



CLOUGHWOOD ACADEMY

Health & Safety Policy

Version and Date	Author	Committee Responsible	Review frequency	Approval	Next Review Due
1.0 03.06.2014	Mrs R Williams	Community	Annually	Approved by the Community Committee on 10.06.2014	09.06.2015
2.0 08.06.2015	Mrs R Williams/ Ellis Whittam	Community	Annually	Approved by the Community Committee on 25.06.2015	24.06.2016
2.1 09.03.2016	Mrs J Whiston	L&M	Annually	Approved by the L&M Committee on 22.03.2016	21.03.2017
2.1 09.12.2016	Mrs J Whiston	L&M	3 yearly	Approved by the L&M Committee on 28.02.2017	27.02.2020

Contents

1	H&S Policy Statement	3
2	Organisation & Arrangements for Implementation	4
3	Policy Review	5

1. HEALTH AND SAFETY POLICY STATEMENT

- 1.1 Cloughwood Academy recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the Health and Safety of pupils, visitors and others who might be affected by its operations.
- 1.2 The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the school operates. Thus, Health and Safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the School's management systems.
- 1.3 In order to discharge its responsibilities management will:
 - 1.3.1 provide an organisational structure that defines clear responsibilities for health and safety
 - 1.3.2 ensure that the systems and procedures relating to this Policy Statement are rigorously applied
 - 1.3.3 provide adequate control of the health and safety risks arising from our work activities
 - 1.3.4 consult with our employees on matters affecting their health and safety
 - 1.3.5 provide and maintain safe plant and equipment
 - 1.3.6 ensure the safe handling and use of hazardous substances
 - 1.3.7 provide information, instruction and supervision for employees
 - 1.3.8 provide adequate training and ensure that all employees are competent to do their tasks
 - 1.3.9 maintain safe and healthy working conditions
 - 1.3.10 satisfy itself that any organisation who is contracted to carry out work for the Academy is able to demonstrate that it pays due regard to health and safety matters
 - 1.3.11 bring this Policy Statement to the attention of all employees and seek their co-operation in supporting management in its efforts to establish and maintain a safe and healthy working environment.
- 1.4 The Board of Directors is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.
- 1.5 This Health and Safety Policy Statement and its associated organisational arrangements, systems and procedures, will be reviewed at least tri-annually and revised as necessary to reflect changes to the Academy activities. Any changes to the Policy will be brought to the attention of all employees.
- 1.6 It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. You have a legal duty to ensure your own safety and the

safety of others (for example, colleagues, pupils, parents, visitors, contractors) under the Health and Safety at Work etc Act 1974. You must therefore:

- 1.6.1 Comply with any safety instructions and directions issued by the Academy.
- 1.6.2 Take reasonable care for your health and safety and the health and safety of other persons (e.g. other employees, pupils, parents, contractors, workmen, etc.) who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
- 1.6.3 Co-operate with the Academy to ensure that the aims of the Health and Safety policy are achieved and any duty or requirement on the Academy by or under any of the relevant statutory provisions is complied with.
- 1.6.4 Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- 1.6.5 Use equipment or protective clothing provided in accordance with the training you have received.
- 1.6.6 Report any potential risk or hazard or malfunction of equipment to the Principal or VP (SBM).
- 1.7 Any failure by you to comply with any aspect of the Academy's health and safety procedures, rules or duties will be treated by the Academy as serious or gross misconduct.
- 1.8 You have a responsibility to observe all safety rules and to co-operate with the manager charged with responsibility for the implementation of the Academy's health and safety policy to achieve a healthy and safe workplace and to take reasonable care of yourself and others.

2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

- 2.1 The Principal has overall responsibility for the implementation of this Policy. To facilitate this, the Principal has designated Mrs. J. Whiston to be the Health and Safety Co-ordinator and Mr R. Haffenden to be the named Health and Safety Director. Each line manager will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Directors require Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

Risk Assessment

- 2.2 The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Principal, Heads of Departments and Line Managers to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the LA risk assessment process. Subject area RAs are completed by the class teacher and collated by the VP (SBM). Pupil RAs are completed by staff and uploaded onto the shared staff drive; a hard copy is kept in the office of the VP (TLB).

Contractors and School Partnerships

- 2.3 Contractors carrying out work for the Academy will be vetted for their Health and Safety

performance. They will be required to act in accordance with this Policy and the Academy's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Principal, Site Manager or Business Manager to ensure that the Academy Directors and users are sufficiently and suitably informed and consulted on issues relevant to risk control. All H&S documentation is filed by the Site Manager.

- 2.4 School linked partners and hirers, will exchange health and safety policies and procedures with the Academy and ensure that the health and safety of all Academy staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the Academy. In particular, partners will be required to provide Academy staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

Inspection and Monitoring

- 2.5 The Principal / Health and Safety Co-ordinator / Site Manager will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Directors.

Accident / Incident Reporting

- 2.6 Every injury should be reported on the Academy accident forms. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the LA Accident reporting criteria, the Cloughwood Accident Form must be completed by the relevant member of staff, signed by the Principal and entered onto the LA Health and Safety Team's PRIME reporting system. Any injury requiring hospital treatment or resulting in long-term absence must be notified to HSE.

Training and Information

- 2.7 Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the Business Manager on the Every system. The Academy Health and Safety policy will be made readily available to employees with relevant notes held on the Intranet for the employees concerned to refer to them.

3. POLICY REVIEW

- 3.1 This Policy will be reviewed every three years, or more frequently if required. The Board of Directors will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.