



**Downham Market
Academy
Health and Safety Policy
September 2020**

Downham Market Academy

Health and Safety Policy

1.0 General Statement of Policy

The Trust recognise and accept our responsibilities for the establishment and maintenance of a health and safety management system.

We shall ensure, so far as is reasonably practicable, the health, safety and welfare of our staff, students, visitors and others, including voluntary workers and contractors, to our premises, and will adopt and incorporate the health and safety policies and procedures of the Local Authorities (LA) of all of our Academies.

We have prepared this written policy which sets out clearly the health and safety organisation and arrangements applicable to everyone in and connected to The Trust which we see as necessary if we are to discharge our responsibilities effectively.

Achieving a healthy and safe workplace and learning space is a collective task shared between the employer and staff. This policy and the rules contained in it apply to all staff of the Trust, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff. Specific responsibilities of staff are set out in the sections below.

This policy will be reviewed at regular intervals (at least annually) to ensure that the trust is achieving its aims effectively. This is carried out by the Resource Governors and ratified by the Full Governing Body at their next available meeting.

2.0 Employer (Trust) responsibilities

The employer is responsible for:

- a. Taking reasonable steps to safeguard the health and safety of staff, students and visitors affected by the Trust's activities.
- b. Identifying health and safety risks and finding ways to manage or overcome them
- c. Providing a safe and healthy place of work and learning and safe entry and exit arrangements, including during an emergency situation
- d. Providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing
- e. Providing safe arrangements for the use, handling, storage and transport of articles and substances
- f. Providing adequate information, instruction, training and supervision to enable all staff and students to do their work safely, to avoid hazards and to contribute positively to their own health & safety at work. The Trust will give the opportunity to ask questions and advise who best to contact in respect of those questions, if you are unsure about how to safely carry out your work
- g. Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively
- h. Providing a health & safety induction and appropriate safety training to your role, including:
 - Manual handling
 - Control of substances hazardous to health (COSHH)
 - Working at height
 - Gas safety
 - Electrical safety
 - The use of personal protective equipment (PPE)
- i. Promoting effective communication and consultation between the Trust and staff concerning health and safety matters and will consult with staff directly relating to health and safety
- j. If an epidemic or pandemic alert is issued, providing instruction, arrangements and advice to staff as to the organisation of operations and steps to be taken to minimise the risk of infections; and
- k. Regularly monitoring and reviewing the management of health & safety at work, making any necessary changes and bringing those to the attention of all staff

The Chief Executive Officer has overall responsibility for health and safety and has appointed the Estates Manager as the Principal Health & Safety Officer with day-to-day responsibility for health & safety matters. The Principal Health & Safety Officer is supported by the Risk Management group. Any concerns about health & safety should be notified to the Principal Health & Safety Officer.

3.0 Responsibilities of all staff

General staff responsibilities

All staff must:

- a. Take reasonable care for their own health & safety and that of others who may be affected by their acts or omissions
- b. Co-operate with the Principal Health & Safety Officer and the Trust generally to enable compliance with health & safety duties and requirements

- c. Comply with any health and safety instructions and rules, including instructions on the safe use of equipment
- d. Keep health & safety issues in the front of their minds and take personal responsibility for the health & safety implications of their own acts and omissions
- e. Keep the workplace tidy and hazard-free
- f. Report all health & safety concerns to the Principal Health & Safety Officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem
- g. Co-operate in the Trusts investigation of any incident or accident which either has led to injury or which could have led to injury

Staff responsibilities relating to equipment

- h. Use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training
- i. Report any fault with, damage to or concern about equipment (including health & safety equipment) or its use to the Principal Health & Safety Officer, who is responsible for maintenance and safety of equipment
- j. Ensure that health & safety equipment is not interfered with
- k. Do not attempt to repair equipment unless suitably trained and authorised

Staff responsibilities relating to accidents and first aid

- l. Promptly report any accident involving injury, however trivial, and record it on an accident form so that details can be recorded and cooperate in any associated investigation
- m. Familiarise themselves with the details of first aid facilities and trained first aiders which is available from the Head Teachers PA
- n. If an accident occurs, dial 01366 389100, speak to reception and ask for the on-duty first aider, giving name, location and details of the problem
- o. The Principal Health & Safety Officer is responsible for investigating any injuries or work-related disease, preparing and keeping accident records and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR) where required
- p. If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the Employer as to the organisation of operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Principal Health & Safety Officer

Staff responsibilities relating to emergency evacuation and fire

- q. Familiarise themselves with the instructions about what to do if there is a fire which are displayed in various locations around the school and are available from the Principal Health & Safety Officer
- r. Ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency
- s. Comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill)
- t. Co-operate in fire drills and take them seriously (ensuring that students and any visitors do the same), fire drills will be held at least every 12 months
- u. Ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time
- v. Notify the Principal Health & Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Principal Health & Safety to discuss and put in place a personal evacuation plan, which will be shared with the fire wardens and colleagues working

near to you. This applies to students as well and arrangements would be made with the students tutor to ensure that they are evacuated safely.

On discovering a fire, all staff must:

- a. Immediately trigger the nearest fire alarm and, if time permits call the Head Teacher and notify the location of the fire
- b. Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. DO NOT PUT YOUR SAFETY AT RISK!

On hearing the fire alarm, all staff must:

- a. Remain calm and immediately evacuate the building taking students with them, walking quickly without running, following any instructions of the fire wardens
- b. Leave without stopping to collect personal belongings
- c. Stay out of any lifts
- d. Stay out of the building until notified by a fire warden that it is safe to re-enter

The Principal Health & Safety Officer is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

4.0 Risk Assessments, hazardous substances, display screen equipment manual handling.

Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Trust will assess any hazards and consider measures to best minimise any risk. The Trust will carry out general risk assessments when required or as reasonably requested by staff. Senior Leadership members must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Principal Health & Safety Officer is responsible for risk assessments and any measures to control risks

The use of hazardous substances will be avoided where possible and less hazardous alternatives will be used where available. Training on COSHH will be provided where required. Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.

Staff who use a computer for prolonged periods of time should try, where possible to organise short breaks for every few hours away from the computer screen, but may request a workstation assessment and/or and eye test by an optician by contacting the Principal Health & Safety Officer. The Principal Health & Safety Officer will then provide more details and make arrangements to proceed. Guidance on the use of display screen equipment can also be obtained from the Principal Health & Safety Officer.

Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Principal Health & Safety Officer and where necessary training will be provided by the Trust. The Trust will try to minimise or avoid the need for manual handling where there is a risk of injury

5.0 Managing a Construction Project

It is important that all those who contribute to the health and safety of a construction project understand what they and others need to do to prevent injury and ill-health as well as discharging their legal responsibilities.

As a Client, The Trust recognise their duties under CDM as follows. On all projects The Trust will need to:

- ✓ check competence and resources of all appointees;
- ✓ ensure there are suitable management arrangements for the project welfare facilities;
- ✓ allow sufficient time and resources for all stages;
- ✓ Provide pre-construction information to designers and contractors.

Where projects are ¹notifiable under CDM 2007, The Trust must also:

- ✓ appoint a CDM Co-ordinator;
- ✓ appoint a Principal Contractor;
- ✓ make sure that construction work does not start unless a construction phase plan is in place and there are adequate welfare facilities on site;
- ✓ provide information relating to the health and safety file to the CDM Coordinator;
- ✓ Retain and provide access to the health and safety file.

6.0 New or Expectant Mothers

The Trust is required to assess the risk to new or expectant mothers once they have been informed that the employee is pregnant. Where a hazard to a new or expectant mother is identified, working conditions and/or working hours will be adjusted so as to avoid the risk. Where this is not reasonable the employee(s) concerned will be suspended from work on full pay. Where a new or expectant mother produces a doctor's certificate stating that she should not be carrying out her normal working practices, suitable alternative work will be found.

7.0 Measuring Performance

In the past, information on safety performance has relied on factors such as accidents and lost time incident rates. Whilst this is a good indicator of how well personal injury accidents are being managed, it is a poor indicator of how well major hazard risks are being controlled.

Provision will be made for periodic inspections of workplace activities and internal auditing (at least annually) of the HSG65 safety management system as a means of measuring the success, or otherwise, of policy objectives and the commitment to continued improvement, thereby identifying any requirement for corrective actions at source, or further opportunities for improvement. This audit will be carried out at least annually and the results will be discussed at management level so that a strategy for continuing improvement can be developed.

8.0 Non-compliance with health & safety rules

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Trust's disciplinary policy, up to and including immediate dismissal.

¹ Projects which will last 30 days or 500 person days