



Aspire Accomplish Achieve

University Academy Keighley

Health and Safety Policy

2018 - 2019

Health and Safety Policy
Approved by: Principal/Full Governing Body
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Introduction – Statement of Policy

The Governing Body and the Principal (further referred to in this policy as Management) of the University Academy Keighley are fully committed to providing a safe and healthy working environment for all students, staff and any visitors to the site. This will also include all persons who are using the buildings, grounds and any equipment that is directly owned by the Academy.

Due to the PFI Status of this site, the overall Health and Safety responsibility for the building and the majority of the internal fixtures and fittings will fall within the scope of the Facilities Contract with Amey FM. The PFI Contract is directly agreed between Amey FM and Integrated Bradford, not UAK. The Service Delivery Plan outlining these responsibilities can be found at the following link: [4.4.6 Health and Safety Management - Phase 2 -AMEY.pdf](#)

In relation to areas that fall directly under the control of UAK Staff and which UAK are responsible for maintaining in relation to Health and Safety, these can be categorised as follows:

- All Items of Kitchen Equipment and Machinery, less those that are part of the building fabric and cannot be removed (Large Freezer etc).
- All Items of workshop machinery within the Creative Studies Department.
- All items within the Fitness Suite and gym equipment within the gymnasium.
- Evacuation Chairs x 7.
- Academy Car and Minibus.

The Management will provide and maintain as far as possible:

- A safe working environment.
- Safe systems of work.
- Facilities for the welfare of staff and students.
- Information, instruction, training and supervision that is reasonably necessary to ensure safety from injury and any risks to health.
- A commitment to consult and cooperate with staff and students in all matters relating to health and safety in the workplace.
- A commitment to continually improve our performance through effective safety management.

This Policy aims to identify how the Management will comply with all legislation and how they will discharge their duties under the Health and Safety at Work Act 1974. In supporting this, the arrangements outlined within this policy and any other safety precautions that have been put into place cannot necessarily prevent accidents, but they will instil the adoption of safe systems of work and follow best practice.

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 whilst taking part in any of the Academy's activities, both on and off site.

Suggested Audience

All staff, students and visitors to the Academy.

Roles and Responsibilities

The Academy recognises and accepts that every one of its employees, students and visitors are entitled to operate in a safe and healthy environment. The Academy's Health and Safety Policy can only be successfully implemented with the full cooperation of all concerned.

In discharging its responsibilities, the **Management** are responsible for strategic health and safety including:

- Ensuring that adequate resources for health & safety are available.
- Ensuring that the Academy provides adequate training, information, instruction, induction and supervision to enable everyone in the Academy to be safe.
- Provide as far as is reasonably practicable, a working environment that is safe.
- Provide adequate welfare facilities for staff and students.
- Review this policy, at least annually and to monitor the effectiveness at least every 6 months.

The **Principal** is responsible to the Governing Body for ensuring the implementation of the agreed policy and to advise them of any appropriate amendments. The Principal has a legal responsibility, alongside the Governing Body for ensuring that the Academy complies with all relevant health and safety legislation. On an operational basis, the responsibility and evaluation of this policy will be undertaken by the **Operations Manager**. The Principal will:

- Promote a positive health and safety culture within the Academy.
- Report to Governors on key health and safety issues.
- Ensure that all staff are aware of and will fully co-operate with the policy.
- Ensure that generic risk assessments are reviewed annually.
- Ensure that relevant staff have access to appropriate training.

The **Senior Leadership Team** will support the Principal in their role. They are responsible for:

- Encouraging a positive health and safety culture, where health, safety and welfare issues are seen as being an essential and integral part of all Academy activities.
- To ensure that any health and safety issues are managed and controlled effectively.
- Ensuring that the requirements of this policy and all other legislative requirements are managed under the normal method of delegated powers.
- Ensuring that risk assessments are completed, are accurate, appropriate and are reviewed annually.

- Dealing with any hazardous practices, equipment or building issues and report them directly to the Operations Manager / Principal if they remain unresolved.
- Carrying out investigations into accidents and produce reports / statements for any civil or criminal actions which might arise.

Delegating the day-to-day management of health and safety issues does not remove any responsibility from members of the Senior Leadership Team.

Heads of Faculty and Supervisory Staff are responsible for managing and implementing health and safety policies and procedures within their specific department and they have an important role in providing positive leadership with regards to health and safety. They are required to:

- Encourage the health and safety culture, particularly within any high risk areas, such as; the main kitchen, science, performance studies, creative studies etc.
- Carry-out risk assessments, with input from other staff where appropriate.
- Establish local health and safety procedures and communicate these to staff and students where appropriate.
- Monitor and review health and safety performance within their department.
- Take any appropriate action, when procedures have not been complied with.
- Co-operate with any accident, incident and near miss event investigations.
- Ensure that relevant communications, notices and requirements are brought to the attention of, and fully understood by, staff, students and visitors and that all new employees are sufficiently inducted into the requirements of the health and safety policy and any supporting Academy policies and instructions.

Reporting to the Operations Manager, the **Facilities and Events Co-ordinator** will work closely with the Amey FM Site Manager and his team to:

- Ensure that any maintenance work completed on site that has health and safety implications are prioritised.
- Complete daily checks of the building and the grounds, to identify any disrepair or any other hazards and if detected, they are rectified as a matter of urgency.
- Comply with the Academy's health and safety arrangements and obligations.

All Academy staff are expected to:

- Read and comply with the Health and Safety Policy.
- Take reasonable care of their own and any other person's health and safety.
- Leave classrooms / offices etc in a tidy and safe condition.
- Follow safety instructions when using any equipment.
- Supervise students and advise them on how to use equipment safely.
- Report unsafe practices, equipment or any physical conditions that may be hazardous to their line manager or directly to the Operations Manager.
- Follow the accident reporting procedure.
- Participate in health and safety training as required.

- Contribute to and highlight any gaps identified within the Academy's risk assessments.

In accordance with Academy rules and procedures, **students** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions provided by any member of teaching and support staff, especially in an emergency.
- Respect the fabric of the building, so as not to cause damage that could result in injury to themselves or others, or detract from the buildings general appearance.

Safety Education

The DfE 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 DfE 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.

Arrangements

Accident and Incident Reporting. All accidents and injuries to staff, students or visitors must be recorded and entries made in the First Aid Reporting Log (https://docs.google.com/spreadsheets/d/1108fMLKCPawM0hX6G0eyP-TYUc3ttBleMvLzh_Bagxs/edit#gid=0) Certain accidents must also be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). In all instances the Senior First Aider (Anita Tatum) and the Operations Manager must be informed, an assessment will be made and the respective incident log will be created on RIVO for further investigation by Bradford Council Occupational Safety Team.

Community Lettings. In cases where the Academy's equipment, buildings or grounds are to be let to the general public, the management (via the Lettings Manager) will ensure that:

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

- All emergency exit doors are clearly identified and fire drill/evacuation procedures are fully understood.
- Alarms, fire fighting equipment and any other safety equipment are pointed out and that users are familiar with how to use them, should the need arise.
- There is an Academy employee available to hirers, should there be any immediate issues that may require attention.
- Operational responsibility for lettings will be delegated to the Community Letting's Team via the Operations Manager.

Control of Hazardous Substances. The Academy will comply with the Control of Substances Hazardous to Health Regulations (COSHH) 2002. The following will be implemented:

- The use of hazardous substances within the Academy will be kept to a minimum.
- The relevant Heads of Departments, in conjunction with the Facilities Co-Ordinator, will complete a COSHH risk assessment for all hazardous substances used on site. Amey FM will be responsible for maintaining COSHH assessments for their products and are to hold the relevant safety data sheets for each product.

Display Screen Equipment. The Academy will comply with the Health and Safety (Display Screen Equipment) Regulations 1992. In instances where staff spend a significant amount of their working day in front of a display screen, they shall:

- Perform an analysis of their workstations to assess health and safety risks, utilising the HSE approved Checklist – ([DSE Self Checklist.pdf](#)). Any issues of concern that may be highlighted following the completion of this checklist are to be reported directly to the Operations Manager who can then address and escalate any concerns.
- Take regular breaks away from their desks to perform other duties.
- Arrange for regular eyesight tests by a qualified Optician, at least every 2 years.

Dress Code. All members of Staff, whether teaching or associate are role models for the students within the Academy. All staff must:

- Dress appropriately for their particular role, in a manner which is both safe and reflects their professionalism.
- Footwear must be sensible. Staff need to be aware that in an emergency situation, they may be required to move swiftly; therefore by wearing open-toed, open-backed or high-heeled type footwear, they may place themselves and others at greater risk of injury. In such event, the Academy will take no responsibility for any injuries incurred.
- Teachers of practical subjects should wear protective clothing when necessary.
- During Performance Studies lessons, health and safety issues are paramount - staff must be able to move freely, without being hampered

by unsuitable clothing or footwear. All jewellery should be removed, other than simple wedding rings, however for safety reasons, if they have sharp or protruding edges these should be taped.

- Staff should only wear stud earrings in the ears.

Unless agreed in advance, students are expected to wear school uniform at all times whilst on campus or when away representing the Academy. The Principal has the final say as to whether clothing or appearance is appropriate.

Educational Visits. Educational trips and visits must be organised in accordance with the Academy's Educational Visits Guidelines Policy (please refer to this document for more information). Staff who wish to lead groups participating in adventurous activities such as climbing, canoeing or caving must hold the appropriate leadership qualifications relating to that activity. All visits, off site trips and events must be approved by the Senior Leadership Team before arrangements can be finalised. The Event Request Form / Off Site Activity process and timelines must be followed. Every event must have a fully completed risk assessment and supporting documentation, including parental consent forms and medical conditions report. This Risk Assessment must be verified and approved by the Operations Manager in advance of any staff or students leaving the Academy.

Electrical Testing. As part of the Facilities Management contract, all small electrical appliances will be Portable Appliance Tested (PAT) on an annual basis. Staff are requested not to bring personally owned items of electrical equipment into the Academy, as these will not fall within the scope of PAT and their electrical safety cannot be guaranteed. Amey are also responsible for ensuring the buildings fixed wiring is tested every 5-years (using the services of a specialist company, they will complete a rolling 20% inspection each year). Any users of electrical equipment should undertake a pre-use visual check prior to use. Any defective equipment should not be used, should be isolated and be immediately removed from service. The Operations Manager should also be informed.

Employee Health and Wellbeing. Employees are one of the primary assets of the Academy and consequently their wellbeing is very important. Any concerns that staff may have in regard to working practices should, in the first instance be discussed with their line manager for resolution. In the unlikely event that the issue cannot be resolved locally, it should then be escalated and referred to a member of the Senior Leadership Team and as a last resort to the Principal. Staff who have any concerns about their working environment or general site safety should advise the Operations Manager immediately. Resolution will most likely involve Amey assistance and may not be immediate; however a workable solution will be identified at the earliest opportunity.

Fire Safety and Evacuation of the Building. All staff and students will be introduced to the Academy's evacuation procedures as part of their induction - all must be fully conversant with the procedures. Evacuation procedures will be tested at least annually and usually every 6 months. The building is fitted with a zoned sprinkler system that will be activated on detection of a fire. To compliment the system, extinguishers and fire blankets are strategically positioned around the building, particularly in the higher risk areas. In the event that an incident occurs which activates the alarm, the priority of everybody is to safely and calmly evacuate the building, without injury to themselves or others and to assemble in an orderly manner at the Fire Assembly Point where a full register will be taken. Amey FM are responsible for ensuring all detection and alarm systems and equipment are tested in accordance with their PPM schedule.

Please refer to the Academy's Fire Evacuation Strategy document for more information.

First Aid Provision including the Administration of Medicines. First aid can save lives and prevent minor injuries escalating. 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. The Academy has carried out a first aid risk assessment to ascertain the required number of first-aiders and the location / number of first aid kits. Only those members of Academy staff who have received formal training to become a qualified first-aider should administer any first aid. The emergency services should be called where doubt exists as to how to deal with an incident. An up-to-date list of qualified first-aiders can be found in the main Academy office. Each first-aider has been issued with a portable first aid kit and are encouraged to carry this around with them. Medication is only administered, usually by the Lead First-aider, to students when the parental consent form has been completed. Completed consent forms are then filed. Medicines are kept in a locked cupboard within the reprographics room. The only exceptions being asthma inhalers which are usually carried by the student and Epi-pens, which may also be carried by the student with parental agreement. A qualified first-aider should always be present on any trips for lower school (Y7 – 11).

Legionella. As part of the Facilities Management contract, regular flushing from each water outlet is undertaken and recorded. A specialist contract is in place for water sampling and analysis, in accordance with the guidelines established in Amey's Legionella Risk Assessment.

Lone Working. The Academy discourages any lone working. A lone worker is someone who works alone in a remote part of the building where the workplace is empty of other workers. Where this is unavoidable in a 'one-off' situation and not for any high risk work, the worker should make every effort to inform a colleague who is working elsewhere in the building of their whereabouts. Neither should leave the building without informing the other. Staff concerned about lone working should discuss their concerns with their line manager.

Lifts and Hoists. As part of the Facilities Management contract, all passenger lifts are inspected by a competent engineer (Kone) on a quarterly basis and inspected by Zurich Insurance.

Manual Handling. The Academy will comply with the Manual Handling Operations Regulations 1992. Manual handling operations should be avoided as far as is reasonably practicable where there is any risk of injury. Staff and students must only lift equipment and furniture within their own individual capacity and should carry in pairs where possible. When lifting an object off the ground, staff should assume a squatting position keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

New and Expectant (Pregnant) Members of Staff. The Academy recognises that pregnancy is a natural condition and will not equate to ill-health. Staff who are pregnant should consider informing their line manager, who will then make arrangements to complete an individual risk assessment. This will be reviewed as the pregnancy progresses (at least each trimester).

Playground Equipment. The condition of any playground equipment supplied by the Academy for the enjoyment of students must be visually inspected by a member of staff prior to use. In addition, it will be inspected annually by a specialist contractor. Any defective equipment must be removed and the Facilities Co-ordinator advised.

Play and Recreational Area Supervision. Appropriate levels of student supervision will be maintained within the play and recreational areas, both inside and outside the building, during all breaks throughout the school day. Staff will also be on duty for 15-minutes prior to the start and at the end of the school day.

Reporting of Accidents. All accidents to staff, students and visitors must be recorded in the Academy's Accident Register which is updated by a qualified first-aider. Certain accidents must be reported to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) – reporting will involve communication by the lead first-aider and/or the Operations Manager.

Risk Assessments. Any work related activity that may place any person that may be affected by it at risk of injury or ill health should be assessed. The risk assessment will normally be carried out by the Head of Department and should identify the likelihood that harm could occur and the most likely severity of that harm. Measures to reduce the risk can then be identified and put in place. Additional support and advice is available from the Operations Manager. **Academic Risk Assessments.** Risk Assessments for standard lessons should follow the guidance provided by the respective academic professional bodies (CLEAPPS etc). These should be annually reviewed, signed off and verified by the Head of Faculty.

Slips, Trips and Falls. The main cause of personal injury is as a result of a slip, trip or fall at low level. Should any member of staff identify a potential hazard (for example, this could be standing water or a damaged carpet), the hazard should be removed or eliminated by the member of staff. It should also be reported to the Facilities Co-ordinator for follow-up action by Amey FM.

Smoking / Vaping. The Academy is a smoke-free campus – smoking or vaping is not permitted anywhere within the boundaries (neither in the building nor grounds). The smoke-free policy applies equally to traditional as well as electronic cigarettes.

Snow and Ice. As part of the Facilities Management contract, an agreement is in place with a local contractor to clear snow and treat iced areas prior to the start of the school day. If the campus cannot be declared safe prior to 06:30 Monday – Friday, the Principal will be informed and the ‘Snow Chain’ procedure will be implemented. The Principal is the lead decision maker and will issue the direction to activate the communication chain. Amey FM will ensure that once recognised paths and roadways have been cleared, every possible effort must be made to maintain them in a safe condition. Staff are expected to wear appropriate footwear within the Academy grounds and have a responsibility for their own safety.

Supervision of Students. Students will be supervised at all times whilst the building is open for educational purposes. They will only be allowed into or to remain in classrooms, whilst under teaching or support staff supervision. The Academy will provide students with a safe environment in which to further their education. Sensible and appropriate behaviour will be expected from all students; any dangerous or inappropriate behaviour displayed by students will be addressed and dealt with within the Academy rules.

Please refer to the Behaviour, Rewards and Sanctions Policy for more information.

Training. Relevant health and safety training will be provided to Academy staff as required. 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. The Operations Manager (Nebosh) and the Lettings Manager (IOSH) are both qualified in Health and Safety and are available for advice and guidance, as required.

Vehicles. Drivers of vehicles owned by the Academy must hold the appropriate licence to drive that type of vehicle. Regular licence and driving endorsement checks will be undertaken by the Facilities Co-ordinator/ Operations Manager to comply with insurance requirements. The Academy believes in good practice and will require nominated drivers of the minibus to receive appropriate MiDAS training as evidence of their competence.

Violence at Work / Lone Working. Violence can include physical, verbal, sexual, racial or threatening behaviour by a colleague, student, parent/guardian/carer or member of the public. Strict guidelines apply to these kinds of incidents and they must be reported without delay to a member of the Senior Leadership Team and Pastoral Team (if a student is involved).

Working at Height (Low Level). Academy staff who are required to put-up displays in school must:

- Use appropriate access equipment – small step ladders, kick stools etc.
- Ensure that any continual use is no longer than ten minutes without a break.
- Wear flat shoes whilst putting up displays.
- Never over-reach or use the top steps on any step ladders.
- Not climb on furniture to put up displays.
- Display warning signs/barriers if their presence might cause a hazard or risk to themselves or others whilst putting up the display.
- Complete a quick pre-use check before use.
- Seek assistance if a task is too difficult to complete alone.

Academy Fitness Suite. All Staff are welcome and actively encouraged to utilise the Academy fitness suite, however prior to any use they **MUST** have completed a full induction with either the Operations Manager or the Lettings Manager, together with completing the Fitness Suite Induction and Health questionnaire. For any staff with underlying health conditions, it is strongly advised that you seek guidance and advice from your GP, prior to commencing any forms of exercise. Academy Policy is for staff members to train with at least one other person (Gym Buddy) and not to train alone, especially out of hours.

Approval by the Governing Body and Review Date

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

Policy approved: (Chair of Governing Body)

Date: September 2018