



Huxlow Academy

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Policy Owner	Department	Effective Date	Approval Date	Review Cycle	Revision Due Date
Ashley Northway	SLT	3rd May 2023	3 rd May 2023	Annual	3 rd May 2024

Health and Safety Policy

Policy Approver: Academy Improvement Board

Version Control

Version Number	Date of Change	Changes Made
1.0	27.11.17	Annual refresh, consolidate linked policies and separate procedural detail.
1.1	27.06.19	Annual review. No changes.
1.2	13.11.20	Annual refresh in line with recommendations from The Key for School Leaders
1.3	24.02.21	Consulted with recognised trade unions. Adopted following consultation process on 24.02.21
1.4	01.02.2022	Updated to add Site Manager / Headteacher PA as seconder to Business Manager
2.0	03.05.2023	Annual Review. Updated to Huxlow Academy. Updated Roles and Responsibilities and Working Party representatives.

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1. Policy Name

Health and Safety Policy

2. Aims

Our Academy aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, students, and all visitors to the site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely and are regularly inspected.

3. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work Act 1974, which sets out the general duties' employers have towards employees and duties relating to lettings.
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff.
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.

The Academy follows national guidance published by Public Health England when responding to infection control issues.

4. Roles and responsibilities

4.1 *The Academy Improvement Board*

The Academy Improvement Board recognises its duty of care for the health, safety and well-being of its students, employees and visitors and is committed to providing and maintaining a working and learning environment which is safe and without risk to health. The aim of the Academy Improvement Board is to develop a positive health and safety culture and to seek continuous improvement to aim for an injury free environment.

The Academy Improvement Board accepts its responsibilities for the health, safety and welfare of staff, students of and visitors to Huxlow Academy. Everyone within the academy has the responsibility to co-operate to achieve a healthy and safe workplace or learning space. Everyone must take reasonable care of themselves and others and in this way assist the Academy Improvement Board to achieve the aims and objectives of this policy.

The Academy Improvement Board has ultimate responsibility for health and safety matters in the academy, but will delegate day-to-day responsibility to the Headteacher.

The Academy Improvement Board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the academy premises.

The Academy Improvement Board, also has a duty to:

- Assess the risks to staff and others affected by college activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities, and duties about the management of health and safety to individuals or groups.

4.2 Headteacher

The Headteacher has overall strategic responsibility to the Academy Improvement Board for ensuring the planning and implementation of the Academy's Health and Safety Policy and associated operating procedures.

The Headteacher will ensure that a suitable organisation is created to establish arrangements for satisfying the Health and Safety Policy to achieve the aims and objectives of the Academy Improvement Board.

The Headteacher will:

- Identify a Competent Person to manage health and safety. At Huxlow Academy, the Competent Person is the Business Manager (or in their absence the Site Manager).
- Ensure a Health and Safety Policy is produced for approval.
- Identify how the policy will be planned, measured, audited, and reviewed.
- Establish strategies to implement the policy and integrate these into the academy's activities.
- Establish in conjunction with Senior Managers, the Competent Person and the academy's Health and Safety Advisers, organisational management arrangements, risk control measures, workplace standards, together with associated performance standards and any training necessary, to assist managers and staff to satisfy their responsibilities.

4.3 Health and Safety Working Party

The Health and Safety Committee will monitor health and safety within the school and advise the Academy Improvement Board. The Committee will consist of representative(s) from the Academy Improvement Board, Business Manager, Site Manager, First Aider, union representatives and Heads from relevant curriculum departments. They are to:

- Oversee the annual review of the academy's Health and Safety

- Policy and associated documentation.
- Carry out inspections of an area of the academy before each meeting, identifying issues and remedial actions.
- Review and monitor any Health and Safety actions at each meeting.
- Receive and review the annual report from the academy's external Health and Safety Advisor.
- Receive and review the termly Health & Safety report by the Business Manager (or in their absence the Site Manager) and any other audit or inspection report commissioned by the academy.
- Co-operating with and providing necessary facilities for trades union safety representatives.
- Receive and review health and safety documentation e.g., hot work permits, departmental health and safety folders, and making recommendations where appropriate.

4.4 Health and Safety Lead

The nominated health and safety lead is the Business Manager (BM) (or in their absence the Site Manager) who is responsible for the operational implementation of the policy and all associated arrangements. The BM has day to day responsibility for ensuring that the academy's Health and Safety Policy and associated arrangements are implemented by the respective areas. They will achieve this by:

- Developing Health & Safety policies and procedures across the academy.
- Communicating the policy and other appropriate health and safety information to all relevant people.
- Monitor and review Health & Safety performance to ensure legal compliance.
- Implementing the health and safety policy.
- Ensuring there is enough staff to safely supervise students.
- Ensuring that the academy buildings and premises are safe and regularly inspected.
- Providing adequate training for staff.
- Reporting to the governing board on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

4.5 Heads of Departments

Heads of Departments (including teaching and non-teaching) are responsible for all health and safety related processes within their individual area. They must:

- Produce and maintain a Departmental Health and Safety folder. This folder must contain risk and COSHH assessments and identify responsibilities and reporting arrangements for that area. Training delivered to staff in that department should be recorded and the HR Coordinator notified to update personnel records.
- Reporting hazards/defects to the Site Team. Serious concerns for safety must be immediately reported to Site Team or the Business Manager (or in their absence the Site Manager).

- Responsibility for the application of the academy's Health and Safety Policy and associated operating procedures to their own department/area.
- Establish maintain and develop safe working practices e.g., safe use of chemicals, machinery etc.
- Ensuring risk assessments, health and safety operating procedures and other related documentation are kept up to date.
- Ensure their staff receive departmental Health and Safety induction training.
- Consider Health & Safety implications when supervising staff and planning activities.

4.6 Staff

Academy staff have a duty to take care of students in the same way that a prudent parent would do.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the academy on health and safety matters.
- Work in accordance with training and instructions.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for students.
- Understand emergency evacuation procedures and feel confident in implementing them.

4.7 Students and parents

Students and parents are responsible for following the college's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

4.8 Contractors

Contractors will agree health and safety practices with the Business Manager (or in their absence the Site Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

5. Site security

The Site Team are responsible for the security of the academy site in and out of college hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. The resident Site Manager is key holder and will respond to an emergency.

6. Fire

Refer to the Huxlow Academy Fire Safety Policy.

7. COSHH

The academy is required to control hazardous substances, which can take many forms, including:

- Chemicals.

- Products containing chemicals.
- Fumes.
- Dusts.
- Vapours.
- Mists.
- Gases and asphyxiating gases.
- Germs that cause diseases, such as leptospirosis or legionnaires disease.

Control of substances hazardous to health (COSHH) risk assessments are completed by relevant departments and communicated to all staff who work with hazardous substances in those departments. Staff are provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

7.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

7.2 Legionella

- A water risk assessment was completed by Swiftclean in August 2021. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the water log book every month.
- This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint.
- The Site Team mitigates risks from legionella by checks such as e.g., temperature checks, heating of water, disinfection of showers, etc.

7.3 Asbestos

- A record is kept of the location of asbestos that has been found on the site.
- Staff are briefed on the hazards of asbestos, the location of any asbestos in the college and the action to take if they suspect they have disturbed it.
- Members of staff should not undertake works that could result in disturbance of asbestos.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect

could be asbestos, they will stop work immediately until the area is declared safe.

8. Equipment

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

8.1 *Electrical equipment*

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any student or volunteer who handles electrical appliances does so under the supervision of the trained member of staff who so directs them.
- Any potential hazards will be reported to the Business Manager and Site Team immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

8.2 *PE equipment*

PE staff will only use PE equipment that they are trained and competencies are recorded with the Head of PE and HR Coordinator. Students are taught how to carry out and set up PE equipment safely and efficiently. PE staff check that equipment is set up safely before use.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Business Manager and Site Manager.

8.3 *Display screen equipment*

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to

be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request to the HR Coordinator, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

New members of staff that are identified as DSE users should undergo DSE online training during their induction. The HR Coordinator will manage training for existing staff.

9. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

The Business Manager will complete a risk assessment for those considered as lone workers.

If lone working is to be undertaken, a supervisor will be identified and informed about where the member of staff is, when they finish the activity and when they are likely to return. The lone worker has a responsibility to ensure that they are medically fit to work alone.

10. Working at height

We will ensure that work is properly planned, supervised, and is carried out by competent people with the correct skills, knowledge, equipment, and experience to work at height.

In addition:

- The Site Manager retains ladders for working at height. A record of those issued with stools is kept by the Business Manager, along with training records.
- Students are prohibited from using ladders and stools.
- Staff will wear appropriate footwear and clothing when using ladders and stools.
- Contractors are expected to provide their own ladders for working at heights.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety access to high levels, such as roofs, is only permitted by competent persons.

11. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The academy will decide if there is a need for mechanical aids and lifting equipment, and staff will be trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

12. Off-site visits

When taking students off the academy premises, the academy Senior Leadership Team will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take an academy mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details.

There will always be at least one qualified first aider on college trips and visits.

13. Lettings

Those who hire any aspect of the academy site or any facilities will be given the Letting Terms and Conditions of Hire procedure, which outlines the academy's health and safety policy and they will have responsibility for complying with it.

14. Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards staff. Refer to the Abuse, threats and Violence policy for details.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from students, visitors or other staff.

15. Smoking

Smoking and vaping is prohibited at Huxlow Academy. Refer to the Smoke Free Policy.

16. Infection prevention and control

Huxlow Academy follows national guidance published by Public Health England when responding to infection control issues. Staff and students are encouraged to follow this good hygiene practice, outlined below, where applicable.

16.1 *Handwashing*

- Wash hands with liquid soap and warm water, and dry with paper towels.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

16.2 *Coughing and sneezing*

- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

16.3 *Personal protective equipment*

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids.
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.

16.4 *Cleaning of the environment*

- Clean the environment frequently and thoroughly.

16.5 *Cleaning of blood and body fluid spillages*

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- Make spillage kits available for blood spills.

16.6 *Laundry*

- Wash laundry in a separate dedicated facility.
- Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled linen.
- Bag children's soiled clothing to be sent home, never rinse by hand.

16.7 *Clinical waste*

- Always segregate domestic and clinical waste, in accordance with local policy.

- Used sanitary pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.
- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

16.8 Students vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The academy will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly, and further medical advice sought. We will advise these children to have additional immunisations.

16.9 Exclusion periods for infectious diseases

The academy will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

16.10 New and expectant mothers

Risk assessments will be carried out whenever any employee or student notifies the college that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

17. Occupational stress

Huxlow Academy is committed to promoting high levels of health and well-being. The academy recognises the importance of identifying and reducing workplace stressors through risk assessment. Refer to the Wellbeing policy with Staff Policies on Sharepoint for more information. Systems are in place within the college for responding to individual concerns and monitoring staff workloads and occupational stress.

18. Accident reporting

18.1 *Accident record book*

- An accident form will be completed as soon as possible after the accident occurs by the first aider who deals with it.
- As much detail as possible will be provided to the first aider when reporting an accident.
- Information about injuries will also be kept in the staff personnel folder or student's educational record.
- Information is then uploaded on the external health and safety provider portal.
- Records held in the first aid and accident book will be retained by the academy for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979. After which time, will be safely disposed.

18.2 *Reporting to the Health and Safety Executive*

The Headteacher's Personal Assistant will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). These will be communicated to the Business Manager for investigation of trends. The Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes.
 - Amputations.
 - Any injury likely to lead to permanent loss of sight or reduction in sight.
 - Any crush injury to the head or torso causing damage to the brain or internal organs.
 - Serious burns (including scalding).
 - Any scalping requiring hospital treatment.
 - Any loss of consciousness caused by head injury or asphyxia.
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital.
- Where something happens that does not result in an injury but could have done.
- Near-miss events that do not result in an injury but could have done.
Examples of near-miss events relevant to college's include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release of a biological agent likely to cause severe human illness.
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - An electrical short circuit or overload causing a fire or explosion.

Information on how to make a RIDDOR report is available at:
<http://www.hse.gov.uk/riddor/report.htm>

19. Training

Health and Safety advice is available via the academy's nominated external adviser, currently Worknest.

Relevant health and safety information and training will be provided for all employees at induction, through the staff handbook, relevant policies and procedures and bespoke training as appropriate. Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), are given additional health and safety training.

Supervision of young workers/trainees will be arranged/undertaken and monitored by their relevant line manager. The relevant line manager is responsible for ensuring that employees/students working at locations under the control of other employers are given relevant health and safety information and training.

20. Monitoring and Evaluation

This policy will be reviewed by the Business Manager annually. At every review, the policy will be approved by the Academy Improvement Board. A representative from the Academy Improvement Board will conduct three site visits each year and the Site Team will also undertake regular assessments.

Active and reactive monitoring systems will be used heeding relevant guidance measuring performance contained in each departmental Health and Safety folder. External audits will be carried out annually by the academy's external Health & Safety advisor and specialist advisors as deemed applicable.

Those with departmental responsibility are required to conduct regular assessments of their area and record this in the Red Folder. Potential issues or hazards should be reported to the Business Manager. Risk assessments will be reviewed at least annually or when there is a significant change.

21. Consultation

The Academy Improvement Board recognises the valuable contribution to health and safety that can be made from all staff, particularly staff representatives. The academy will consult with staff as necessary on matters of health and safety which may affect them at work.

22. Arrangements and Procedures

Arrangements and procedures for specific Health and Safety areas will be put in place to ensure that the Academy Improvement Board and the Headteacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site. Staff should refer to the relevant procedure found on the Shared drive under Staff Policies. These will be updated as necessary, and staff will be consulted on each specific area.

Signed:.....Date:

Chair of the Academy Improvement Board