within this Academy have been subject to our risk assessment process. Where possible, a manual handling task done by an alternative method. Where lifting and carrying must take place correct equipment will be used and specific training delivered where required.

Particular attention is given to higher risk tasks including the work carried out by our site manager.

3.8 Display screen equipment (DSE)

Significant users of DSE have been identified and are subject to formal assessment of their workstations. Where required employees will have their workstations modified to take into account personal ergonomic issues to manage any risks posed. Eye tests will be provided for significant DSE users upon request and where required glasses will be provided free of charge.

3.9 Personal Safety

The risks posed from lone working, work-related violence and late working are managed through our risk assessment process. Tasks that involve a risk to personal safety are identified with local measures employed to manage this risk.

This Academy maintains a zero-tolerance approach to verbal and physical abuse throughout the organisation and will treat any such matter seriously.

3.10 First Aid and supporting pupils with medical needs

This Academy recognises its obligations under the Health and Safety (First Aid) Regulations 1981 along with associated guidance produced by the Department for Education.

This Academy has appointed a Medical Needs Coordinator and completed a first aid needs assessment that identifies the potential for first aid support. Training and resource needs have been identified and delivered with records maintained.

Particular attention is paid to pupils who require additional levels of support. In these cases, individual healthcare plans have been developed to ensure pupil's individual medical need are met.

3.11 Management of Contractors

We have developed a contractor management process to ensure that only competent contractors are employed, irrespective of the size of the contractor's organisation.

The control of our contractors is achieved by an initial approval process which involves the retention of key evidence including public liability insurance, references, qualifications, risk assessment and where required DBS clearance.

Particular attention is given to contractors carrying out higher risk tasks including hot works. Contractors will be provided with appropriate information about this Academy's issues including fire safety instruction, safeguarding and asbestos management.

3.12 Employee Wellbeing

Employee wellbeing is an essential part of this Academy's success and as such employee wellbeing is a priority issue at all levels.

Employee wellbeing is managed through a combination of methods including:

- Taking action from the findings of employee wellbeing surveys;
- Employee appraisal;
- The provision of high-quality employee welfare facilities;
- The provision of employee support;
- The provision of employee wellbeing awareness training.

3.13 New and Expectant Mothers

We fully recognise our obligations to new and expectant mothers under the Management of Health and Safety at Work Regulations 1999.

We complete risk assessment for new and expectant mothers and will ensure that significant working practices are identified and managed through adaptation and elimination of tasks where appropriate.

3.14 Young Workers and Work Experience

Where young people are employed, risk assessment will be carried out and communicated to the young person and their parents. Young workers will be provided with appropriate levels of supervision and welfare facilities.

3.15 Educational Visits

Educational visits form an essential part of Academy life for our pupils. We have a system for the management of our educational visits including the using the 'Evolve' recording system.

The main outcomes of this system include:

- The approval of all higher risk educational visits by the Educational Visits Advisor.
- The appointment of Educational Visits Coordinator within this Academy.
- The production of risk assessments for all educational visits.

- The use of approved transportation contractors.
- The use of registered adventurous activity centres.
- Training for all employees with educational visits responsibilities.

3.16 Traffic Management

Vehicle movements around our site are controlled via a security gate to prevent unauthorised access and to manage deliveries.

Pedestrians who enter the site at the main gate are segregated from vehicles on a pedestrian walkway.

Main arrival and departure times for pupils are also supervised by staff at crossing points.

A banksperson will be used for any delivery vehicle or minibus that has to reverse on site.