



## **HEALTH AND SAFETY POLICY**

**Adopted on:** 17<sup>th</sup> March 2016  
**Review date:** March 2017

On Thursday 17th March 2016 the Governing Body of Pool Academy adopted the following statement and procedures for the provision of health, safety and welfare of pupils, visitors, employees and contractors involved with the activities of the Academy.

Signed:

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Chair of Governors

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Principal

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**Statement of Safety Policy  
For Pool Academy**

1. Pool Academy recognises its legal and moral responsibilities to persons who may be adversely affected by Academy activities.
2. The Academy is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the Academy. The Academy will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
6. The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section.
7. The school will ensure, as far as is reasonably practical, that this policy and its supporting documents are kept up to date. A formal review and re-adoption of this policy will be carried out by no later than 12 months later than the adoption review date above.

## **Responsibilities**

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the Academy. The individuals and groups identified below are expected to have read and understood the Academy's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

### **Governors**

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The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Principal, to prioritise resources for health, safety and welfare issues.

The Governors have appointed a Safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

The Safety Governor is Mrs Stephanie York.

### **Principal**

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The Principal has responsibility for:-

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- Ensuring regular inspections are carried out;
- The Business Manager will carry out the inspection each term;
- Submitting inspection reports to governors;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Ensures accidents are investigated;
- The Health and Safety Governor to chair the school health and safety committee;
- Identifying and facilitating staff training needs;
- Liaising with governors and/or the appointed Health and Safety Consultant on policy issues and any problems in implementing the health and safety policy;
- The Health and Safety Committee Secretary liaises with staff on Health and Safety matters/reports.

- Co-operating with and providing necessary facilities for trades union safety representatives.
- Where contracts are negotiated directly between the school and the contractor, the Business Manager is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

The Premises Manager is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

The Premises Manager is appointed with the authority of the Principal to request action from the Contractor where conditions are considered to be unsafe.

\*Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff (i.e. the school's "Safety Manager"). In this school these functions have been delegated to:

The Business Manager

### **College Leaders and Middle Leaders**

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College Leaders and Middle Leaders have responsibilities for:-

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the Principal;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Principal, the appointed Health and Safety Consultant or Governors.

### **All Employees**

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All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:-

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;

## Legal Policy

- Ensuring safe procedures are followed;
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;
- Bringing problems to the relevant manager's attention

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

## **Volunteers**

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Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

## **Specific Health, Safety and Welfare Policy and Procedures**

### **First Aid**

The school has assessed the need for first aid provision and has identified that two fully qualified first aiders holding the First Aid at Work Certificate are required for adequate cover.

### **Coordinator:**

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The Business Manager is responsible for overseeing the arrangements for first aid within the school. Their duties include ensuring:-

- That first aid equipment is available at strategic points in the school
  - **Main Office**
  - **Science Department**
  - **Food Technology**
  - **Pastoral Support Managers' Office**

- **Inclusion Room**
  - **Drama**
  - **Art**
  - **Science**
  - **Resistant Materials**
  - **Canteen**
- that the correct level of first aid equipment is maintained in each first aid box
  - that a sufficient number of personnel are trained in first aid procedures
  - that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)

**First Aiders are:-**

Best Jamie	Drama
Bright Sharon	PE
Buzza Dave	PE
Carter Julie	DesignTechnology and MDSA
Coombs Phillip	Science Technician
Duncan Rodger	PE
Durant Ali	PE
England Karan	Learning Facilitator/Pastoral Support
Field Emily	PE
Fuller Mark	Learning Facilitator
Grenfell Nicky	Science Learning Facilitator
Gribble Lorna	Cover Supervisor
Gribble Vicky	Learning Facilitator
Hayler Stuart	Chef
Heard Mary	PE
Iredale Jeremy	Maths
Jackson Sarah	Learning Facilitator/DoE
Murphy Kevin	Caretaker
Mutton Vanessa	Admin/MDSA
Pascoe Jenny	Learning Facilitator
Peach Laura	Design Technology
Peasley Rod	Pastoral Support
Richards Sian	Admin

Rowe Tina	Admin
Ruddock Kathryn	Admin
Ryder Peter	Assistant Principal
Sleeman Caroline	Science Technician
Smith Jennie	History
Stuttard Howard	Design Technology
Turner Mark	History
Walton Charmaine	Cleaner
Warwicker Lisa	Maths
Williams Margaret	Librarian/PSHE
Williams Nigel	English/Pastoral Support

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

### **First Aiders**

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The first aiders listed above will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for

- trips & visits
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents evenings, school-organised fund raising events, etc.)

First aid cover is not provided for:-

- contractors
- events organised by third parties (fetes, evening clubs, etc.)

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section).

Medical Room visits are recorded on SIMS.

### **Treatment of Injuries**

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The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline:-

NHS Non-emergency                      111

and, in the case of pupil injuries, with the parents or legal guardians.

### **Suspected Head, Neck & Spinal Injuries to Pupils**

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In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this Academy, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/carer, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/carer.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Non-emergency for advice or 'phone for an ambulance as appropriate.

### **Other Significant Injuries**

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Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by way of

- a telephone call
- a form

Records of notification by telephone to parents will be kept by Kate Ruddock.

### **Escorting Pupils to Hospital**

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When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance.

{For Academy pupils the member of staff may travel to the hospital in their own vehicle (rather than in the ambulance with the child) unless the child is overly distressed/confused. This decision should be made in consultation with the attending paramedics and the parent/carer if he or she is immediately contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the pupil as they are admitted to casualty.}

The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is "handed over".

## **Medicines in School – see separate Policy**

### **Accidents**

#### **Reporting Officer**

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The Health and Safety Secretary is responsible for the collection of information and the completion of the On-Line Accident Report. In her absence, this role will be fulfilled by the Business Manager.

All accidents and near misses must be reported to the reporting officer.

The Reporting Officer will record all accidents. The following incidents will be recorded and reported using the On-Line Accident Reporting System:-

- Specified Dangerous Occurrences (refer to Education Handbook for list)
- Specified diseases (refer to Education Handbook for list)
- All employee accidents
- All contractor accidents
- All accidents to members of the public/visitors
- Accidents to pupils which result in a major injury or death
- Accidents to pupils which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to pupils which may have resulted from a premises/equipment defect
- Accidents to pupils during structured activities
- Accidents to pupils where first aid treatment has been provided.

All other incidents will be recorded in the school's Day Book/Incident Log. Any incidents which may have resulted or could have resulted in a reportable incident but did not, should still be recorded as a near miss.

#### **Accident Investigation**

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All accident reports will be seen by the Business Manager who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System. Major incidents will be reported to the Principal and the Health and Safety Governor.

All on-line reports are sent electronically to the Health and Safety Services section at County Hall and are reviewed by a Health and Safety Officer.

### **Accidents Reportable to the Health and Safety Executive**

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Reports of fatalities, major accidents and over-seven-day incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

### **Fire – See Separate Policy**

#### **Electricity**

A 5 year fixed wiring inspection is to be carried out by the Academy.

The Academy will undertake to inspect and test all portable electrical appliances by a competent person at least every other year.

All test certificates will be kept in the Premises Management Office for the duration of the life of the appliance.

#### **Personal Items of Equipment**

Personal items of electrical equipment should not be brought into Academy for use by staff or pupils.

If a personal item is required to be used in Academy for a one off type event then permission must be sought from the Premises Controller and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible, rechargeable battery type pieces of electrical equipment should be used.

#### **All Staff**

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All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used and will be reported to the Business Manager for repair/replacement.

## **Work Equipment**

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The Premises Manager will be responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to

- the installation requirements,
- the suitability for purpose,
- the positioning and or the storage of the equipment,
- maintenance requirements (contracts & repairs);
- training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

**Working Alone – See Separate Policy**

## **Academy Security**

The Premises Controller is the appointed person who is responsible for the security of the Academy at the end of the day by ensuring that doors, windows, skylights etc are secured.

The Premises Controller is also responsible for carrying out checks of the premises during the school holidays.

### **1 – CALL OUT ARRANGEMENTS**

The Academy will introduce call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

#### **Security Firm Personnel Attending –**

Having a contract with a security firm who will respond to alarm activations without recourse to an Academy key holder or who will arrange for someone to meet and stay with the key holder whilst they check the site.

(Kestrel Guards are currently contracted to provide a call out service).

## **Violence**

The Academy follows the Council's policy and guidance on Violence at Work.

Mrs Zelma Hill is responsible for ensuring

- All staff are aware of the policy
- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work

## **Team Teach**

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Team teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this Academy Mr Jason Webb, is trained in team teach techniques. A specific policy, aimed at the control of pupils, has been adopted

Attached is a copy of the Model Policy in the Use of Force to Control or Restrain Pupils.

### **Arrangements for Supervision of Pupils**

The Academy will be open from 8.00 am to 5.00 pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times.

### **Risk Assessment**

The Academy will carry out risk assessments for all activities using the European Education Consultants Risk Assessment Software.

Health and Safety members are responsible for managing the risk assessment process and producing relevant reports for the Principal and the Governors.

Heads of Department are responsible for managing risk assessment processes for their department.

Copies of risk assessments are available via EHC.

### **Safe Working Procedures**

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The risk assessments will be used to develop safe working procedures which must be followed by all staff. Copies of safe working procedures are available from Cornwall Council website.

### **Personal Protective Equipment (PPE)**

Personal protective equipment must be supplied to control the hazard as a last resort; i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or pupils.

Examples – eye protection, hearing protection, gloves, high visibility wear, helmets, footwear.

The Premises Controller will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer. (Where specialist PPE is required you may wish to refer to H&S Services for advice)

In addition, The Premises Controller will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times)

### **Staff**

When issued with PPE, persons are required to wear it where identified by Risk / COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.

## **The Control of Hazardous Substances**

All substances which may be considered hazardous to health have been assessed using an appropriate COSHH Database (except in Science – these are covered by the CLEAPSS Hazcard system). Assessments have been returned to the Academy and copies are available in the COSHH file in the Science Prep Room.

### **COSHH Coordinator**

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The Premises Co-ordinator is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained.

The coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product.

The coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date.

The coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists etc) where persons may be affected by their use on site or the storage of such substances/materials may need to be controlled.

In addition, any hazardous substances/materials being used by artists, crafters, etc must have appropriate COSHH assessments before being used in the school.

### **All Staff**

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All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

Medication for personal use by members of staff must also be kept in a secure location, eg handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

In addition, the Premises Controller will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times).

**Staff**

When issued with PPE, persons are required to wear it where identified by Risk/COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.