



# Health & Safety Policy

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**EBN Trust**

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# HEALTH & SAFETY POLICY

Health & Safety of pupils within EBN Academy Trust is paramount. The Board of Trustees, Chief Executive, Principal of each EBN Academy, Vice Principals and all staff endeavour to ensure best practice is always sought. All policies and procedures in place within the Academy Trust demonstrate how this is achieved. Risk Management is a key priority and the Principal of each EBN Academy, Trust School Business Manager, Network Manager and each Senior Caretaker review all H & S systems on a regular basis. Recommending and reporting any improvements, remedial works or any further actions to the governing board.

## Associated policies are listed below:

- Health and Safety Policy
- Whistle blowing Policy
- Drugs Misuse Policy

## Associated procedures and appendices to the policy are:

- Fire evacuation
- Disaster planning
- R.I.D.D.O.R. and the reporting of accidents and incidents
- Emergency procedures
- Statutory testing of plant and equipment
- Safeguarding procedures (temporary contractors on site)
- C.O.S.H.H.

**This EBN Trust policy has been written with the intention to support all pupils and staff. Listed below are the objectives which drive each EBN Trust Academy Health & Safety development:**

- Promoting a caring, safe and positive environment within the academy
- To promote high standards of safety, health and welfare in compliance with the H & S at work act 1974 and other statutory instruments and approved codes of practice
- To ensure adequate training, instruction, supervision and information is given to employee in order that they may work safely in so far as reasonable and practicable.
- To ensure a safe and healthy work environment for all personnel and that there sufficient facilities and arrangement for their welfare.
- To ensure that awareness with regards to all aspects of safety is fostered by all personnel and pupils.
- To ensure personnel are aware of their responsibility to take any steps necessary in order that health and safety of both themselves and others may be safe guarded and to co-operate in all aspects with regards to safety.
- To ensure that a full and effective consultation on all matters is encouraged.
- Minimise any risk to pupils, wider community, parents and staff through ensuring safe and secure systems are embedded throughout each EBN Trust Academy.

## Responsibilities

### 2.1 Responsibilities of individuals within each EBN Academy are as follows:

- **Board of Trustees** - The ultimate responsibility for all aspects of health and safety at work within the EBN Academy Trust rests with the board of Directors through the health & safety committee.

- **Principal(s)** - The Principal is responsible for the effective implementation of the safety policy and encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **Safety advisor** - The safety advisor is the S.B.M on health and safety within EBN Trust. He/she is also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work and will take leading advice from the Competent Contractor, Ellis Whittam.
- **Line Manager** - Each Senior Leadership Team is responsible for ensuring the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into their area of responsibility they are to liaise with the safety advisor so that the associated risks are assessed and any precautions deemed necessary are implemented.
- **Teachers and personal coaches** - The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and personal coaches. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of the staff and pupils under their care are instructed to their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.
- **Employees and pupils** - Employees and pupils have a responsibility to ensure that they will act with all reasonable care with regard to the health and safety of themselves, other members of the Trust, contractors and members of the public. They are required to cooperate with the supervisors, line managers, safety representatives and the safety advisor, and adhere to safety guidance given, in helping to maintain standards of health and safety within the academy.
- **Safety representatives** - It is the responsibility of safety representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area(s) of responsibility. The Senior Leadership Team of each EBN Academy are to nominate safety representatives to represent their area(s) of responsibility.
- **Health & Safety committee** - The Health & Safety Committee as a whole, or through individual members, are to monitor health and safety performance and recommend any action necessary should this performance appear to prove to be unsatisfactory.
- **Contractors** - It is the responsibility of the contractors and their employees to read and comply with the academy health and safety policy. It is the Senior Caretaker at EBN Academy who has the responsibility to ensure all contractors are made aware of the site plans, asbestos plan and to check that they have been vetted in line with the academy's safeguarding procedures.
- **Insurance** - It is the responsibility of the Board of Trustees to oversee designated senior academy staff's leaders of insurance cover for employee, public and any other liability. Also, that they ensure clear policies and procedures are in place within academy relating to the prevention of accidents etc (RIDDOR procedures adhered to). This also applies to Educational Visits; relevant risk assessments must be completed and signed off by the designated Principal and Trust S.B.M. EBN Trust purchases all insurance cover via Zurich, this is for the purposes of educational visits, public liability, employee liability.

## Risk assessments

**2.2 Responsibility for assessing and controlling risks rests with all personnel within EBN Trust. However, risk assessment and training shall be performed in consultation with the safety advisor, Principal, S.B.M. and S.C.**

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Lines of responsibility and accountability

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## Health & Safety committee

**2.3 The health & safety committee is to comprise of:**

- Chief Executive Officer – Chair
- First-Aid Representation
- Network Manager
- Nominated Director (as an observer)
- Principal of each EBN Academy
- Safety Advisor (S.B.M)
- Science Representation
- Senior Leadership Team representatives
- Union representatives – EBN does not have this.

**2.4 The committee will meet as deemed necessary but not less than four times annually.**

## Terms of reference of the Health & Safety Committee

**2.5 Under section 2 (7) of the Health and Safety at Work Act 1974, the safety committee have the function, in consultation with the staff and pupils they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils. Specific functions will include:**

- the study of accident and notifiable disease statistics and trends, so that reports can be made to the board of Directors on unsafe and unhealthy conditions, together with recommendations for corrective action
- examination of safety audit reports on a similar basis
- consideration of reports and factual information provided by inspectors of the enforcing authority
- consideration of reports which safety representatives may wish to submit
- assistance in risk assessment and the development of academy safety procedures and safe systems of work
- monitoring the effectiveness of the safety content of the employment training
- monitoring the adequacy of safety and health communication and publicity in each academy.

## Introduction

**3.1.1 The safety arrangements set out below are for the information, guidance and compliance of all personnel in EBN Trust.**

**3.2 Health and safety are integral parts of management.**

They are key considerations which should under-pin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

**3.3 In carrying out their normal functions, it is the duty of all senior leaders to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:**

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibility for safety
- providing safe places of work with safe access to and egress from them
- providing and healthy working environment
- providing a system for rapidly identifying and remedying hazards
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and which will be supplemented from time to time as necessary to address new risks in the form of appendices.

**3.3.1 All personnel have a statutory duty to co-operate in fulfilling the objectives of the Board of Trustees and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.**

**3.4 Employees are required to observe special rules and safe methods that apply to their own work and to report hazards found by them to their faculty.**

**3.5 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.**

### **Specific arrangements for health and safety**

**3.6 Accident reporting**

Any accident or injury is to be reported to the Principal or S.B.M by the person/persons involved in the accident, or by the member of staff and entered in the accident report book, (either the pupil accident book or the staff accident book). Accident books are held in each EBN Academy reception area. The safety advisor is to ensure that the Board of Trustees are informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR, 1999).

### **3.7 Accident investigation**

- All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to the Principal or S.B.M, they in turn are to report the incident to the safety advisor.
- The safety advisor is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence.
- Investigations such as these are essential in order that accidents damage to equipment and property, and losses, are kept to a minimum.
- The Chair of the Health and Safety Committee is responsible for the co-ordination of such investigations.
- All contractors must ensure that the accidents involving their personnel are reported to the safety advisor of the academy as well as their own reporting chain.

### **3.8 Reporting procedures**

- Any practice or condition that is likely to have an adverse effect on health and safety personnel, or damage to equipment or property, is to be reported to Principal or S.B.M. Such reports are to be recorded and filed accordingly in line with records retention guidelines.

### **3.9 Out of academy visits and activities**

All personnel that arrange or actively participate in academy visits or out of academy activities must follow the procedures outlined in the separate document held in each phase leader entitled: Procedure for Academy Visits and Out of Academy Activities. The S.B.M is the Educational Visits Co-ordinator for the Trust.

### **3.10 Safe working procedures**

All staff must ensure that safe working procedures detailed below are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe working procedures must be promulgated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant with these procedures.

### **3.11 Defective tools and equipment**

- All defects found in hand tools, power tools or any other equipment must be reported immediately to the senior leadership team, who in turn will appraise the safety advisor of the details.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been remedied.

### **3.12 Means of access**

- When using access equipment such as ladders, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- Always use correct routes of access. Do not use short cuts, they can result in serious accidents.

### **3.13 Machinery**

All phase leaders, teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation.

- The Factories Act 1961:Safety (General Provisions)
- The Abrasive Wheels Regulations 1970
- Woodworking Machines Regulations 1974
- Operations at Unfenced Machinery Regulations 1938
- Lifting Plant and Equipment (Records of Test & Examination, Etc) Regulations 1992
- Provision of Use of Work Equipment Regulations 1992
- Health and Safety (Safety Signs & Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

### **3.14 Good housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Store all hazardous substances according to H & S guidelines
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

### **3.15 Electrical equipment**

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13 amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electric cables is to be secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty, must not be used.
- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until the repair has been effected.

### **3.16 Use of harmful substances**

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.

- No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for use by the Safety Advisor. The user department is to be in possession of Safety Data Sheet.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the safety advisor.

### **3.19 Skin infections and hand care**

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- Use barrier creams before commencing work, it provides a barrier between the skin and harmful chemicals, oil and dirt.
- Do not put oily or chemically soiled rags.

### **3.20 Smoking**

Smoking is not permitted in any EBN Trust Academy or on any EBN Trust Academy premises at all.

### **3.21 Consumption of food and drinks**

- All food should be stored in sealed containers in the staff room only.
- Bottled water may be drunk in class
- Hot drinks should only be consumed in staff room
- Hot drinks consumed by staff (eg on playground duty) should use lidded cups only
- Staff should avoid at all times moving around academy during curriculum time with hot drinks

### **3.22 Emergency services**

- Fire, police or ambulance services can be contacted by dialling 9/999 and asking for the services required.
- There is a nurse/first aider on call within the academy administration during working hours.

### **3.23 Noise**

Where noise cannot be controlled at source all personnel are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

### **3.24 Fire prevention**

- Fire orders are available for all personnel to read in their faculty/area. They cover all aspects of fire prevention.
- **'Action To Be Taken In The Event of A Fire'** is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.

- The most important part of the fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked flammable.
- Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation. The responsibility for carrying out the fire alarm tests etc. will be conducted by the S.M. reported directly to the S.B.M. and Principal.

### **3.25 Visitors**

- It is the duty of all personnel within the academy to ensure the health and safety of all visitors to any EBN Trust Academy.
- EBN Trust has a robust system in place all visitors are expected to comply with each EBN Academy procedures and policy. **REMEMBER THE PUPILS SAFETY IS PARAMOUNT AT EBN TRUST.**
- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

Contractors working within any EBN Trust Academy are required to comply with the working rules as issued by the individual Academy. Any breach of these rules is to be reported to the principal or the safety advisor.

### **3.26 Use of vehicles**

Only those persons authorised, and in possession of the appropriate licence, are to drive vehicles on academy business.

### **3.27 Legionellosis**

The primary aim is to prevent the build up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

#### **Control measures are as follows:**

- The water temperature is not to be below 20C or above 55C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.

### **3.28 Manual handling of loads**

- Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.
- Health and safety information and advice. Health and safety information and advice is available on all aspects of health, safety and welfare from the safety advisor.
- Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.

## EBN 1 RISK ASSESSMENT

As an employer, the law requires that we assess and manage the health and safety risks of our business.

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 Academy

<b>Academy Ground Floor</b>	<b>Frequency</b>	<b>Responsible Person</b>
Reception Area, downstairs walk ways, stairs and landing area above reception	Beginning of each term	Senior Caretaker
Hair and Beauty	Beginning of each term	Senior Caretaker
Staff room	Beginning of each term	Senior Caretaker
Toilets	Beginning of each term	Senior Caretaker
<b>Academy 1st Floor</b>	<b>Frequency</b>	<b>Responsible Person</b>
Bailey Room	Beginning of each term	Senior Caretaker
Interview room	Beginning of each term	Senior Caretaker
Room 1	Beginning of each term	Senior Caretaker
Room 2	Beginning of each term	Senior Caretaker
Room 3	Beginning of each term	Senior Caretaker
Room 4	Beginning of each term	Senior Caretaker
Apple Suite	Beginning of each term	Senior Caretaker
First floor toilets	Beginning of each term	Senior Caretaker

**Administration Office Ground Floor  
(including VDU and work Stations)**

Reception Area work stations	Annually in June	Senior Caretaker
Academy Business Manager's Office	Annually in June	Senior Caretaker
Reprographics	Annually in June	Senior Caretaker

**Academy 2nd floor**

Room 5	Beginning of each term	Senior Caretaker
Room 6	Beginning of each term	Senior Caretaker
Room 7	Beginning of each term	Senior Caretaker
Second floor toilets	Beginning of each term	Senior Caretaker
Science Lab		Senior Caretaker