



**THE
HASTINGS
ACADEMY**



**THE
ST LEONARDS
ACADEMY**

Hastings Academies Trust

Health and Safety Policy

Applicable from 01 September 2011

Version 1.0

1 Introduction

The purpose of this policy is to recognise that students, staff and visitors to the Hastings Academies Trust's (the Trust) Academies are entitled to a safe and healthy Academy working environment. To help achieve this it is the intention of the Board of Directors (the Board) and management that all appropriate steps are taken to meet statutory requirements, recognised codes of practice and guidance notes.

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

The Trust, The Hastings Academy and The St Leonards Academy will comply with the legal requirements as a minimum and will strive towards continual improvement. The Trust 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 each Academy.

Each 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 the Board cannot prevent accidents but will instil the adoption of safe methods of work and good practice.

The Principals, Directors, 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 pupils must be aware of their own and others personal safety, and in any of the Academies' activities, both on and off site.

1 General Guidelines

It is the duty and policy of the Board of Directors and Principals so far as reasonable and practicable to:

- Make themselves 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 Academies, in particular the Management of Health and Safety at work regulations 1992.
- Establish and maintain a safe and healthy environment throughout each 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 each Academy.
- Ensure that any organisation or individual using the facilities for community purposes 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 either 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 three times per annum. Record the results.
- Ensure that an effective health and safety monitoring structure is in place and 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 Board of Directors through each 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.

The Board will be helped to discharge their responsibilities by the Resources Committee who will consider and report on all aspects of Health and Safety.

The Director of Resources 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.

2 Staff responsibility

The staff will support the Principal and Directors 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 Academies.
- 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.

All staff members 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. 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 complies with any 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 devises 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.

3 Training

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.

4 Students

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.

5 Lettings

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

6 Construction and Maintenance Work

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. 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. 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 Academies 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.

7 Review

The Board of Directors 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.

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

The Board and Principal will implement all and any Health and Safety precautions required by law and those advised procedures required by Local Government.