



# Health and Safety Policy

## Centre Academy London

Implementation date: January 2018

Next review date: January 2019

Signed:

Dr Duncan Rollo  
Principal

Date:

Signed:

Miss Rachel Maddison  
Head of School

Date:

Signed:

Mr Alaudin Chilaev  
Site Manager

Date:



## **1. Introduction**

The Proprietor of Centre Academy London (CA London) has a responsibility as an employer under the Health and Safety at Work Act 1974 to promote the health and safety of all members of the School community.

CA London works from the premise that many accidents can be prevented if proper thought is given to the risks involved and, if necessary, precautions are taken. The school seeks firstly to identify the risks associated with a school environment such as this, including the actions of its members, and then either to remove or reduce those risks to an acceptable level. The Head of School is assigned the task of ensuring that the health and safety needs of everyone are taken into account across the range of activities.

The school acknowledges the link between a robust health and safety culture and a willingness to consult closely with all employees over policy and practice. When necessary, CA London will work with expert agencies to determine risks and decide upon consequent precautions in specialist fields. Equally, the School is fully committed to training its employees and providing information to all members of the community in order to promote best practice in the field of health and safety.

Whilst the proprietor acknowledges that it retains the ultimate responsibility for health and safety at CA London, all members of the community are required to take reasonable care of their own and others' health and safety. Furthermore, all members of the community are expected to carry out their duties in accordance with training and instructions and to contribute to the desired culture of health and safety by informing the School of serious risks and hazards.

This Health and Safety Policy document is designed to make clear just how the working atmosphere, management structures and school procedures contribute to the achievement of these stated aims.

### **1.1 Legal Framework**

Health and Safety at Work Act, 1974

The Workplace (Health, Safety and Welfare) Regulations, 1992

Management of Health and Safety at Work Regulations, 1999

Education Act, 2002

The Regulatory Reform (Fire Safety) Order, 2005

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013

DfE Health and Safety: Advice on Legal Duties and Powers, 2014

DfE Advice on Standards for School Premises, 2015



## 1.2 Key Staff

Full details of all Key Staff can be found on the Roles and Responsibilities List. This is available from the School Office. These staff have additional Health and Safety Responsibilities:

Role/Responsibility	Staff Name	School Title
Principal	Dr D Rollo	Principal
Head of School	Miss R Maddison	Head of School
Site Manager	Mr A Chilaev	Site Manager
Health & Safety	Mr A Chilaev	Site Manager
Fire Safety	Mr A Chilaev	Site Manager
Medication	Ms C Leary Ms J Parkin Ms T Raw	School Secretary Office Administrator Head of Finance & Administration
First Aid	Ms C Leary Ms J Parkin	School Secretary Office Administrator

## 1.3 Contents

1. Introduction .....	2
1.1 Legal Framework .....	2
1.2 Key Staff .....	3
1.3 Contents .....	3
2. Responsibilities .....	4
2.1 Employer.....	4
2.2 Head of School .....	5
2.3 Site Manager .....	5
2.4 All Staff .....	6
3. The Health and Safety Committee .....	6
3.1 The Health and Safety Line Management System.....	6
3.1.1 Line Management System.....	7
4.1.1 Reporting Injuries and Accidents .....	8
5. Risk Assessments .....	8
5.1 Parental consent for off-site activities .....	9
6. Individual Risk Policies and Procedures .....	9
6.1 Asbestos Management.....	9



6.2 Control of Hazardous Substances .....	9
6.3 Display Screen Equipment .....	9
6.4 Electrical Safety .....	9
6.5 Evacuations .....	10
6.6 Fire Safety Policy .....	10
6.7 First Aid & Medication.....	10
6.8 Legionella.....	10
6.9 Lone Working .....	11
6.10 Manual Handling .....	11
6.11 Smoking.....	11
6.12 Stress and Wellbeing .....	11
6.13 Supervision of Pupils .....	11
6.14 Violence at Work.....	12
6.15 Working at Height .....	12

## **2. Responsibilities**

### **2.1 Employer**

The Proprietor of CA London accepts the duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure, as far as is reasonably practicable, the health and safety of the school's employees, pupils in school and on offsite trips, all visitors and any volunteers involved in school activities.

School Office staff will ensure that:

- All visitors and contractors are identified before allowing them access to the school premises
- All visitors to the school sign in at Reception. During school hours, when children and young people are in school, visitor badges will be issued so that unknown individuals can be identified.
- Any relevant site safety information will be given to all visitors/contractors when onsite.
- Carry out a health and safety induction for all staff and keep records of that induction.

Accepting this responsibility, the Proprietor has appointed the Principal to oversee the formulation, implementation and regular review of the Health and Safety Policy.



## 2.2 Head of School

The task of implementing the Health and Safety Policy is delegated down from the Principal to the Head of School. In turn, the Head of School has appointed the Site Manager as Health and Safety Officer. Both Head of School and Health and Safety Officer are part of the Health and Safety Committee that ensures that the policy and practices of the school are regularly reviewed.

On a regular basis, the Head of School presents a report to the Proprietor in which any significant health and safety issues are raised. A written report, on the State of the School is presented to the Proprietor at the end of each academic year. However, if any Health and Safety issues arise, the Head of School would inform the Principal who, in turn, would inform the Proprietor.

In addition to this, the Head of School will carry out any investigations into accidents and produce reports/statements for any civil or criminal action which may arise.

## 2.3 Site Manager

The Site Manager is responsible of day to day maintenance of the site. They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the Head of School or Principal immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc in the yard.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting hazards, the use of hazardous substances and manual handling.
- Ensure Health and Safety Law posters are displayed in the School Office.
- Carry out a weekly test of the fire alarm.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects.
- Keep up to date with new developments in Health and Safety issues for schools.

Together with the Head of School, the Site Manager will also:

- Ensure risk assessments are accurate, suitable and reviewed annually.
- Deal with any hazardous practices, equipment or building issues.
- Provide a good example, guidance and support to staff on health and safety issues.



## **2.4 All Staff**

All staff, under the Health and Safety at Work Act (1974), have general health and safety responsibilities. They will:

- Read and comply with the requirements of the safety policy and any other relevant legislation.
- Take responsible care for the health and safety of themselves and of others who may be affected by their actions or omissions at work.
- Ensure health and safety regulations, rules, routines and procedures are being applied.
- Report any defects they observe to the Site Manager.
- Take an active interest in promoting health and safety.

## **2.5 Training**

CA London will ensure that staff are given appropriate health and safety training for their role. Training needs are assessed as part of annual reviews, however, may also be identified as part of a risk assessment process.

## **3. The Health and Safety Committee**

The Health and Safety Committee comprises Dr D Rollo (Principal), Miss R Maddison (Head of School), and Mr A Chilaev (Site Manager). Each member of the School community has access to this committee through the line management system. Equally, individual submissions and representations are warmly welcomed.

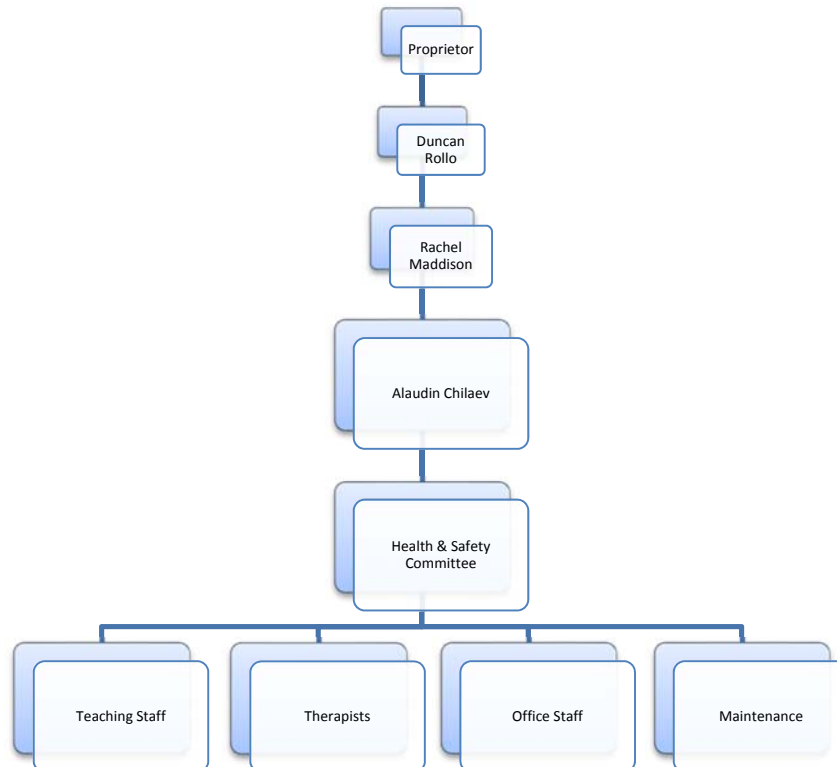
The Health and Safety Committee meets twice a term to discuss new business as presented by the constituent members and to review health and safety reports and risk assessments.

### **3.1 The Health and Safety Line Management System**

All members of the school community are represented on the Health and Safety committee. In effect, the member of the committee act as line managers, and have the task of ensuring that information flows effectively on matters of Health and Safety.



### 3.1.1 Line Management System



This Health and Safety policy is accompanied by various risk assessments, which can be found by staff on the T: Drive or from the School Office, and is subject to risk management. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them.

#### 4. Incidents

All members of the school community are asked to report any actual incidents of significance involving pupils, employees, visitors, buildings or property.

Confidential and/or private matters concerning the welfare of members of the school community should not be reported using this mechanism. Rather, the published school procedures relating to welfare matters should be followed.

The Health and Safety Officer is delegated the task of compiling regular reports, which will then be reviewed at the regular Health and Safety Committee meetings.



#### **4.1 Accidents**

All members of the school community are asked to report any accidents resulting in physical injury to pupils, employees or visitors.

These Accident Reports will then be collated by the Health and Safety Officer, seen by the Health and Safety Committee and appropriate action recommended, sanctioned and undertaken. This reporting procedure does not override the requirement for some individuals and departments working in “high-risk” areas to keep separate Accident Logs.

Accident Reports can be found in the school office.

##### **4.1.1 Reporting Injuries and Accidents**

In some instances injuries and accidents need to be reported to outside bodies. Please see the First Aid Policy for information.

#### **4.2 Hazards and Near Misses**

All members of the school community are asked to report any hazards or near misses encountered to the Site Manager. This should be done, where possible, by e-mail copying in the School Office, the heading of the e-mail should be ‘Maintenance – Health and Safety’ to ensure that it is given appropriate priority. In this context, a hazard is defined as something that is dangerous and likely to cause damage or injury. A near miss is defined as an occurrence in which injury or damage was narrowly avoided.

These Hazard and Near Misses Reports will then be collated by the Health and Safety Officer, seen by the Health and Safety Committee and appropriate action recommended, sanctioned and undertaken. The Health and Safety Officer is delegated the task of compiling the Hazard and Near Misses Reports, which will be reviewed at the regular Health and Safety Committee meetings.

Any member of the school community submitting such a report can expect the incident to be formally acknowledged.

Hazard and Near Misses Reports can be found in the School Office.

#### **5. Risk Assessments**

The school maintains a comprehensive set of risk assessments which are held on the CA London network.





All risk assessments are reviewed regularly either annually, termly or for each individual occurrence, such as trips outside of school.

### **5.1 Parental consent for off-site activities**

Parental consent for local trips and visits will be sought at the start of the year. These take place in school hours and are part of our students' normal school education. For trips that take place outside the local area additional and specific permission will be obtained.

## **6. Individual Risk Policies and Procedures**

### **6.1 Asbestos Management**

The School Office, together with the Site Manager, will ensure that an Asbestos Survey is carried out annually. The Site Manager will ensure that any contract carrying out work onsite is given the Asbestos Survey prior to commencing any remedial or maintenance work.

### **6.2 Control of Hazardous Substances**

The use of hazardous substances in school will be kept to a minimum. Where it cannot be avoided, the Site Manager will complete a COSHH safety data sheet/assessment for all hazardous substances used on site.

The associated procedures and control measures will then be enforced. If any staff are aware they require hazardous substances as part of their curriculum, they will liaise with the Site Manager to ensure that relevant paperwork is done and control measures implemented.

### **6.3 Display Screen Equipment**

All users of computer screens should ensure they are taking regular breaks and their screens and work areas are set up correctly. Details of this can be found in the School Office. If any additional equipment is needed to ensure correct working practices, staff should contact the Head of School so this can be ordered.

### **6.4 Electrical Safety**

The School Office will ensure that all school electrical items, including portable items are PAT tested annually. Records will be held in the School Office. Recommendations from this test will then be actioned as required.

All staff are requested to inform Site Manager of any electrical issues that need to be actioned, but staff must ensure that they leave the item safe, for example, unplugged. If 4-way adapters are being used, only one can be used per socket i.e. a 4-way adapter must not be plugged into a 4-way adapter. If longer extensions are required, these can be organised through the Head of School or Site Manager.



Private electrical equipment is not to be used at school unless approved by the Head of School and private devices such as mobile phones are not to be charged via mains chargers at school.

### **6.5 Evacuations**

Please see CA London's Fire Evacuation Plan document for information about evacuating in a fire related emergency. Please note that that this evacuation plan will also be followed in non-fire related emergencies.

All staff receive the evacuation plan at induction, this is reviewed and redistributed annually.

### **6.6 Fire Safety Policy**

The Fire Safety Officer is designated as the competent person for fire safety on the premises. They will attend a Fire Safety Officer training course and refresher every three years. The Fire Safety Officer is responsible for the local management and completely of day-to-day fire safety related duties and upkeep of the fire safety manual.

- Fire Panels, Fire Extinguishers and smoke alarms are tested annually. Appropriate action and remedial work is carried out when necessary and documentation completed. This is organised by the School Office and overseen by the Site Manager.
- Fire exits have appropriate signage and escape routes will be checked by the site manager weekly.
- Fire alarms are checked weekly by the Site Manager.
- Fire drills take place once every half term.

All evidence for these checks are kept in the relevant files located in the office.

All staff are provided with Fire Evacuation Plan at induction. This is reviewed, updated and redistributed annually.

### **6.7 First Aid & Medication**

Information about first aid provision can be found in the First Aid Policy. Information about administration of medication can be found in the Administration of Medicines in School Policy.

### **6.8 Legionella**

Legionella checks will be carried out annually as organised by the Site Manager.



### **6.9 Lone Working**

All employees have the responsibility to themselves and to others with regards to safety and risks are increased when working remotely from colleagues and/or when working outside term time or outside 'normal' working hours.

When Lone Working all staff should ensure they are taking reasonable care of their own health and safety and not putting themselves in danger. They should ensure they only understand work for which they are trained/qualified and follow safe working procedures and guidelines for the work they are doing.

Further to this, all staff have been provided with mobile phone numbers for senior staff and the Site Manager. These should be used should staff have any concerns.

Any specific concerns or risks should be raised immediately with a member of the Health and Safety committee.

### **6.10 Manual Handling**

Pupils and staff must only lift equipment and furniture within their own individual capability. Manual handling training will be provided for appropriate member of staff as necessary.

### **6.11 Smoking**

Smoking is not permitted anywhere on the school premises, including outdoor spaces.

### **6.12 Stress and Wellbeing**

CA London is committed to promoting health and wellbeing. The school counsellor can be accessed by members of staff and mindfulness sessions will be run for staff members as required. Staff can also speak to the Head of School or Principal if they are concerned for their own welfare or the welfare of others.

### **6.13 Supervision of Pupils**

All staff have a responsibility to ensure the safety of students in the school. Further information can be found in the CA London's Safeguarding and Child Protection Policies and Procedures.

- Sensible, safe behaviour will be promoted to pupils by all members of staff.
- Dangerous or risky behaviour displayed by pupils will be address and dealt with, as set out in the Behaviour Policy.
- Pupils may only enter or stay in classrooms under adult supervision.
- The Yard will be supervised at break and lunchtimes. Ballgames may only be played under supervision.



### **6.14 Violence at Work**

Violent, aggressive, threatening or intimidating behaviour whether it be verbal, written or physical will not be tolerated at CA London.

Staff must report all such incidents so that they can be investigated appropriately, support can be provided to those involved and the risk of future incidences can be reduced.

### **6.15 Working at Height**

Working at heights risk assessments have been completed for the school. Appropriate record keeping and safe systems of work are kept in the school office.

Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:

- Use appropriate access equipment - step ladders, kick stools etc.
- Wear flat shoes whilst putting up displays
- Not climb on furniture to put up displays