



# **University Academy Keighley**

## **Health and Safety Policy**

**‘Inspiring Education in the Bradford District’**

## CONTENTS

1.0	Roles and Responsibilities .....	3
2.0	Suggested Audience:.....	3
3.0	University Academy Keighley Mission Statement:.....	3
4.0	Aim .....	3
5.0	Introduction.....	3
6.0	General Guidelines.....	4
7.0	Staff responsibility .....	6
8.0	Safety Education .....	7
9.0	Health & Safety Arrangements .....	8
9.1	Fire Safety .....	8
9.2	Reporting Accidents.....	8
9.3	Coping with the sudden death of a student .....	8
9.4	First Aid .....	8
9.5	Equipment .....	9
9.6	Housekeeping.....	9
9.7	Visits .....	10
9.8	Minibuses .....	10
9.9	EU Driver's Hours Rules .....	11
9.10	Visitors to the Academy Site .....	11
9.11	Security .....	11
9.12	Critical Incidents .....	12
9.13	Healthy Eating .....	12
9.14	Training.....	12
9.15	Students.....	12
9.16	Lettings .....	12
9.17	Construction and Maintenance Work .....	13
10.0	Review .....	13
11.0	Approval by the Governing Body and Review Date .....	14
12.0	References.....	15
13.0	Health and Safety legislation: .....	16
14.0	Education legislation:.....	16

## **1.0 Roles and Responsibilities**

- 1.0 The Principal is responsible to the Governing Body for ensuring the implementation of the agreed policy and in advising them of appropriate amendments. On an operational basis, the management, responsibility and evaluation of this policy is undertaken by the Business and Operations Manager.

## **2.0 Suggested Audience:**

All Staff

## **3.0 University Academy Keighley Mission Statement:**

**‘Inspiring Education in the Bradford District’**

## **4.0 Aim**

- 4.1 To ensure that the Academy is dedicated to providing a safe and healthy working environment for the health, safety and welfare of students, staff, visitors and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with the Academy.
- 4.1 The Academy will comply with the legal requirements as a minimum and will strive towards continual improvement.
- 4.3 The Academy will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document and other safety precautions put in place by the management and Governing Body cannot prevent accidents but will instil the adoption of safe methods of work and good practice.
- 4.4 The Principal, governors, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and students must be aware of their own and others personal safety, and safety in any of the Academy’s activities, both on and off site.

## **5.0 Introduction**

- 5.1 This policy is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity. The key pieces of legislation are listed below.

- The Health and Safety at Work Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Electricity at Work Regulations 1989

- The Workplace (Health Safety and Welfare) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Control of Asbestos at Work Regulations 2006
- The construction (Design and Management) Regulations 2007.

## **6.0 General Guidelines**

6.1 It is the duty and policy of the Governing Body and Principal so far as reasonable and practicable to:

- Make itself familiar with the requirements of the Health and Safety at Work Act (1974) and any other health and safety legislation and codes of practice which are relevant to the Academy, in particular the Management of Health and Safety at work regulations 1992.
- Establish and maintain a safe and healthy environment throughout the Academy.
- Establish and maintain safe working procedures among staff, students and other users.
- Ensure that arrangements are in place regarding the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the Academy.
- Ensure that any organisation or individual using the facilities for community use, can demonstrate that they have appropriate levels of Personal Injury Insurance in place before they are allowed to book.
- Ensure that any outside agency working on construction within the Academy provides a detailed health and safety plan relating to the protocols outlined within this policy and where appropriate discharge their responsibilities with regards the Construction Design and Management regulations (CDM) 2007.
- Ensure that all staff and students receive information, instruction and supervision to enable them to recognise and avoid hazards minimizing potential personal risk and that of others.
- Make sure that any health and safety training requirements are met.
- Ensure that all staff and students have a safe place to work including means of safe entry and exit.

- Ensure all necessary safety and protective equipment and clothing together with appropriate instruction and guidance is available to all users.
- Ensure effective procedures are in place in case of fire and for evacuating the premises.
- Ensure accident and emergency procedures are in place.
- Practice safe emergency evacuation procedures at least once per term and the results to be recorded.
- Ensure that an effective health and safety monitoring structure is in place and to periodically assess the effectiveness of these arrangements and to ensure that any necessary changes are implemented.
- Ensure that any health and safety working conditions take account of the appropriate statutory requirements and local authority guidelines codes of practice and guidance (statutory and advisory).
- Ensure that there is an effective accident reporting procedure in place, and that staff and other users are aware that this reporting facility is in place and how to access it.
- Ensure that regular health and safety inspections are undertaken and done on a regular basis and that any recommendations made are acted upon as soon as is practicable.
- Ensure that any identified item of equipment, fittings and furniture which has been identified as being unsafe is safely removed and repaired or replaced.
- The Governing Body through the Principal will ensure all staff, including temporary and voluntary staff, and helpers receive comprehensive information on this policy and all other relevant health and safety matters including any instruction and training required to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk.
- Report to the appropriate authority/department any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe or likely to cause harm. To make any interim repairs or arrangements to limit the risk of harm.
- Collate accident and incident information, and when necessary, carry out accident and incident investigations.
- Monitor first aid and welfare provision.

6.2 The Principal has responsibility for the day to day health and safety conditions for all staff, students, visitors and anyone else using the premises or grounds whilst engaged on Academy business.

## **7.0 Staff responsibility**

7.1 The staff will support the Principal and Governors and will be responsible for the implementation and operation of the Academy's Health and Safety Policy and in helping other members of staff, students and others to comply with its regulations. As part of their day to day duties they will:

- Assist the Principal with the implementation, monitoring and development of the procedures and codes relating to the Health and Safety Policy within the Academy.
- Carry out risk assessments of teaching practices and activities including equipment and substances. That any general advice on safety matters given by the Authority and other relevant bodies in relation to the Academy are implemented, that this will be translated into written safe methods of working practice and every department is informed.
- Inform students, staff and visitors as to their own personal safety and makes sure they are aware of the health and safety procedures in place.
- Investigate any specific health and safety issue which has been identified in regard to any Academy provision and implement any recommended or remedial action reasonably required.
- Perform regular health and safety inspections within their area of responsibility as required by the Principal or as necessary by law.
- Ensure that any failure to meet health and safety requirements is recorded and that appropriate action will be taken to cease the provision until the issue is resolved according to health and safety requirements.
- Ensure appropriate protecting clothing and equipment including fire appliances and first aid are provided and readily available in all areas of the Academy where required.
- Ensure hazardous, flammable and toxic materials and substances are correctly assessed, used, stored and labelled.
- Ensure any signage in relation to health and safety is clear and up to date and that everyone is able to understand the label and instructions.
- Attend regular training to ensure that they are as up to date and informed of existing and any new requirements in regard to health and safety.

7.2 All staff are responsible for the health and safety arrangements in relation to the site, staff, students and visitors under their supervision. They should make themselves familiar with the requirements of the health and safety at work act

1974 and any other safety legislation and codes of practice which are relevant to the work of the department in which they work.

7.3 They should:

- Exercise effective supervision over all those they are responsible for.
- Take any appropriate action to ensure their own safety and that of any other persons that may be affected by their acts or omissions at work.
- Ensure any equipment, tools or materials used are appropriately used and that it they comply with any associated health and safety directives required.
- Familiarise themselves with the Academy's Health and Safety Policy and any relevant safety regulations.
- Ensure all equipment, tools and materials and or any protective equipment and safety devises are in good order and used appropriately.
- Report any defects and faults with any tools and materials and or any protective equipment and safety devices to the appropriate health and safety person.
- Report accidents irrespective of any injuries to the Principal or designated health and safety person and that the report is logged.
- Attend training and awareness courses in regard of health and safety.
- Make sure that if they find themselves in an unfamiliar environment they perform an initial health and safety check and seek further advice to clarify any issues arising.
- Ensure all emergency fire fighting equipment is regularly checked and clearly signed; this will include the fire alarm system and evacuation procedures.

## 8.0 Safety Education

- The DCSF has published guidance for Academies on Safety Education. This guidance shows how the curriculum for Personal, Social, Health and Citizenship Education (PSHCE) can address the issue of accidental injury and death in children and young people.
- One of the aims of PSHCE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.
- This DCSF guidance also sets out the general teaching requirement for health and safety in relation to science, design and technology,

information and communication technology, art and design, and physical education.

## **9.0 Health & Safety Arrangements**

### **9.1 Fire Safety**

- Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.
- The Academy's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- Clear evacuation procedures will be announced during any performances with chairs secured to each other wherever possible.
- All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly at 4.00pm on Thursdays, from different points when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.

### **9.2 Reporting Accidents**

- 9.2.1 All accidents to staff, students and visitors must be reported, in writing, using the Academy's accident report form. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Principal will ensure that the Health and Safety Executive is informed of reportable incidents.

### **9.3 Coping with the sudden death of a student**

- 9.3.1 A copy of the DCSF guidance notes on coping with the sudden death of a student is given in References attached to this policy.

### **9.4 First Aid**

- 9.4.1 (Please see the Academy First Aid Policy for further details)

- First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure



that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

- A DCSF good practice guide, Guidance on First Aid for Academies, has been written to provide advice for academies on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which academies may find helpful when undertaking a risk assessment. The Governing Body seeks to adopt this guidance on good practice, in good time for the Academy to open.
- The Principal should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the Academy. These supplies should be checked on a regular basis by a qualified first-aider.
- A compulsory first aid course will become part of the PSHCE course for all students

## **9.5 Equipment**

- Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.
- The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
  - fume cupboards
  - all electrical appliances
  - storage of radio active chemicals
  - workshop equipment, e.g. lathes, kilns
  - fixed gymnasium equipment.

9.5.1 When new equipment is purchased, it is the responsibility of the departmental manager to ensure that it meets appropriate educational standards and that its installation and use conforms to health and safety requirements.

9.5.2 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department.

## **9.6 Housekeeping**

9.6.1 The Site Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.

9.6.2 The Site Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

## **9.7 Visits**

9.7.1 Educational trips and visits must be organised in accordance with the Academy's "Off Site Procedures".

## **9.8 Minibuses**

9.8.1 Users of minibuses must be aware of the Transport policy and observe the following requirements:

- The driver must have a current licence and not been involved in any accident for the past five years, be aged 25 years or over and hold a full licence in Group 'A' or PSV.
- Drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence.
- Where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation.
- When a charge is being made to passengers, the minibus permit must be displayed in the vehicle.
- Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the Academy will decide upon the repairer to be used).
- Only one person per seat is to be carried.
- Seat belts are to be worn by all passengers and the driver at all times.
- The driver at the time when an offence was committed is responsible for the payment of fines incurred.
- A log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the Academy reception.
- A first aid kit should always be maintained and checked at least weekly.
- The driver will follow the EU Driver's Hours Rules with regards to rest periods and hours of driving (see below).

## **9.9 EU Driver's Hours Rules**

9.9.1 Definition of a rest break - Any period that a driver is freely able to dispose of his time, when not working during employment or carrying out other work, for a period of at least 1 hour.

- Daily driving limits not to exceed 10 hours (and applies to time spent at the wheel actually driving).
- Daily duty limit of 16 hours (including rest breaks).
- Maximum continuous driving time of either 5.5 hours followed by a break of 30 minutes; or 8.5 hours (to include a break of 45 minutes) followed by a 30 minutes break.
- Minimum rest period of 10 hours between working days, which can be reduced to 8.5 on not more than 3 days per week.
- Minimum period of 24 hours rest is required between any two consecutive weeks.

## **9.10 Visitors to the Academy Site**

9.10.1 All visitors to the Academy will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Academy. External visitors will be asked to show photographic evidence to confirm who they are.

9.10.2 Hirers of the Academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.

9.10.3 Whilst on site, all visitors and contractors must wear an Academy visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the Academy by reporting to reception.

9.10.4 If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the Academy reception or off the site, as appropriate.

9.10.5 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

## **9.11 Security**

9.11.1 All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

9.11.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

9.11.3 Staff will be required to wear their Academy Identity Badges at all times.

## **9.12 Critical Incidents**

9.12.1 As part of its commitment for the well being of staff, students and visitors, the Academy has set out a procedure which is to be adopted in the event of a critical incident occurring either on the Academy premises or on an activity away from the Academy site (See Crisis Management Policy).

## **9.13 Healthy Eating**

9.13.1 It is the policy of the Academy to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the Academy works with the catering contractor in providing menu options that support these aims.

## **9.14 Training**

9.14.1 The Academy will ensure that any new members of staff or visitors will be given appropriate training so that all relevant health and safety matters are drawn to their attention at the earliest possible stage of their induction.

## **9.15 Students**

9.15.1 All students are expected to be aware of the Academy's surroundings and to exercise personal precautions to mitigate any possible injury to themselves and others around them. To observe the safety rules of the Academy especially any instructions from teaching staff in the event of an emergency.

## **9.16 Lettings**

9.16.1 In cases where the Academy's equipment, buildings or grounds are to be let the Governors and Principal will ensure that:

- Any means of access and egress are safe for the use of hirers.
- Any equipment to be used by hirers is safe and any operating instructions and health and safety precautions are clearly identified.

- All emergency doors are clearly identified and fire drill/evacuation procedures are understood.
- Telephones, alarms, fire fighting equipment and other safety equipment are pointed out and that users are familiar with how to use them.
- After the hirers have vacated the premises a full security check of the site including any equipment used takes place and any faults are reported and recorded.
- Any health and safety signage is clearly displayed and uses are clear as to the meanings.
- There is a contact person available for hirers to contact should there be any issues that may require attention.

## **9.17 Construction and Maintenance Work**

9.17.1 Where construction or maintenance work is being carried out on site the Governors and Principal will agree with contractors or service providers that appropriate health and safety plans are in place.

9.17.2 Contractors or Service Providers will be made aware of the Health and Safety Policy in place at the Academy and will be required to integrate the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of the Academy and Contractor/Service Provider before any works commence to confirm specific health, safety and welfare issues applying the works to be carried out.

9.17.3 Where works fall within the scope of the Construction Design and Management (CDM) regulations 2007, the Governors and Principal will co-operate fully with the Contractor/Service Provider and their appointed safety co-ordinator and will ensure that the Academy's safety manual is made available at the start of the Project. The Governors and Principal will also ensure that the Contractor/Service Provider update the safety file on completion of the works and conduct an appropriate handover.

## **10.0 Review**

10.1 The Governing Body and Principal will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health and safety welfare of all individuals using the site.

10.2 The Principal will ensure that risk assessments and related procedures are reviewed annually or sooner, especially if after an incident or accident.

10.3 The Governing Body and Principal will implement all and any health and safety precautions required by law and those advised procedures required by Local Government.

## 11.0 Approval by the Governing Body and Review Date

11.1 This policy has been formally approved and adopted by the Governing Body at a formally convened meeting

Policy approved: \_\_\_\_\_  
(Chair of Governing Body)

Date: \_\_\_\_\_

Date of Policy review: \_\_\_\_\_

## 12.0 References

HSE Website <http://www.hse.gov.uk/index.htm>

HSE Five Steps to Risk Assessment -  
<http://www.hse.gov.uk/pubns/indg163.pdf>

HSE A Guide to Risk Assessment Requirements -  
<http://www.hse.gov.uk/pubns/indg218.pdf>

A Guide to the Law for Academy Governors (DCSF 2008)- Community Version - Voluntary Aided Version - Voluntary Controlled Version- Foundation Version. website  
<http://www.governornet.co.uk/publishList.cfm?topicAreald=26>

DCSF Academy Security website [www.dcsf.gov.uk/Academysecurity](http://www.dcsf.gov.uk/Academysecurity)

DCSF Health and Safety of Students on Educational Visits: A Good Practice Guide [http://www.dcsf.gov.uk/h\\_s\\_ev/index.shtml](http://www.dcsf.gov.uk/h_s_ev/index.shtml)

DCSF/DH Supporting Students with Medical Needs: A Good Practice Guide -  
<http://www.dcsf.gov.uk/medical>

DCSF Coping with a sudden death  
<http://www.teachernet.gov.uk/wholeschool/healthandsafety/pupilsfatality/>

DCSF Guidance on First Aid for Academies <http://www.dcsf.gov.uk/firstaid>

DCSF/Home Office Academy Security: Dealing with Troublemakers -  
<http://www.dcsf.gov.uk/Academysecurity/dwthome.shtml>

DfES Safety Education: Guidance for Academies, December 2001  
(Ref: DfES/0161/20002)

DCSF video "Can you see what they see?"

DCSF Code of Practice on LA-Academy Relations -  
<http://www.dcsf.gov.uk/localauthorities>

Guidance on Standards for Academy Premises (ref DfEE 0029/2000).

DCSF/CEDC Safe Keeping: A good practice guide for health and safety in study support (Ref DfEE 0197/2000)

HSE publications (priced and non-priced) are available from HSE Books Tel: 01787 881165

DCSF guides are free from DCSF publications Tel 0845 6022260

HSE's infoline is 08701 545500

### **13.0 Health and Safety legislation:**

The Health and Safety at Work etc. Act 1974.  
The Management of Health and Safety at Work Regulations 1999  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations  
1995 (RIDDOR)

### **14.0 Education legislation:**

Education (Academy Premises) Regulations 1999 (SI 1999 No.2)  
Academy Standards and Framework Act 1998  
Academy Inspections Act 1996.  
Education Act 1996