

One Degree Academy

Health and Safety Policy

Date Ratified by GB	October 2023
Lead	SBR



1.0 Introduction

1.1 This policy has been drafted in line with the employers' obligation under the Health and Safety at Work Act 1974. It imposes a general duty on employers and employees to ensure that their work places are safe and offer no risk to health.

1.2 The Act imposes wide ranging and far reaching duties on One Degree Academy by virtue of its position as employer and Controller of Premises. Not only can One Degree Academy be prosecuted for offences under the Act, but so can the Principal and members of the Academy staff, where it can be shown in law that they have failed. Therefore, whenever a person holds a position of management or supervision, be it a teacher, member of the support staff, technician or caretaker, the responsibility conferred with the post includes responsibility to this under the Act commensurate with the status of the post. Further to this, the Act refers to 'persons' who shall not interfere with or misuse anything provided in the interests of health, safety and welfare. Thus a student who vandalises a fire extinguisher could be prosecuted under the Act.

1.3 It identifies systems of work and safety precautions which are to be followed to protect, so far as is reasonably practicable, on Health, Safety and Welfare grounds, all who may be affected by the activity. All staff should be aware of the implications of the legislation. This document will be revised as and when necessary with amendments made on an annual basis to encompass any legislative changes.

What are our aims?

1.4 The aim of the policy is to ensure a safe and healthy working environment for the employees and for other persons who use the premises or who may be affected by its work activities.

1.5 The policy outlines the organisation and arrangements set out by the school to fulfil this statutory obligation. However, the successful execution of this policy requires the co-operation and the involvement of staff at all levels.

1.6 This policy expresses the intention of the school to meet its obligations under the Health and Safety at Work Act.

1.7 The school will take all reasonable measures to ensure that:

- The buildings, exits and entrances are properly maintained and are in a safe condition for use by staff, other occupants and visitors; and
- Machines, appliances, articles and substances are kept, used safely and maintained properly with appropriate records.

1.8 The school is committed to provide and maintain safe and healthy working conditions, equipment and systems of working for school staff and to provide or arrange for such information, training and supervision as they need for the purpose.

1.9 The school will accept a similar responsibility for the health and safety of students and other visitors, including contractors on site. It will do all that is practicable to discharge this responsibility.

1.10 Everyone must be continually vigilant to ensure that new hazards are identified and appropriate arrangements implemented to control the risks.

1.11 If in doubt about anything to do with Health and Safety, stop and ask. Where necessary, specialist advice will be obtained.

1.12 The policy and all revisions will be drawn up and agreed in consultation with the Governing Body on an annual basis.

2.0 Organisation within the school and General Responsibilities

One Degree Academy

2.1 One Degree Academy has overall and final responsibility for the Health and Safety of staff and students and other persons.

Governing Body

2.2 The Governing Body is responsible for ensuring that:

- A Health and Safety Policy is prepared, implemented and reviewed to ensure that it remains valid
- Health and Safety is on the agenda at Governors' meetings

Head of School

2.3 The Principal is responsible to the Governing Body for ensuring that:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant Health and Safety legislation
- the significant findings regarding the above are recorded
- the arrangements are monitored to ensure they are working
- staff are aware of what is expected of them and that they are capable of dealing with the Health and Safety requirements of their work
- any problems on implementing appropriate Health and Safety standards are reported to the Governing Body
- specialist help and assistance is obtained where necessary
- details of significant injuries to staff, students and visitors are reported to the Governing Body.

The Health and Safety Coordinator

2.4 The Health and Safety Coordinator will be the operational lead within the Academy and has responsibility for maintaining the organisation and arrangements for health and safety within the school and assisting the Principal with the above.

Educational Visits Co-ordinator

2.5 Staff planning to take students out of school should in the first instance consult with the Educational Visit Co-ordinator.

2.6 The Educational Visits Co-ordinator is responsible to the Principal for:

- co-ordinating the school journeys risk assessment information

- instructing and training all members of staff on School Journeys in all relevant Health and Safety training and instructions
- staffing and insurance requirements

Heads of Department and Faculties - General Responsibilities

2.8 Heads of Departments and Faculties are responsible to the Principal for ensuring that in their areas:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant Health and Safety legislation
- the significant findings regarding the above are recorded in their own Departmental Health and Safety Policies
- the arrangements are monitored to ensure they are working
- staff are aware of what is expected of them and that they are capable
- of dealing with Health and Safety requirements of their work
- any problems in implementing appropriate Health and Safety standards are reported to the Head of School
- specialist help and assistance is obtained where necessary by School Staff

All employees

2.9 All employees have a general duty while at work:

- to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
- to co-operate with their employers and others, so far as is necessary, to enable them to meet their statutory obligations
- every teacher is responsible for observing damage and potentially dangerous situations in areas where he/she is in charge of a group
- where appropriate, exercising effective supervision of students so as to minimise risks to their Health and Safety; as this includes ensuring that Health and Safety training and instruction is provided to students
- using any work equipment in accordance with the training and instructions provided. Staff who are not trained must not use equipment
- co-operating as is necessary to implement the arrangements of this policy
- monitoring the Health and Safety standards of their own areas, ensuring the appropriate risk control measures are implemented
- reporting to the Principal any Health and Safety matters they cannot, or do not feel competent to deal with themselves and shortcomings they see in the Health and Safety arrangements
- ensuring that rules for working safety and the reason for those rules are communicated to and for students before commencing any activity
- providing information, instruction and training in the safe use of substances and equipment used in practical activities. Due to the inexperience of students, an appropriate level of supervision and safety rule reinforcement is essential. It is not sufficient to simply post a notice and leave compliance to the discretion of the young or inexperienced

This general duty extends to complying with local codes of practice and safe working procedures including:

- working to relevant safety criteria eg COSHH assessment
- using protective devices
- reporting defects and shortfalls in safety arrangements
- attending training courses as directed

2.11 One Degree Academy has responsibility to achieve safety awareness on the part of staff, students and other persons, to monitor their training needs, to release staff to attend training organised by One Degree Academy in pursuance of its statutory obligation.

2.12 Every teacher is responsible for observing damage and potentially dangerous situations in areas where he/she is in charge of a group.

Students

2.13 Students are expected:

- to exercise personal responsibility for their own Health and Safety and that of their fellow students
- to observe standards of dress and behaviour consistent with the Health and Safety of themselves and others
- to observe the rules of the Academy and in particular the instructions of teachers
- to report any Health and Safety issues immediately to a member of staff

Visitors

2.14 Visitors to the premises are to be directed to Reception where they will sign in having read our terms and conditions whilst onsite, and be provided with a visitor badge.

2.15 Contractors visiting the premises should also report to Reception where they will sign in having read our terms and conditions whilst onsite, they will be provided with a contractor pass. They should be advised of pertinent rules and emergency precautions whilst on site.

2.16 One Degree Academy also operates a lettings facility. The terms and conditions and emergency procedures are included in agreements of hire.

Vehicular Access

2.17 There is controlled vehicular access to the school site from Chace Village Road. No vehicles, other than school transport vehicles, staff vehicles, disabled vehicles or emergency services responding to a school emergency, will normally be permitted to enter or leave the school or move anywhere within the school grounds, including the car park, between the hours of 7:00am and 6:30pm. This includes parent vehicles.

Car Parking

2.18 Staff cars may be parked in the car park and within the marked parking spaces.

2.19 School Visitors using the car park are to leave their car registration number with reception when signing in.

2.20 Vehicles are never to be parked in a way that could obstruct the entry/exit of emergency services or other vehicles. They are left own risk

Pedestrian Access

All pedestrians should enter and leave the school via the pedestrian entrances on Chace Village Road.

3.0 Arrangements within One Degree Academy

3.1 It is the responsibility of every person whether staff, student or visitor to ensure that neither by their actions nor by their neglect do they put themselves or others at risk. It is also the duty of every person working in One Degree Academy to comply with these arrangements.

Fire Precautions

3.1.1 Regular checks of fire doors, alarms and extinguishers for damage should be carried out, but not less than once a term. The Health and Safety Coordinator is responsible for ensuring fire alarm tests are carried out on a weekly basis or delegate this responsibility to a member of the premises team.

3.1.2 Action to be taken in the event of fire is displayed in every room. All fire exits are marked with the correct signage. In the event of an exit being blocked by fire or smoke there are alternative exit points.

Fire Evacuation

3.1.3 On hearing the alarm, all doors open to the outside for ease of evacuation of the building to take place. Each teacher has responsibility for the class he/she is with. Students are to leave the building via the shortest route in silence and should gather in their allocated assembly area. Students line up at their marked position in register order and in silence. The school has designated fire marshals in each home base. Fire marshals will have a clear area of responsibility for evacuation with the Lead Fire Marshal and Principal having overall responsibility for the evacuation. The Principal and lead fire marshal will liaise with the emergency services.

3.1.4 While evacuation is happening, the Premises Assistants will patrol the buildings, if practical to do so, to check the buildings are empty. They will confirm with the Lead Fire Marshal, that the buildings are cleared. A fire drill will be arranged at least once a term and a record with comments will be kept in the Health and Safety Logbook. Evacuation times and any shortfalls should be reported. These will then be presented at the next Governing Body meeting along with suggestions on improvements.

Maintenance checks for fire safety

3.1.5 The premises staff will make the following checks on a regular basis:

- that fire exits are clear and unobstructed
- that fire doors are functional
- that fire appliances are supplied
- that the fire alarms work correctly - weekly audibility tests and quarterly engineer inspections
- any defects of all such inspections must be reported to the Health and Safety Coordinator immediately

Health and Safety in Specialist Areas

If required, when using science related equipment, a Head of Key Stage will complete a separate risk assessment for that area and share it with the Health and Safety Coordinator

Student supervision

3.3.1 Teaching staff have responsibility to ensure that rules for working safely and the reasons for those rules are communicated to students before commencing any activity.

3.3.2 Teaching staff have a duty to provide information, instruction and training in the safe use of substances and equipment in practical activities.

Roof leaks, burst pipes, gas leaks

3.4.1 In the event of a roof leak or burst pipe, the problem should be reported to the Health and Safety Coordinator, who will take appropriate steps by liaising with the proprietor and premises assistants as necessary. If the Health and Safety Coordinator is not available the problem should be reported to one of the Senior Staff.

3.4.2 In the event of a gas leak, the problem should be reported to the Health and Safety Coordinator. Minor gas leaks will be dealt with by isolating the room/laboratory and switching off the supply to that laboratory until the engineer arrives. A major gas leak will be dealt with by evacuating the Academy and assembling on the main playground. Again, if the Health and Safety Coordinator cannot be found, report to one of the Senior Staff.

Maintenance checks on specialist plant/fabric of the buildings

3.5.1 It is important to maintain a programme for systematic testing and maintenance of safety devices. To ensure this work is carried out by approved contractors records of all such maintenance and tests are to be kept for inspection by Safety Officers. Where appropriate, while in temporary accommodation this may be delegated to the Landlord's premises team.

3.5.2 The inspection and maintenance of plant and equipment such as Fume Cupboards and electrical equipment happens regularly and is organised by the Health and Safety Coordinator.

3.5.3 Any defects in the general fabric of the buildings (eg broken windows, defective lights or heating etc) should be reported to the Health and Safety Coordinator, who will liaise with the Premises team. Any defect should be reported in writing by emailing facilities@onedegreeacademy.org. outlining the issues.

Accident Procedure

3.6.1 It is essential to maintain a safe and healthy environment with adequate provision for welfare, first aid and emergencies.

3.6.2 Any accident must be reported to an Academy First Aider or contact the Health and Safety Coordinator. She/he will use her/his expertise in deciding what course of action to take (the teacher does not administer treatment unless first aid trained as per the First

Aid list) and any treatment is logged by them. Every accident - even minor ones - must be recorded on an official Accident/Incident form, copies of which are held in the support office. This should be done as soon as possible and no later than 24 hours after the accident/incident has occurred. Witness statements should also be taken within the same time frame. These are then entered onto Bromcom as an incident to ensure an accurate log is kept of any injuries sustained in school.

3.6.3 The Health and Safety Coordinator is the person responsible for reporting any accident/incident in accordance with the H & S Executive Riddor 95 - Reporting Accidents, Diseases and Dangerous Occurrences.

First Aid Boxes

3.7.1 First aid boxes are kept in in the medical room.

3.7.2 A travelling First Aid kit is available for staff taking teams away from One Degree Academy and must be taken with them at all times. A travelling First Aid kit should also be taken on Academy journeys.

Identification of adults on site

Staff and Students

3.8.1 The Academy has an ID badge system and every adult legitimately on site must display the badge. This applies to all permanent members of staff.

Visitors/Contractors

3.8.2 Any visitor/contractor to the Academy must report to Reception. There they are asked to sign in after reading a safeguarding/code of practice briefing and information provided on the the signing in system and are given an identification badge. On leaving the site they must sign out and return the badge.

Tackling Suspicious Persons

3.8.3 All staff are responsible for security, if staff come across a suspicious character on site or someone not wearing an ID badge and feel confident enough to deal with the situation do so, but if not contact Reception and give them the details.

3.8.4 Students should inform a teacher or the main Reception if they see anyone suspicious on site.

3.9 School Journeys

3.9.1 All staff wishing to take students off site must inform the Educational Visits Co-ordinator and the necessary paperwork must be completed.

3.10 Electrical Equipment

3.10.1 Staff shall not attempt repairs or modifications to electrical equipment. Any defects or malfunctions must be reported to the Health and Safety Coordinator.

3.10.2 Only electrical equipment provided by One Degree Academy should be used. No personal equipment should be brought onto site.

3.10.3 Formal visual inspections and tests of portable electrical equipment are carried out annually to identify any maintenance that is required to prevent danger.

3.10.4 Staff are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

3.10.5 It is essential that where portable electrical equipment is used outdoors a residual current device (RCD) is used to reduce the risk of serious electric shock. Staff must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

3.11 Working at heights

3.11.1 Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

3.11.2 Staff should not work at heights of more than 2 metres (from floor to feet position) when they are working alone in or around the Academy, as, if an accident occurs, there is no one to call for assistance.

3.11.3 The need to reach things at heights should be eliminated wherever possible for example, displaying students' work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following rules followed.

3.11.4 Before using a ladder or step ladder, make sure it is the right equipment for the task. All members of staff required to regularly use a ladder in their line of work will be provided with Ladder training through an approved HSE provider. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases, a person who is competent, having received sufficient instruction and training, must erect the equipment in accordance with the manufacturer's instructions.

Ladders and Step Ladders - General rules

- Check that equipment is in good condition; do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/hinges/cords/clips or other defects
- Check the ladder is clear of overhead electric cables
- Set the ladder at the correct angle (1 out of every 4 up)
- Never climb higher than the fourth rung from the top to ensure adequate handhold
- If using the ladder for access onto a flat roof or platform etc make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down
- Move ladders and step ladders so as to avoid the need to overreach
- Secure the ladder at the top of wherever possible. This ensures the ladder cannot slip sideways or backwards. Whilst doing this get someone to foot the base
- If this is impracticable, see that it is firmly secured at the base
- Ladders less than 3m in length can be used without securing providing that they are set at the correct angle on a firm, level, and non-slippery surface
- Ladders over 3m in length must be secured
- Make sure that extension ladders have enough overlap to prevent collapse
- Stand the ladder or step ladder on a firm level base and not on loose material
- Inspect steps before use and clean the rungs if they are wet, icy or greasy

- Make sure footwear is in good condition and free from mud or grease on the soles before climbing any ladders or steps
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position
- Step ladders must be long enough to reach the work and provide secure handhold. Do not stand on the top step or platform on a step ladder unless it is constructed with a secure handhold
- Always spread step ladders to their fullest extent for stability and check retaining hinges/cords/clips are secure
- Whenever possible, place step ladders at right angles to the work, eg with the front or back steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable. Where this is unavoidable another person should support the steps to prevent them tipping

3.12 Substances hazardous to health

3.12.1 Where possible, all substances used in One Degree Academy should be non-hazardous for not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

3.12.2 All substances must be properly labelled, stored, used and when necessary, disposed of in accordance with the manufacturer's instructions. Staff should be aware of the requirement to assess the risks to health of any hazardous substances brought into the Academy to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded. Where substances are transferred into smaller containers for use they must be marked with contents and appropriate hazard sign.

3.12.3 As some hazardous substances are unavoidable, the COSHH assessments for cleaning substances and Legionella bacteria are given below. The control measures for the hazardous substances used in Science, Technology, Food Technology and Art are covered in the relevant sections.

School Cleaning Substances

3.12.4 Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for the general purpose of cleaning in One Degree Academy.

3.12.5 These substances are necessary, as substitutes without these hazards are considered non-effective.

3.12.6 The following measures are used to control the risks to health from the use of these substances:

- the substances are kept secure at all times when not in use to prevent access by students and unauthorised persons
- the substances are only to be used as directed by the manufacture on the containers
- substances shall not be mixed together. This is particularly important with bleach: toxic fumes can be generated if this is mixed with other substances
- skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems eg redness of the skin, eczema or dermatitis. Contact with the skin is to be avoided by

the wearing of PVC gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.

- accidental splashing on the skin or in the eyes needs to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances should be reported to the Health and Safety Coordinator and, where appropriate, to a Medical Practitioner
- where substances are transferred into smaller containers for use they are marked with contents and appropriate hazard sign

3.12.7 The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will control the risks to health presented by the use of these substances.

3.12.8 Cleaning substances are purchased and maintained by the cleaning service company and are used in all of its schools.

3.13 Legionella Bacteria

3.13.1 There is a small risk of Legionella bacteria developing in the domestic water system. If droplets are inhaled, as when taking a shower, this could lead to Legionnaire's disease which can be serious for vulnerable persons.

3.13.2 Once a year a specialist company is contracted to clean and chlorinate the water storage tanks, pipe work and shower heads, etc

3.13.3 In addition the Premises Assistant is responsible for ensuring the shower heads are cleaned and the hot and cold water services are thoroughly run through prior to the Academy re-opening after more than 5 days closure.

3.13.4 Currently, One Degree Academy is working with the building contractors to ensure appropriate testing and maintenance in the prevention of legionella.

3.14 Manual Handling of Items and Equipment

Under no circumstances should students be asked to lift or carry heavy or cumbersome equipment or furniture.

3.14.1 Manual handling operations are required to an extent in most of the Academy's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of staff. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

3.14.2 Staff should not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Health and Safety Coordinator.

3.14.3 When lifting boxes, parcels, etc the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.

3.14.4 Special care is to be exercised when students are involved with the moving of objects for example moving trampolines. Staff are required to assess these operations and only allow students to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.

3.14.5 The manual handling of objects which present a significant risk of injury and which cannot be avoided, is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.