



## Health and Safety Policy

### Context

Yarborough Academy will comply with all applicable legal requirements and recognises its duties within the Health and Safety at Work Act 1974. We are committed to ensuring the Health, Safety and Welfare of all our employees and any others who could be affected by our acts or omissions.

The requirement to provide a safe and healthy working environment for all employees and others is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work Act 1974.

### Aims / Objectives

In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:

- All places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. off-site visits)
- All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work
- Appropriate safe systems of work exist and are maintained
- Sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others
- A healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its activities.

Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representatives forms part of this policy.

### Organisation and Responsibility

The Governing Body has overall health and safety responsibility as the employer and shall:

- Ensure that suitable resources and strategic direction are available to discharge the Academy’s health and safety responsibilities
- Monitor the overall performance of the Academy’s health and safety management system.

The Head teacher must make arrangements for ensuring the implementation of the health and safety policy and/or any Governing Body arrangements arising out of their health and safety responsibilities.

Duties and responsibilities for health and safety are assigned to Staff and Governors based upon the following roles.

<p><b>Policy-making and Planning</b> Governors Headteacher Senior Leadership Team</p>	<ul style="list-style-type: none"> <li>• Devise and produce policy on health, safety and welfare at a strategic level</li> <li>• Preserve, develop, promote and maintain the Academy’s health and safety management system</li> <li>• Ensure that health and safety matters are taken into account when organisational decisions are made</li> <li>• Develop plans to meet Academy health and safety objectives</li> <li>• Develop management arrangements for the identification of hazards and control of risks within their area</li> </ul>
<p><b>Implementing</b> All employees</p>	<ul style="list-style-type: none"> <li>• Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks</li> <li>• Ensure all the systems are working effectively</li> </ul>

<b>Assisting</b> H&S / HR Advisors Occupational Health Professionals Site Manager H&S governor Business Manager	<ul style="list-style-type: none"> <li>• Have the authority, independence and competence to advise the headteacher, governors and employees (or their representative)</li> <li>• May also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field</li> </ul>
<b>Employee</b>	<ul style="list-style-type: none"> <li>• Irrespective of their position within the Academy's organisational structure, everyone is regarded as an employee and therefore the employee duties within the H&amp;S Policy apply to them</li> <li>• All employees in the school are aware of the responsibilities of employees laid down in the Health and Safety policy.</li> </ul>

Those responsible for **Policy-making** must:

- Be familiar with the overall responsibilities laid down in the Academy's Health and Safety Policy
- Ensure that the academy has a structure in place to manage health and safety - planning, implementation, monitoring, and review & auditing - integrated into general day to day management
- Ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly
- Ensure that all school activities are organised and have sufficient arrangements and resources to ensure that health and safety can be managed effectively

In addition, the Governing Body must:

- Ensure that those who have been assigned specific responsibilities for H&S have been identified, this has been communicated, and that adequate training or instruction has been given
- Ensure that sufficient competent persons are in place to advise the school on H&S issues
- Set H&S targets to improve H&S performance
- Monitor progress towards H&S targets and ensure that the academy is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing the Key Performance Indicators (KPI) of health and safety performance they wish to monitor on a regular basis
- Seek advice from an external Health and Safety Advisor as appropriate and take actions as necessary
- Ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues
- Seek advice on any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement

Those responsible for **Planning** must:

- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises
- Determine the resources and arrangements needed to manage health and safety effectively as part of the planning process
- Delegate to other members of staff any or all of the duties associated with the management of health and safety. It is to be understood by everyone concerned that the delegation of certain duties will not relieve the headteacher from the overall day to day responsibilities for health and safety within the establishment
- Ensure that staff working in an Assisting role receive appropriate H&S training
- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone on the premises
- Keep up to date with changes or updates in health and safety management by using a Health and Safety Advisor and other resources and communications
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the planning process
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly
- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors

- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff
- Develop local procedures as necessary for health and safety and ensure they reflect the overall policy
- Seek help from the Health and Safety Adviser or other specialist to ensure that the H&S policy can be implemented effectively and advise the governing body (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support
- Ensure that a H&S Inspection of the site is carried out, in line with identified KPI's (this duty may be delegated to other members of school staff)
- Ensure that Self Audit of the Health and Safety Management system are carried out, in line with identified KPI's. This duty may be shared with other staff such as SLT
- Draw up any Action Plans required from the results of the Premises H&S inspections, evaluations and Self Audit and monitor these regularly
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this
- Consult with staff as necessary on matters of health and safety which may affect them at work

Those responsible for **Implementing** must:

- Maintain an understanding of the Health and Safety Policy and associated procedures within school
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance of attitudes
  - Communicating regularly about H&S
- Be responsible for, and take the lead in, implementation of health and safety policy, associated procedures and any arrangements which have been developed by the Policy-makers and Planners
- Understand and own the plans in place for H&S as part of the overall school planning process, monitor progress in these areas and advise planners of the results or any deficiencies
- Ensure that any personal targets set by Planners are achieved, feeding back any issues identified in this process
- Ensure that individuals have health and safety objectives, if relevant, as part of their annual review process
- Encourage participation in H&S and ensure that communication about H&S issues takes place
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas
- Ensure that staff in these roles have received appropriate training
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary
- Supervise work adequately to ensure that good health and safety standards are maintained
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on the site H&S inspection and carrying out own inspection of work areas
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future
- Avoid allocating 'blame' to individuals who report illness, accidents, or near misses, and ensure that all reports of this nature are managed effectively
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events
- Seek advice from the H&S Adviser or other specialist as required
- Make use of other resources provided by external organisations to promote H&S at work (e.g. internet/Newsletters)

In addition to the above, teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, sports fields, playground and off site e.g. school trips.

Those responsible for **Assisting** must:

- Act appropriately for their role, in a supportive capacity and may use their authority, independence and competence to advise when required to do so
- Ensure that there is a system established for the management of health and safety; this planning and organisation must take place with the Planner(s) and Policy-makers as necessary
- Keep up to date with Health and Safety issues and changes by making use of resources provided to promote H&S at work (e.g. DFE / newsletters)
- Take on certain functions such as communication, collation of statistics, coordination of H&S Inspections/Audits as directed, but the overall responsibility rests with the headteacher
- Collate and produce statistical data and analysis on H&S performance including essential KPIs to assist the Governing Body as part of their monitoring process.

In addition to assisting, the Business Manager and Site Manager collaboratively:

- Maintain an understanding of School Health and Safety Policy arrangements and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements
- Ensure that adequate fire safety arrangements are implemented and maintained
- Arrange for the regular testing and maintenance of electrical equipment
- Maintain records of fire evacuation drills, fire officer inspections and fire extinguisher maintenance
- Ensure adequate first aid requirements for the premises are formally assessed and adequate provision is made
- Ensure the availability of an accident book, and up to date Incident Recording forms are available
- Ensure that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date
- Maintain a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests
- Arrange for the provision of adequate systems for the management of asbestos through the 'Asbestos Management Plan' and control of legionella and excessive water temperatures
- Control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented
- Ensures the general cleanliness of the premises and that adequate welfare facilities are provided
- Ensure that plant and equipment is adequately maintained
- Maintain records of plant and equipment maintenance and tests, and site safety logs
- Ensure that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored
- Ensure the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations
- Ensure that adequate security arrangements are maintained
- Arrange for regular inspection of the areas for which they are responsible to monitor that workplace H&S standards are in effective working order and that safe means of access and egress are maintained
- Respond promptly to any defect that could affect the health and safety of building occupants/visitors, informed to them by others as a result of a maintenance contact visit

**Employees - Irrespective of their position everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.**

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Employees must not interfere with, misuse, or wilfully damage anything provided in the interest of health and safety.

### **Pupils**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. They must:

- follow all instructions issued by any member of staff in the case of an emergency
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Inform any member of staff of any situation which may affect their safety

### **Fire Safety**

Legislation: Regulatory Reform (Fire Safety) Order 2005

Yarborough Academy will ensure that:

- A suitable and sufficient fire risk assessment is conducted and reviewed as required, on a 12 or 24 month basis, dependent upon the level of risk by a competent person. The Academy will request an additional assessment if there is reason to suspect the current one is no longer valid or if there have been significant changes to the building/premises
- The result of the fire risk assessment will be shared with all members of staff
- A full and robust fire evacuation procedure will be developed and employees trained on its contents and the actions to take in case of emergencies
- The evacuation procedure will be prominently displayed throughout the Academy
- A fire evacuation drill will be practised to test the fire evacuation procedure and thereafter the drill is repeated and reviewed every term and the results recorded
- A sufficient number of fire wardens will be appointed and properly trained (refreshed every 3 years) to assist in ensuring all fire safety precautions for the premises are in place and maintained
- Fire escape routes and exits will be suitable and sufficient for the number of occupants, clearly signed and kept free from obstructions at all times
- Fire detection and alarm systems will be fitted, tested (weekly from different points), maintained and inspected accordance with requirements for the premises and records maintained
- Firefighting equipment (i.e. extinguishers) will be provided, maintained and inspected annually by an approved contractor and records maintained
- All emergency lighting will be tested monthly by the Site Manager and six monthly by an external competent contractor with records maintained accordingly
- Information, Instruction and training on Fire Awareness will be provided to all employees, (refreshed every 3 years)

### **Working at Height**

Legislation: The Work at Height Regulations 2005

Yarborough Academy will ensure that:

- For each activity involving work at height, suitable and sufficient risk assessments should be completed that identify measures to prevent falls of people, equipment or materials
- There are an adequate number of trained assessors to effectively carry out work at height risk assessments, which should be recorded and the control measures identified trained out to affected persons
- Only short duration light work is permitted from ladders or stepladders. All precautions for positioning, stabilising, protecting other people should be completed prior to ascending
- All working at height and access equipment (i.e. stepladders, ladders, mobile platforms, elephants' feet type steps, etc.) should be entered into a premises log, pre-use checks, inspections should be carried out and tagged

in line with manufacturer's requirements to ensure safe condition. In particular, to make sure that any defects can be identified and remedied before use or the ladders removed from use if not safe

- All employees who perform work at height are provided with information, instruction and training to enable them to carry out their tasks safely

## **Plant and Equipment**

Legislation: The Health and Safety at Work etc Act 1974 and the Provision and Use of Work Equipment Regulations (PUWER) 1998

Yarborough Academy will ensure that:

- All plant and work equipment is selected and installed properly. Unsafe equipment will not be permitted for use within the premises
- All plant and work equipment is used and maintained correctly to protect employees or others that could be affected
- Sensible risk assessments and safe systems of work will be developed following manufacturers recommendations for use and maintenance
- All persons using any equipment are trained and competent
- All statutory inspections on plant equipment such as boilers, gas, pressure systems or any fixed electrical installations will be conducted by competent contractors and records retained accordingly
- Portable Appliance Testing (PAT) will be conducted as required in line with HSE best practice guidelines, via external contractor or a suitably competent employee

## **Display Screen Equipment**

Legislation: The Health and Safety (Display Screen Equipment) Regulations 1992

Yarborough Academy will ensure that:

- Suitable and sufficient risk assessments are completed for all users of Display Screen Equipment (DSE) and control measures implemented to reduce any potential occupational ill health caused by employees' interactions with DSE, (including poor set up, ergonomics, etc.)
- Users will be provided with information, instruction and training associated with the use of DSE equipment, which should be refreshed at a minimum of every 3 years
- Normal corrective appliances, (spectacles) are at the users' own expense. However, if 'special' corrective appliances under the DSE Regulations are required, then these are at the expense of the Academy.

## **Manual Handling**

Legislation: The Manual Handling Operations Regulations 1992 (as amended)

Yarborough Academy will ensure that:

- A suitable and sufficient risk assessment has been carried out and any necessary control measures implemented to reduce any potential injury or occupational ill health caused by manual handling at work
- Affected employees will be provided with information, instruction and training associated with manual handling as well as any lifting aids which should be refreshed at a minimum of every 3 years
- Employees make full and proper use of any equipment provided or safe system of work implemented to reduce any potential impacts from manual handling at work.

## **Hazardous Substances**

Legislation: Control of Substances Hazardous to Health Regulations (COSHH) 2002, the CLP Regulation and Global Harmonised System on Classification and Labelling of Chemicals (GHS)

Yarborough Academy will ensure that:

- Suitable and sufficient COSHH Assessments are completed, and reviewed as necessary, control measures to reduce exposure levels are identified, implemented, used, maintained and inspected as is necessary
- Where necessary, suitable monitoring of exposure within the workplace is conducted and that suitable Health Surveillance is regularly carried out for affected employees via suitable Occupational Health Service Provider, currently OH Services Ltd, Immingham
- All hazardous substances brought or used within the workplace; that Safety Data Sheets (sourced directly from manufacturers or suppliers) are made readily available at point of use and utilised during progression of any required COSHH Assessments
- All hazardous substances will be stored in suitable containers with correct labelling in compliance with GHS and have child resistant fastenings
- Adequate arrangements are in place to deal with any accidents, incidents or emergencies involving hazardous substances
- Affected employees are provided with information, instruction and training associated with the COSHH which should be refreshed at a minimum of every 3 years

## **Occupational Health**

Legislation: The Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 2006, the Control of Substances Hazardous to Health Regulations (COSHH) 2002; The Control of Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005

Where necessary Yarborough Academy will ensure suitable monitoring of exposure within the workplace is conducted and that suitable Health Surveillance is regularly carried out for affected employees via a suitable Occupational Health Service Provider, currently OH Services Ltd, Immingham, to include but not limited to:

- Occupational Health (OH) Placement Screening
- OH Referrals or Reviews
- Counselling Services
- Health Surveillance, (i.e. Audiometry, Hand–Arm Vibration, Spirometry)
- Exit Medical Screening

Additionally, Yarborough Academy has a legal duty under The Health and Safety at Work Act to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees, including the risks of Occupational Ill-Health caused or made worse by work activities, including Depression, Anxiety and Stress.

Under the Management of Health and Safety at Work Regulations 1999, Yarborough Academy must consider the risks to employees (including the risk of reasonably foreseeable stress or anxiety); decide how significant these risks are; decide what to do to prevent or control the risks and develop a clear management plan to achieve this

In order to comply with the above requirements Yarborough Academy will ensure suitable and sufficient risk assessments are completed and safe systems of work are developed and trained out as is necessary

## **Asbestos Management**

Legislation: The Control of Asbestos Regulations 2012

All buildings built pre-1999 may contain Asbestos in some form therefore, unless proven otherwise, it must be presumed that all materials contain asbestos. Before any type of destructive, refurbishment or modification works to any premises built pre-1999 a thorough investigation must be completed. The site Asbestos Register / Plan must be reviewed and it must be verified that Asbestos Containing Materials (ACMs) are not present prior to any works going ahead.

Yarborough Academy has a 'Duty to Manage' asbestos under the Control of Asbestos Regulations 2012 and therefore will manage that risk by:

- Finding out if there is asbestos in the premises, (presuming that ACM's are present unless there is strong evidence that there is not), its location and the condition it is in

- Making and keeping an up to date record of the location and condition of ACM's or presumed ACM's within the premises
- Assessing the risk from the material
- Preparing a plan that sets out in detail how Yarborough Academy will manage the risk from this material
- Taking the steps needed to put the plan into action
- Reviewing and monitoring the plan and the arrangements to put it in place
- Setting up a system for providing information on the location and condition of the materials to anyone who is liable to work on or disturb it

## Lone Working

Legislation: The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999

Yarborough Academy has a legal duty under The Health and Safety at Work Act to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees, including the risk in relation to working without close or direct supervision.

Under the Management of Health and Safety at Work Regulations 1999, Yarborough Academy will review the potential hazards faced by lone workers and assess the risks involved. It will also ensure that measures are in place to avoid or control risks where necessary.

In order to comply with the above requirements Yarborough Academy will ensure suitable and sufficient risk assessments are completed and safe systems of work are developed and amended as necessary.

## Personal Protective Equipment (PPE)

Legislation: The Personal Protective Equipment at Work Regulations 1992


Yarborough Academy will ensure provision of adequate PPE to protect employees from potential hazards and risks that cannot be reduced or eliminated by other means, ensuring:

- All items of PPE are compatible to other items of PPE
- An assessment of PPE is conducted to ensure it is suitable and provides adequate protection to the wearer
- All items of PPE are maintained and replaced as is necessary
- Suitable accommodation is provided for storage of PPE when not in use

Yarborough Academy will ensure that affected employees are provided with information, instruction and training associated with PPE including the correct use and reporting of losses or defects; which should be refreshed at a minimum of every 3 years.

## Monitoring Arrangements

This policy will be reviewed every 2 years and approved by the board of trustees.

Policy written: Summer 2020	
Last reviewed: Autumn 22	
Next review due : Autumn 2024	
Policy written by: Business Manager	
Signed: 	Date: 03/10/2022