



DROYLSDEN
Academy

Health and Safety Policy

January 2021

Introduction:

The main purpose of health and safety law is to prevent unsafe acts or situations which may arise, thus reducing the likelihood of accidents occurring and preventing injury or loss of life. Safety legislation provides clear information and guidance for us, it has been formulated to assist and protect us all. Risk occurs, it is an inevitable factor, but it must be managed to create a safe working environment.

We take health and safety seriously and we understand our duties as an employer. It is our intention to fully embrace all aspects of health and safety law applicable to us.

We intend to manage and conduct our activities safely to avoid any harm to persons who may be affected either directly or indirectly by our activities.

Our Health and Safety Management System and documentation has been prepared following the Health and Safety Executive defined guidelines as set out in the guidance note 'HSG65' and utilises agreed principles to achieve our intentions: a safe place of work. It follows the Plan, Do, Check, Act, concept of risk management.

Health and Safety Management System:

Our Health and Safety policy forms part of a comprehensive health and safety management system. [Access to the full management system document is open to all staff and is stored on the shared T:Drive.](#)

Our Health and Safety Management System is provided to state our intentions and set a clear direction for people to follow. We expect all our employees to understand and comply with our arrangements.

We have ongoing commitments to achieve our intentions and maintain high standards. To help us meet these commitments employees will be empowered to assist with certain tasks. Information is provided to employees describing responsibilities and duties of key people. We will provide training where it is required.

To ensure our workplace is safe and risk is managed effectively we have devised safety arrangements. It is important that we fulfil our duties with respect to legislation and guidance that applies to us. We recognise that continuous improvement is vital to help us maintain our standards and achieve compliance.

Health and Safety Statement of Intent:

It is Droylsden Academy’s policy to ensure, under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation that we provide a safe and healthy environment for the teaching and support staff, the pupils and other people who come onto the premises.

The minimum standard we will adopt will be compliance with legal requirements and the associated appropriate codes of practice. However, our aim is not to only fulfil the spirit of the law and comply with technical requirements, it is to uphold the highest of health and safety standards. We will assess the risks from our activities and will operate according to the procedures that best promote health and safety at work.

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this Health and Safety policy are made available to all. We require cooperation from all employees to enable us to fulfil our legal duties and the objectives of this Safety policy. To promote co-operation, procedures for consulting employees are built into the Health and Safety Management System. They have a duty to follow the standards and procedures laid down by us.

Equipment that enables tasks to be carried out safely will be provided and maintained to ensure their safe operation. Employees will be provided with appropriate training and instruction considered necessary to ensure that they know how to work safely. Risk assessments will be documented for significant tasks and where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment will be provided and instruction in its use and maintenance given.

We will maintain our premises in a safe manner and suitable facilities for welfare will be provided and maintained, as will arrangements to ensure access to first aid.

Our health and safety committee will meet on a quarterly basis and discuss, and act upon matters to further enhance the health and safety culture within the Academy.

The Governing Body and Headteacher have ultimate responsibility for health and safety. Other responsibilities for health and safety matters have been assigned as appropriate and are described in our ‘Responsibilities’ section of the Health and Safety Management System.

The Facilities Manager will oversee an annual review of this Health and Safety policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the Health and Safety policy and associated guidance will be amended and communicated.

Signed: 

Governing Body Representative – Mr L Dowd

Signed: 

Headteacher – Mr P Wilson

1. Responsibility:

Duties and Responsibilities:

We will ensure that employees are aware of their legal responsibilities whilst at work, the appointments forming our management structure and the duties and responsibilities allocated to respective employees.

We take seriously the health, safety and welfare of our employees, pupils and anyone else who may be affected by our work activities. We expect full cooperation from our employees and pupils to help us maintain safe working environments. It is our aim to create a positive safety culture and sustain high standards.

Employees empowered to organise, manage and supervise work activities are instructed to ensure that our safety policies and procedures are followed always. Activities will be completed without significant risk of harm or loss and risks will be assessed and measures introduced to enable this.

Where employees have limited experience of activities involving risk, supervision will be afforded until such a time when satisfactory competence is deemed sufficient. Training needs will be assessed for all employees and the necessary training to enable them to work safely will be arranged.

Employees are instructed to refrain from using equipment likely to cause harm. If they notice any unsafe equipment, acts or situations they must act and report this.

We have in place a system for periodic monitoring. The purpose of this task is to continually assess our performance with respect to health and safety. People have been nominated with specific monitoring responsibilities, from time to time they may be requested to aid.

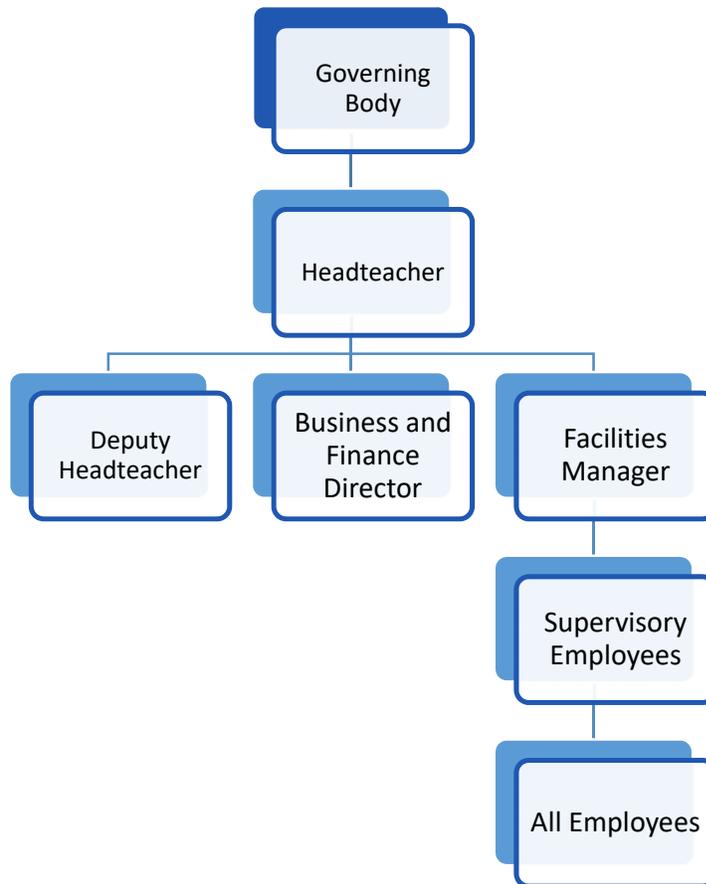
The Health and Safety at Work Act places duties on employees to:

- Take reasonable care of their own health and safety and that of anyone else effected by what they do.
- Cooperate with us, enabling us to comply with our statutory duties.
- Refrain from intentionally or recklessly interfering with or misusing anything provided in the interest of health, safety and welfare.

Employees are instructed to understand that failure to act and comply with legal duties may result with disciplinary action being taken against them, possibly by an enforcing authority.

Health and Safety Management Structure:

This diagram is a representation of our management structure and strategy for health and safety responsibilities.



The Governing Body and Headteacher have ultimate responsibility for health & safety. At any time when an employee assigned with responsibilities is absent from work employees are instructed to consult the Facilities Manager and raise any concerns regarding health and safety.

The Governing Body and Headteacher:

The Governing Body and Headteacher have the overall and final responsibility for safety, health, fire and welfare. However, contribution is needed by all employees, to achieve a safe working environment.

Responsibilities include, but are not limited to:

- Understanding the Health and safety at Work Act and any other Acts, Legislation or Approved Codes of Practice that apply to us and ensuring these are observed.
- Initiating our Health and Safety Management System for the prevention of injury, damage and wastage.
- Ensuring that an annual review of the Health and Safety policy is carried out and approved.
- Ensuring that we are supported and suitably advised on matters relating to health and safety.
- Setting objectives in relation to health and safety matters.
- Arranging adequate funds and facilities to meet requirements of this Health and Safety Management System.
- Ensuring that any inspection, testing and certification is carried out in order to comply with relevant regulations.
- Ensuring that appropriate insurance cover that embraces both statutory and general requirements is met and maintained.
- Ensuring that suitable risk assessments are carried out by competent personnel and suitable records maintained.
- Ensuring that risk assessments are reviewed regularly.
- Ensuring that all employees receive adequate and appropriate training.
- Ensuring that necessary health and safety inspections are undertaken and that prompt remedial action is taken when any unsafe practice or condition is apparent.
- Ensuring that suitable written records are kept and maintained of such inspections.
- Making reasonable enquiries to ensure that subcontractors engaged to work on our behalf and contractors engaged are competent to do so.
- Ensuring that disciplinary procedures are adequate to act against those who breach this Health and Safety Management System or our safe practices.
- Setting a personal example.

Deputy Headteacher:

Responsibilities include, but are not limited to:

- Understanding the requirements of relevant legislation and guidance
- Co-ordinating the efforts of all parties on matters of health, safety and welfare.
- Carrying out risk assessments.
- Ensuring that risk assessments are reviewed regularly.
- Ensuring that risk assessments are undertaken on any new or proposed activities or processes.
- Bringing to the attention in writing of those concerned the significant risks identified because of any such assessments.
- Stipulating safe systems of work, so that all work is carried out in accordance with statutory requirements, codes of practice and our rules.
- Ensuring that employees are effectively instructed in safe systems of work and that records are kept.
- Ensuring that employees are adequately trained in proper and safe working methods and are fully aware of any hazards/risks.
- Ensuring that necessary health and safety inspections are undertaken within those areas and that prompt remedial action is taken when any unsafe practice or condition is apparent.
- Ensuring that suitable written records are kept and maintained of such inspections.
- Ensuring that all persons are aware of the fire procedures and first aid facilities.
- Ensuring that new employees learn to take safety precautions.
- Identifying training requirements of individuals and reporting this.
- Ensuring that all safety rules are observed.
- Ensuring that all hazardous defects are reported and subsequently rectified.
- Ensuring all accidents and incidents are properly recorded and investigated with a view to prevent re-occurrence.
- Maintaining good housekeeping standards.
- Ensuring that all visitors are made aware of and comply with all aspects of health and safety legislation.
- Setting a personal example.

Review Cycle: Two Years

Next Review Date: January 2023

Person Responsible: Business Manager/Facilities Manager

Approving Body: Local Governing Body

The Business and Finance Director:

Responsibilities include, but are not limited to:

- Understanding the requirements of relevant legislation and guidance.
- Co-ordinating the efforts of all parties on matters of health, safety and welfare.
- Carrying out risk assessments.
- Ensuring that risk assessments are reviewed regularly.
- Ensuring that risk assessments are undertaken on any new or proposed activities or processes.
- Bringing to the attention in writing of those concerned the significant risks identified because of any such assessments.
- Stipulating safe systems of work, so that all work is carried out in accordance with statutory requirements, codes of practice and our rules.
- Ensuring that employees are effectively instructed in safe systems of work and that records are kept.
- Ensuring that employees are adequately trained in proper and safe working methods and are fully aware of any hazards/risks.
- Ensuring that necessary health and safety inspections are undertaken within those areas and that prompt remedial action is taken when any unsafe practice or condition is apparent.
- Ensuring that suitable written records are kept and maintained of such inspections.
- Ensuring that all persons are aware of the fire procedures and first aid facilities.
- Ensuring that new employees learn to take safety precautions.
- Identifying training requirements of individuals and reporting this.
- Ensuring that all safety rules are observed.
- Ensuring that all hazardous defects are reported and subsequently rectified.
- Ensuring all accidents and incidents are properly recorded and investigated with a view to prevent re-occurrence.
- Maintaining good housekeeping standards.
- Ensuring that all visitors are made aware of and comply with all aspects of health and safety legislation.
- Setting a personal example.

The Facilities Manager:

Responsibilities include, but are not limited to:

- Understanding the requirements of relevant legislation and guidance.
- Ensuring that any item is so designed and constructed as to be safe and without risk to health.
- Ensuring that any testing or examination is carried out on any article to comply with all safety regulations.
- Co-ordinating the efforts of all parties on matters of health, safety and welfare.
- Carrying out risk assessments.
- Ensuring that risk assessments are reviewed regularly.
- Ensuring that risk assessments are undertaken on any new or proposed activities or processes.
- Bringing to the attention in writing of those concerned the significant risks identified because of any such assessments.
- Stipulating safe systems of work, so that all work is carried out in accordance with statutory requirements, codes of practice and our rules.
- Ensuring that employees are effectively instructed in safe systems of work and that records are kept.
- Ensuring that employees are adequately trained in proper and safe working methods and are fully aware of any hazards/risks.
- Ensuring that necessary health and safety inspections are undertaken within those areas and that prompt remedial action is taken when any unsafe practice or condition is apparent.
- Ensuring that suitable written records are kept and maintained of such inspections.
- Ensuring that all persons are aware of the fire procedures and first aid facilities.
- Ensuring that new employees learn to take safety precautions.
- Identifying training requirements of individuals and reporting this.
- Ensuring that all safety rules are observed.
- Ensuring that all safety devices are fitted, properly adjusted and maintained.
- Ensuring that all hazardous defects are reported and subsequently rectified.
- Completing accident reports for all accidents involving injury, damage or lost time incidents. Reports are to be completed as soon as possible.
- Ensuring all accidents and incidents are properly recorded and investigated with a view to prevent re-occurrence.
- Maintaining good housekeeping standards.
- Ensuring that all visitors are made aware of and comply with all aspects of health and safety legislation.
- Setting a personal example.

Review Cycle: Two Years

Next Review Date: January 2023

Person Responsible: Business Manager/Facilities Manager

Approving Body: Local Governing Body

The Supervisory Employees:

Responsibilities include, but are not limited to:

- Familiarising themselves with our Health and Safety Management System.
- Ensuring that employees are adequately trained in proper and safe working methods and are fully aware of any hazards.
- Identifying training requirements of individuals and reporting this.
- Co-operation in releasing employees for training courses.
- Seeking to develop safe practices and encourage suggestions from employees.
- Ensuring that all safety rules are observed, and protective equipment is worn or used when appropriate.
- Ensuring that all hazardous defects in the workplace are reported and subsequently rectified.
- Carrying out risk assessments to identify all hazardous activities and the risks associated with such activities.
- Bringing to the attention in writing of those concerned, the significant risks identified because of any such assessments.
- Stipulating safe systems of work, so that all work is carried out in accordance with Statutory and in-house regulations and Codes of Practice.
- Ensuring that all employees are effectively instructed in safe systems of work and that records of instructions are kept.
- Ensuring that risk assessments are reviewed regularly, particularly in respect to any new or proposed activities or processes.
- Ensuring that all visitors are made aware and comply with all aspects of health and safety legislation.
- Setting a personal example.

Employees:

Responsibilities include the following, but are not limited to:

- Understanding and complying with any rules, policies and procedures introduced for health and safety and to comply with legislative requirements.
- Co-operate with the Management Team and other employees to create and maintain a safe working environment.
- Assisting us with the preparation of risk assessments or safety checks – after suitable training.
- Co-operating with any risk assessments and control measures introduced.
- Not intentionally interfering with or misusing any safety devices or arrangements introduced in the interest of health and safety.
- Refraining from actions which are likely to cause harm to themselves or others.
- Keeping any work equipment in good condition.
- Reporting any accident, unsafe act or condition.
- Ensuring that they understand our first aid arrangements and know where to seek assistance.
- Complying with our fire safety arrangements and participating with any evacuation drills.
- Informing us of any complaint, injury, illness or disease that they believe has been caused at work.
- Informing us of any personal circumstances, illnesses that may affect their safety or the safety and health of others whilst at work.
- Co-operating with us where an accident or incident is being investigated.
- Operating only items of equipment for which they have been trained, deemed competent and authorised to use.
- Helping us achieve and maintain good housekeeping standards.
- Setting a good example for others to follow.

Students:

Students will be encouraged to follow safe working practices and observe safety rules. All students will:

- Follow instructions issued by any member of staff in case of emergency.
- Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- Inform a member of staff of any situation which may affect their safety or that of other students or staff.

2. Arrangements:

Arrangements are the systems we have introduced to deal with our fundamental health, safety, fire and welfare needs. We have reviewed our work and considered what arrangements are necessary. Our arrangements have been introduced for the good and benefit of employees and others and to comply with legislative requirements.

Full details are available in the health and safety management folder on the shared drive. **Chapter 3**

3. Fire Safety:

Fire causes a significant risk to us and all the persons affected by our activities. We acknowledge our duties as described by the Regulatory Reform Fire Safety Order and intend to fully comply with our duties.

Our fire risk is continually assessed, and a formal review arranged and documented at least annually. A Fire Risk Assessment is completed for each work area and fire training will be undertaken by all employees.

We will ensure that fire procedures are documented for each activity location and explained to employees.

Action will be taken to address the outcome and recommendations made because of any formal assessment. We will reduce the level of risk to prevent any likelihood of a fire occurring or harm to anyone because of a fire starting.

All employees have a duty to prevent fire. Information and training will be provided to help employees understand fire safety precautions and our procedures.

Further information relating to our commitment to prevent fires can be found on page 61 of the health and safety management folder on the shared T:Drive

4. Accident Investigation:

It is our intention to prevent all accidents occurring however we have systems in place to manage any such events. The Deputy Headteacher, Facilities Manager, and the Business and Finance Director are nominated as the persons responsible for ensuring accident investigation is completed.

Accidents causing substantial injury must be reported urgently to the Headteacher

It is imperative that the scene of the accident is isolated to facilitate investigation. It is important that information relating to any accident or incident is collected as soon as possible following the event. The following is a list of evidence that will be considered. This list is by no means exhaustive.

- Witness statements.
- Photographs.
- Sketches.
- CCTV data.
- Damaged equipment.
- Maintenance records.
- Previous accident reports.
- Training records.
- Injuries to staff or students

The main purpose of accident investigation is to establish events leading up to the accident and/or any underlying circumstances that may have contributed to the occurrence. Ultimately the evidence will be used and information evaluated to prevent reoccurrence.

The depth of the investigation will depend on the nature and severity of the accident. Where necessary other parties will become involved with the investigation.

Review Cycle: Two Years

Next Review Date: January 2023

Person Responsible: Business Manager/Facilities Manager

Approving Body: Local Governing Body

Accident Reporting:

We acknowledge our duty as stipulated by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). We have suitable arrangements in place for all accidents and incidents to be reported. The Headteacher and the Facilities Manager are to ensure that all employees understand the basic requirements for accident and incident reporting and know how to report such an event and are encouraged and monitored to ensure this is done.

Any employee or pupil injured whilst at work are to report the event. An accident book is kept and managed by the Facilities Manager. Information referring to what needs reporting can be found at the start of the accident book. If an employee is in any doubt they are to seek advice.

The Facilities Manager is responsible for complying with RIDDOR and reporting any relevant incidents, within 10 days of a specified or major incident occurring, 15 for over 7 days incidents.

5. Risk Assessments:

We must deal with risk in every part of our lives; however, the acceptability of risk relates to the standards adopted by each person, the company, our stakeholders and the regulatory authorities. Essentially, risks that are acceptable are ones where no additional control measures may be necessary.

It is important that we identify and deal with 'significant risks' rather than trivial issues and concentrate on those that might cause 'foreseeable' harm or damage. Remember, not everyone will initially appreciate how they can be harmed and everyone will have different opinions as to what constitutes 'safe' behaviour. It is therefore necessary for us to determine what is acceptable and what controls are required to be implemented to ensure a safe working environment and compliance with regulatory standards.

We will ensure that risk assessments are completed for significant activities. Some employees will also have a significant part to play in the writing, communicating and reviewing of assessments and will be given suitable training to do this effectively.

We have identified the key areas where assessments are required and outlined the main controls required to be in place. These can only be written as 'suitable and sufficient' assessments with the input of competent employees involved in the tasks.

We will ensure that:

- Assessments are carried out and records are kept.
- Control measures are introduced because of assessments and that they are implemented and followed – with the most significant hazards having the, greatest priority for action.
- Employees are informed of the relevant results and provided with necessary training.
- Any significant changes, injuries or, change in legislation or guidance leads to a review of relevant assessments.
- Assessments are regularly monitored and reviewed, and a schedule established.
- Suitable information, instruction and training will be provided to all persons involved in the risk assessment process to ensure a suitable level of competence.

Further information relating to our risk assessment procedures can be found on page 39 of the health and safety management folder on the shared drive

6. First Aid:

First aid at work covers the arrangements that need to be made to ensure the initial management of any injury or illness suffered at work. It does not include giving tablets or medicines to treat illness. The regulations do not prevent persons that are specially trained to act beyond the initial management stage from doing so.

We will provide or ensure that they are provided; such equipment and facilities that are adequate and appropriate in the circumstances for enabling first aid to be rendered to our employees if they are injured or become ill at work.

We will also provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first aid to our pupils and employees if they are injured or become ill at work. Such persons shall be deemed able to deliver first aid if they have undergone training, including any additional training where deemed appropriate.

7. Security:

It is the responsibility of the Site team to ensure the security of the school buildings and grounds. The school is locked each day and the alarm set. Each morning the FM staff will check the premises to ensure the buildings are safe to use and no problems have arisen that may compromise Health and Safety. The perimeter fencing is checked daily for breaches.

Comprehensive CCTV coverage adds further security protection.

All matters relating to a breach in security are to be reported to the FM team immediately.

8. Visitors:

The control of visitors is essential. We have in place a reliable system to prevent unauthorised persons entering.

It is vital that we know who is on our premises at any time for the safety of everyone, enabling us to confirm to the fire and rescue service that all persons have evacuated in an emergency such as a fire. Therefore, visitors will be asked to sign a register upon their arrival.

It is important that visitors park their vehicles responsibly. Vehicles are not to be parked making access difficult for emergency vehicles or others. No vehicle is to be left obstructing pedestrian routes, emergency exits, or other facilities designed to facilitate health, safety or fire arrangements or in disabled bays.

9. Contractors:

Under the Health and Safety at Work etc Act we have a duty to protect our employees, pupils and visitors. We will ensure that by having contractors working that all risks have been assessed. We will produce a risk assessment for the proposed work that the contractors are undertaking and put in place control measures to reduce the risk to a safe and acceptable level.

When appointing contractors, we will confirm their competencies prior to any work commencing. We will select contractors based on their health and safety performance and competence for the required work.

The Facilities Manager is responsible for communicating the following information to the contractor:

- Fire safety arrangements.

- First aid facilities.
- Welfare arrangements and facilities.
- Details of our policies and procedures relative to any work taking place on our premises.
- Any permit to work system in operation or required.

10. Infection control –COVID 19:

The Government’s guidance sets out how we can support the test and trace system to help ‘slow the spread of the virus, protect the health and care system and save lives’, and highlights how it should be used in conjunction with its ‘working safely during coronavirus (COVID-19)’ guidance.

We are responsible for the health and safety of our employees and others who may be affected in the company such as contract workers, agency workers, customers, and suppliers.

The policy emphasises that we must make the workplace as safe as possible and encourage employees to follow any notifications to self-isolate – supporting them whilst in isolation.

The NHS test and trace system will be supporting us in this by providing tests for anyone with symptoms of COVID-19 and alerting anyone who has been in contact with someone who has tested positive. To facilitate this, anyone who receives a positive test result will be asked to share information about people have recently been in contact with.

Five Steps for Working Safely:

We will be following the Government’s ‘Five steps for working safely’ advice.

The five steps include:

- Carry out a COVID-19 risk assessment.
- Develop cleaning, handwashing, and hygiene procedures.
- Help people to work from home.
- Maintain 2m social distancing, where possible.
- Where people cannot be 2m apart, manage transmission risk.

We have put measures in place to maintain social distancing, which take into account including our working environment, the size of the premises and the number of employees.

11. Monitoring:

We have in place active monitoring systems to ensure any statutory duties applicable to us are complied with and to ensure our standards are being achieved. Monitoring activities will help us identify any issues that need attention.

We have allocated tasks to Managers and Supervisory Employees to help us with monitoring however other employees may be requested to assist with this task. It is important that any monitoring activity reports accurately reflect the conditions apparent at the time of the review.

Completed monitoring documentation assists us with our intentions for continuous improvement. Documented findings and consequent follow-up action help us prove to any visiting authority that we take safety seriously.