

# Newport Community School Primary Academy



## HEALTH AND SAFETY POLICY

**Date Adopted: 18 March 2022**  
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**Anticipated Review: Spring 2023**

### HEALTH AND SAFETY POLICY

#### STATEMENT OF INTENT

##### 1. GENERAL

Tarka Learning Partnership (TLP) recognises its overall responsibility for the health, safety and welfare of all employees, students and others who may be affected by using each academy premises or participating in academy sponsored activities.

We regard the promotion of health and safety to be critical to our success and in supporting our aim “to provide a safe and healthy working and learning environment for students, staff and visitors”. Therefore we shall in so far as is reasonably practicable, comply with the requirements of the Health and Safety at Work Act 1974 and all statutory provisions associated with it and support staff in meeting their obligations under the Act.

High standards can only be achieved with the full involvement of the Academy community. The Head Teacher should be supported with a high degree of commitment from leaders, teachers and supervisors at every level.

The TLP believes that by integrating sensible health, safety and welfare practices into all our work/educational related activities will form part of the good education of our students; this will effectively control and manage risks

The TLP will review the health and safety policy on a regular basis and bring any revisions to the attention of pupils and staff where applicable. This policy will be brought to the attention of staff through staff induction and via staff meetings and to the attention of children through assemblies or through class teachers.

# ORGANISATION

## 2. RESPONSIBILITIES

### THE DUTIES OF THE TLP BOARD

In the discharge of its legal duty, the TLP, in consultation with the Head Teacher, will:

- make itself familiar with the requirements of the Health and Safety at Work Act 1974, associated legislation and Codes of Practices which are relevant to the work of the academy.
- appoint a “Competent Person” as defined by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This responsibility is carried out by the TLP Estates Leader, who will advise, consult, support and liaise with the Head Teacher and other relevant employees.
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the academy to provide:
  - a safe place for pupils and staff to learn and work including safe means of entry and exit
  - plant, equipment and systems of work which are safe
  - safe arrangements for the handling, storage and transport of articles and substances
  - safe and healthy working and welfare conditions
  - supervision, training and instruction so that all students and staff can perform their academy-related activities in a healthy and safe manner
  - necessary safety and protective equipment and clothing where appropriate

The TLP will also:

- periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- monitor the effectiveness of health and safety management through appropriate level meetings, periodic practical reviews and annual audit
- provide adequate resources, in so far as is reasonably practicable to meet the academy’s legal responsibilities, and
- take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- the Local Governing Body (LGB) has the responsibility of holding the Head Teacher to account for the implementation of the policy and for taking responsibilities outlined in the Scheme of Delegation.

### THE DUTIES OF THE HEAD TEACHER

The Head Teacher has day to day responsibility for health and safety performance and to take all reasonable practicable steps to secure the health and safety of students, staff and others using the academy premises or participating in academy sponsored activities.

The Head Teacher will take all reasonably practicable steps to achieve this through the health and safety co-ordinator, heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

In particular, the Head Teacher will:

- ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
- co-operate with the Local Governing body to ensure that this policy and its associated arrangements are implemented and complied with
- communicate the policy and other appropriate health and safety information to all relevant people including contractors
- report to the Governing body on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- ensure that the premises, plant, and equipment are maintained in a safe and serviceable condition
- report to the Governing body any significant risks or policy requirements which cannot be met within the establishment’s budget
- identify the training needs of staff and hence ensure that they are competent to carry out their roles and are

- provided with adequate information, instruction, and training
- ensure consultation arrangements are in place for staff and their trade union representatives where appointed
- monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
- promote a positive health and safety culture by leading by example

The Head Teacher, may delegate tasks to others and authorise others to undertake duties on their behalf, but will retain overall responsibility for the implementation and management of proper health and safety controls within the Academy on behalf of the Employing Body.

### **THE DUTIES OF THE HEALTH AND SAFETY CO-ORDINATOR / HEAD TEACHER**

In addition to the appointment of the TLP Estates Leader to act as the Competent Person and in addition to the general duties which all members of staff have, the health and safety co-ordinator has responsibility for the day-to-day maintenance and development of safe working practices and conditions for students, staff, and any other person using the premises or engaged in activities sponsored by the academy.

The School Business Manager is to ensure that arrangements are in place to cover the foreseeable, significant risks to health and safety arising at the academy. To do this the School Business Manager will:

- co-ordinate and manage the risk assessment process for the academy to allow the prompt identification of potential hazards.
- co-ordinate general workplace monitoring inspections and performance monitoring processes
- keep records of all health and safety related activities
- ensure staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the academy generally
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of students, staff and others are made safe without delay
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- arrange periodic reviews and safety audits on the findings of the health and safety management system
- advise the staff on situations or activities that are potentially hazardous to the health and safety of staff, students and visitors
- carry out any other devolved functions assigned by the TLP

### **THE DUTIES OF THE SCHOOL BUSINESS MANAGER, FACILITIES MANAGER, CARETAKER CATERING MANAGER**

The Facilities Manager, Caretaker and Catering Manager have specific delegated tasks in relation to health & safety management within their areas. They must ensure that:

- risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented.
- appropriate safe working procedures are brought to the attention of all staff via appropriate instruction and training and are enforced effectively.
- they take appropriate action on health, safety and welfare issues referred to them, informing the School Business Manager or Head Teacher of any problems they are unable to resolve within the resources available to them.
- the Site Manager will carry out regular inspections of the premises with the School Business Manager and report / record these inspections discussing findings with the Head Teacher and the Local Governing Body where relevant.
- all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

## **THE DUTIES OF TEACHERS / MEMBERS OF THE SLT TEAM**

Every school leader and teacher, so far as is reasonably practicable, is responsible at all times and in varying degrees, for the health and safety of all persons (including employees, students, visitors, volunteers, temporary staff, contractors and the general public) within their area of responsibility or control.

Each must be aware of and comply with relevant academy health, safety and wellbeing policies as well as the specific guidance applying to their specific work activities.

They must ensure that they:

- apply the academy's health and safety policy to their own area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements
- carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the School Business Manager for Premises related matters and to the Head Teacher for curriculum or teaching related risk assessments within the specified time frame
- ensure that all staff under their management are familiar with the health and safety procedures for their area of work and act accordingly
- liaise with the Head Teacher or School Business Manager on matters of health and safety highlighted by staff, parents, visitors and pupils
- resolve health, safety and welfare problems that members of staff refer to them, and to liaise further with the Academy Head Teacher and School Business Manager on any problems to which they cannot achieve a satisfactory solution within the resources available to them
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- ensure all accidents and incidents are recorded and investigated appropriately where applicable

## **THE DUTIES OF CLASS TEACHERS**

Class teachers are expected to:

- exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and carry them out
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. CLEAPS, if issued, and to ensure that they are applied
- give clear oral and written instructions and warnings to pupils where necessary
- follow safe working procedures personally
- require the use of protective clothing and guards where necessary
- make recommendations to their Head Teacher or School Business Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with national Curriculum requirements for safety education
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- report all accidents, defects and dangerous occurrences to their Head Teacher or School Business Manager

School leaders and teachers manage the day-to-day health, safety, and well-being of people by ensuring all the activities undertaken under their control comply with the Academy's health and safety arrangements. Sensible health and safety management is not necessarily about eliminating all risks but controlling them to a level as low as reasonably practicable and maintaining that control.

## **THE DUTIES OF THE CARETAKER**

It is the responsibility of the Facilities Manager or Caretaker to ensure that arrangements are in place to manage all aspects of the academy's sites, buildings and premises in compliance with the health and safety policy and

associated guidance. In addition, the Facilities Manager or Caretaker must ensure that all relevant risk assessments are recorded and kept up to date.

## **THE DUTIES OF ALL MEMBERS OF STAFF**

All persons employed by the academy, including official volunteers, have a duty to themselves, their colleagues, the academy, and the community they serve, to work in a safe and responsible manner.

To that end, they must assist the academy in achieving its health and safety objectives by:

- taking action to prevent work related accidents and ill health
- reporting unsafe processes, practices and equipment to supervisors or managers
- raising health and safety concerns with the Head Teacher, School Business Manager or member of SLT
- reporting all health and safety incidents however minor to supervisors or managers
- following the appropriate safety rules and procedures relating to each work activity
- using the safe systems of work, control measures, protective clothing, equipment and devices where required
- not intentionally or recklessly interfering with, or misusing anything provided in the interest of health, safety and wellbeing
- co-operating with their manager in implementing the necessary health and safety arrangements and procedures as required

By setting a good example to others, always behaving in a responsible manner and never instigating or participating in any form of reckless behaviour will ensure that a safe and enjoyable working/learning environment is maintained for the good of all users of the academy.

## **PUPILS**

Students, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others to observe standards of behaviour and dress consistent with safety and/or hygiene and to observe all the health and safety rules of the academy and in particular, the instructions of staff given in an emergency.

They should use and not wilfully misuse, neglect or interfere with facilities or equipment provided for theirs and others health and safety.

## **HIRERS, CONTRACTORS AND OTHERS**

When premises are used for purposes not under the direction of the Head Teacher then the person in charge of the activities for which the premises are in use will have responsibility for the safe practices undertaken.

The Academy's School Business Manager will seek to ensure that hirers, contractors and others who use the academy premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the academy premises or facilities are being used out of normal academy hours for an academy-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this.

When the premises are hired to persons outside the employment of the Employing Body, it will be a condition for all hirers, contractors and others using the academy's premises or facilities to familiarise themselves with this policy, to comply with all safety directives and that they will not without the prior consent of the Academy:

- introduce equipment for use on the academy premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or students of the academy

All contractors who work on the academy premises are required to ensure safe working practices are followed by their own employees according to the appropriate legal requirements and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head Teacher will take such actions as is necessary to prevent persons in their care being put at risk from injury.

## **ARRANGEMENTS**

### **3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

#### **RISK ASSESSMENT**

The underlying process, which informs this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded in writing. It will be the responsibility of the Head Teacher, School Business Manager, Catering Manager, Facilities Manager or Caretaker and relevant line managers and teachers to ensure that relevant risk assessments are maintained and kept up to date.

The Academy will follow the TLP guidance. In addition, the following Academy specific arrangements are in place:

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the TLP Premises Guidance under the Parago section.

Specifically, the model risk assessments amended and adopted to identify suitable risk control measures will be as follows:

- RA018 Whole Primary Academy
- RA010 Fire
- RA007 Building & Site
- RA008 Caretaking, Cleaning & Maintenance
- RA014 Kitchen Activities
- RA025 Lone Working
- RA015 Moving & Handling
- RA021 Security
- RA013 Working at Height
- RA011 Glazing

Other Risk Assessments carried out

- Environmental Area
- COSHH
- Emergency use of AED
- Grounds Maintenance
- Platform Lift
- Vehicle Safety

Risk assessments are available for all staff to view and are held centrally on Parago. If you do not have access to Parago, please contact a member of the office staff. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed annually or sooner where necessary. This will be identified on the TLP model risk assessments.

**Academy Partnerships:** Academy 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 that provided by the Academy. 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 that will be new or unusual in comparison with the Academy's routine activities.

**Accident/Incident Reporting:** every injury must be reported and recorded in-line with the identified procedures. Any injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity that the incident occurred.

All employee accidents must be reported to the Head Teacher who will in turn report numbers of accidents or the details of serious accidents to the Governing Body. This will be achieved by entering accident details onto the Parago Incident Management section.

Accidents to pupils and other non-employees should be recorded in the accident book. Those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Head Teacher and then to the Local Governing Body by entering accident details onto the Parago Incident Management reporting system.

Parents / carers will be notified immediately of all major injuries.

The Head Teacher will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the Parago Incident Management reporting system. This will be undertaken by the Head Teacher with the support of the TLP Estates Leader.

**Asbestos:** The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in Reception.

The Asbestos Register is also held in the School Business Manager's office and will be made available to all staff and contractors prior to any work commencing on the fabric of the building or fixed equipment containing asbestos. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Governing Board
- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that any relevant work on the fabric of the building or fixed equipment is approved via the completion of the ASB1 form
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2 form according to the frequencies identified in the AMP.
- All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Register.
- All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the School Business Manager at the earliest opportunity.

**Buildings/Premises:** we will ensure that our Academy is kept in a condition which is safe for staff, students and others who may be present, in accordance with statutory requirements, including statutory inspection and maintenance of workplace plant and equipment.

**Consultation:** Members of staff with concerns should normally raise them with their Line Manager. Staff should feel free to contact the appropriate trade union appointed safety representative. The Academy welcomes the support of trade unions in health and safety matters and will continue to work and consult with safety representatives appointed by trade unions in the implementation of sensible health and safety practices. The current Safety Representative is (tbc), who was appointed by teachers at a staff meeting.

**Contractors:** 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 Head Teacher to ensure that the Academy's Employing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

**COSHH:** the Academy recognises its fundamental duty to provide safe systems of work, and a safe and healthy working environment. This is particularly important when staff are using substances and chemicals, some of which

may be hazardous. We aim to reduce the risk of using hazardous substances by carrying out COSHH risk assessments and then establishing appropriate control measures.

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

The Facilities Manager or Caretaker shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted by the Facilities Manager or Caretaker to identify the safe working method and appropriate emergency procedures
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and never decanted into unmarked containers.

**Curriculum Safety:** all programmes of study require that children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety. Staff will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for children to use. Where a new risk is identified or a potential hazard such as a new piece of equipment or visiting animal etc. then a curriculum risk assessment form must be filled in prior to use or visit. This is available from the School Office.

**Fire Safety:** the arrangements for fire prevention and dealing with an emergency are contained within the Academy's Emergency Plan document. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss.

**First Aid:** the Academy is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries. It will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the Academy are met.

**Inspection and Monitoring:** the Head Teacher/School Business Manager will put in place the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that workplace precautions remain suitable and sufficient. The central component of this process is the undertaking and reviewing of periodic risk assessment and safety review document(s) for the Academy. Feedback from this process is to be referred to the Academy Governing Body.

**Legionella:** we will take all necessary steps to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.

**Lettings/shared use of premises:** the Employing Body will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Academy health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

**Medication Arrangements:** there is no legal duty requiring the Academy to administer medicines. However, the Academy recognises that children with medical needs have the same rights of admission to the Academy and therefore the Academy has produced detailed arrangements for managing this.

**Moving and Handling:** any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff. (see risk assessment)

**Offsite Visits:** suitable and sufficient arrangements are in place in respect to any visits off the Academy premises. Daniel Brewer is the Educational Visits Co-ordinator for the Academy.

**Personal Safety:** certain personal safety issues may arise, such as lone working, work affecting new and expectant mothers, young people and volunteers. We will seek to ensure that such issues are appropriately risk assessed, controlled, supervised and managed. (see relevant personnel policies and risk assessment)

**Training and Information:** 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 School Business Manager. TLP Estates Team information will be made readily available to employees.

From time to time, the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics. The Head Teacher will normally incorporate such codes into this health and safety policy and procedures.

If the Head Teacher considers the inclusion of all or any such documents into this policy to be inappropriate, he will be required to demonstrate to the satisfaction of the Employing Body that he has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

It is only by the adoption of safe methods of work and good practice by every individual that everyone's personal health and safety can be ensured. The Academy will take all reasonable steps to identify and reduce hazards to a minimum but all students and staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the academy premises or while taking part in academy-sponsored activities.

The TLP Estates Team also provide competent health and safety advice for Academy staff and can be contacted on 01271442659/01271443126 or on [Erick.muzard@tarkatrust.gov.uk](mailto:Erick.muzard@tarkatrust.gov.uk).

The Health and Safety Law poster is displayed in both the Staff Room and in the School Office.

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required

Training records will be kept in the School Office where the School Business Manager is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.