



## **The Corsham School Academy Group Health & Safety Policy**

<b>Policy Operational From</b>	<b>22 May 2007</b>
<b>Policy Agreed</b>	<b>October 2023</b>
<b>Policy Published (including on website) date</b>	<b>October 2023</b>
<b>Next Review Date</b>	<b>October 2024</b>

### **Policy Statement**

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health & safety policy which have been written by the Education Department.

The aim of the Corsham School Academy Group Board of Trustees and Directors (MAT Board) is to provide a safe and healthy working and learning environment for staff, students, visitors and contractors.

The MAT Board accepts that it has a responsibility to take all reasonable, practicable steps to secure the health of staff, students and others using the school premises or participating in school sponsored activities.

It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students.

The MAT Board will take all reasonable steps to identify hazards and reduce them to a minimum. All staff and students must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

### **1. Responsibilities**

#### **1.1 MAT Board**

In the discharge of its duty the MAT Board, in consultation with the Headteacher, will:

- make itself familiar with the Health, Safety and Welfare Policy and the advice and guidance provided by the LA and others;
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- identify and evaluate all risks relating to:
  - the premises
  - school activities

- school-sponsored events;
- identify and evaluate risk control measures in order to select the most appropriate means of minimizing risk to staff, students and others;
- monitor the management of the health and safety process.

In particular, the MAT Board undertakes to provide:

- a safe place for staff and students to work including safe means of entry and exits;
- plants equipment and systems of work which are safe;
- safe arrangements for the handling, storage and transport of articles and substances;
- safe and healthy working conditions which take account of all appropriate:
  - statutory requirements
  - codes of practice whether statutory or advisory
  - guidance whether statutory or advisory
- supervision, training and instruction so that all governors, staff and students can perform their school related activities, duties and responsibilities, in a healthy and safe manner. Wherever training is required by statute or considered necessary for the safety of staff, students and other, then the MAT Governing Body will ensure, within the financial resources available, that such training is provided and regularly updated.
- Adequate welfare facilities.

So far as is reasonable and practical the MAT Board, through the Headteacher, will arrange for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- this policy;
- relevant health and safety matters;
- any instruction and training that is available so that they may carry out their duties in a safe manner without placing themselves or others at risk.

## **1.2 Headteacher**

As well as the general duties which all members of staff have (see 1.5), the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school. The Headteacher will take all reasonable, practicable steps to achieve this end through senior members of staff, Heads of House, year learning managers, team leaders, teachers and any other appropriate personnel.

The Headteacher is required to take all necessary and appropriate action to ensure that the proper health and safety standards throughout the school, including all school-based activities, are maintained at all times.

Create and monitor, in consultation with the Governors, a management structure which will:

- Arrange and implement a system of risk assessment to allow the prompt identification of potential hazards and ensure that the MAT Board are made aware of the findings
- Carry out a regular safety inspection of the school facilities to complement the risk assessment and ensure that the MAT Board are made aware of the findings.
- Identify the training needs of staff and students.

In particular, the Headteacher will, on a day-to-day basis, be responsible for monitoring and ensuring:

- The health, safety and welfare of staff students and others using the school premises or facilities or services or attending or taking part in school sponsored activities
- The safe working conditions of the school premises and facilities
- Safe working practices and procedure throughout the school so that all risks are controlled
- That staff and students identified as requiring appropriate health and safety training receive it, subject to financial resources being available

- That any defects in the premises, its plant, equipment or facilities that relate to or may affect the health and safety of staff, students and others are made safe in a time scale commensurate to the risk
- The collation of accident and incident information and when necessary, carrying out accident and incident activities
- That members of staff, including Trade Union safety representatives are consulted about health and safety issues
- That staff, students and others are encouraged to promote health and safety.

### 1.3 Persons Delegated to Assist in the Management of Health and Safety

The delegated persons:

Mrs A Chapman-Richardson, Business Manager TCS  
Mrs Lorraine Carter Health & Safety, Site & Facilities Manager TCS  
Heads of Subject Departments TCS  
Health & Safety Governor TCS and Corsham Regis Primary Academy (**Regis**) respectively

are responsible for:

**TCS:**

**Mrs A Chapman-Richardson**

**Mrs Lorraine Carter**

## Site

- Fire Risk Assessment
- Emergency Evacuation
- Site Security
- Vehicular Movement on site
- Working at Height
- Curriculum Risk Assessments
- ICT Curriculum Network
- Annual Health and Safety Inspections
- Use of Contractors
- Water safety Testing and flushing
- Electrical Testing
- PAT Testing
- Managing Asbestos Safely including Inspection & Surveys
- Fire Fighting Equipment
- Maintenance and upkeep of ventilation systems
- Gas and Utilities Maintenance
- Risk Assessments

**Mrs A Chapman-Richardson**

**Mrs Lorraine Carter**

## Administration

Health and Safety Policy

Generic Risk Assessments:      Employee well-being  
Driving the school Minibus

Workstation Assessments (Admin Network)

Lettings

### **Mrs Lorraine Carter**

- Monitor general advice on safety matters given by the Local Authority and other relevant bodies and advise on its application to the school;
- Co-ordinate arrangements for the design and implementation of safe working practices with the school;
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher;
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
- Ensure that staff with control of resources (both financial and other) give due regard to safety;
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, students and visitors on safety matters and to make recommendation on the extent to which staff are trained.

### **1.4 TCS Curriculum Team Leaders**

Heads of Department are responsible for:

- The day to day management of Health and Safety within their department in accordance with the Health and Safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- Carrying out regular Health and Safety monitoring inspections of the Department and making reports to the Headteacher where appropriate;
- Ensuring follow up and remedial action is taken following Health and Safety inspections;
- Arranging for the appropriate subject specific Health and Training to be provide to all staff within the Department;
- Passing on Health and Safety information received to the appropriate people;
- Acting on Health and Safety reports from above and below in the hierarchy.

### **REGIS:**

The delegated persons:

Mr Martin Hancock, Site Manager

Mrs Angelica Hunt, Admin Assistant

Miss Emma Stagg – Administration and Resources Manager

Curriculum Leadership Teams

Class Teachers

Health & Safety Governor

are responsible for:

Class Teachers:

Curriculum Risk Assessments, including Swimming, Sport events, Residential Trips, Science and Design Technology

Health & Safety Governor:

Annual Health and Safety Inspections

Miss E Stagg and Mr M Hancock:

- Use of Contractors – including Vehicular Movement on site
- Work station assessments
- Working at Height
- Site Security
- ICT Curriculum Network (in partnership with MARCCs computers)
- Fire Risk Assessment
- Water Testing
- Electrical Testing
- PAT Testing
- Asbestos Inspection & Surveys
- Fire Fighting Equipment
- Kitchen ventilation cleans
- Gas Maintenance
- Risk Assessments
- Lettings
- Exposure to any hazardous substances or materials

Miss E Stagg, Mrs A Hunt & Safeguarding Governor:

- Personnel
- First Aid arrangements
- Storage of medicines
- Reporting of accidents, incidents, hazards and near misses
- High risk activities associated with the curriculum or school sponsored events
- Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
- Co-ordinate arrangements for the design and implementation of safe working practices with the school;
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher;
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
- Ensure that staff with control of resources (both financial and other) give due regard to safety;
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendation on the extent to which staff are trained.

#### **1.4R The Duties of the Supervisory Staff**

In addition to the general duties which all members of staff have (see 1.5), supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the MAT's health and safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their area of responsibility;
- health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- staff, pupils and others under their jurisdiction are instructed in safe working practices;
- new employees working within their area are given instruction in safe working practices;
- risk assessments are conducted in their area of responsibility as required by the institution's Headteacher or as necessary (See Appendix 1);

- regular safety inspections are made of their area of responsibility as required by the institution's Headteacher or as necessary;
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- all health and safety information is communicated to the relevant persons;
- they report any health and safety concerns to the Headteacher.

### **1.5 All Staff**

All staff employed at the schools within the MAT have a responsibility to:

- Take reasonable care for the Health and Safety of themselves and others when undertaking their work;
  - Checking classrooms/work areas are safe;
  - Checking equipment is safe before use;
  - Ensuring safe working procedures are followed;
- Co-operate with the MAT Board, the relevant school's Headteacher and the Executive Headteacher on all matters relating to Health and Safety by complying with the Health and Safety Policy;
- Not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of Health and Safety and welfare;
- Report immediately to the relevant Headteacher/Line Manager any serious or immediate dangers;
- Report to the relevant Headteacher/Line Manager any shortcomings in the arrangements for Health and Safety;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- Participate in Health and Safety inspections and the Health and Safety committee where appropriate.

Please note the following: -

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work place, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure that they have consulted the appropriate risk assessments and they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

### **1.6 Students**

All students are expected, within their expertise and ability to:

- Exercise personal responsibility for the safety of themselves and their fellow students;
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, and other items considered dangerous);

- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The MAT Board and the Executive Headteacher will make students (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school organiser

### **1.7 Hirers, Contractors, Lettings and Others**

The Headteacher of TCS and Headteacher of Regis will seek to ensure that hirers, contractors and others who use their own school's premises conduct themselves and carry out their operations in such manner that all statutory and advisory safety requirements are met at all times. This responsibility will normally be delegated to the Site & Facilities Manager at each school who will meet with hirers for this purpose.

When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated.

When the school premises are being used out of normal school hours for a school-sponsored activity, for the purposes of this policy, the organizer of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

The MAT Board and relevant Headteacher through the Site & Facilities Manager must ensure that:

1. the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the relevant Headteacher knows of any hazard associated with the above, she/he should act to make hirers aware of it;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. hirers of the building are briefed about fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedure should be prominently displayed;
4. hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

When the premises are hired to persons outside the employ of the MAT Board, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the MAT Board and that they will not, without the prior consent of the MAT Board:

- (i) introduce equipment for use on the school premises;
- (ii) alter fixed installations;
- (iii) remove fire and safety notices or equipment;
- (iv) take any action that may create hazards for persons using the premises or the staff or students of the school.

All contractors who work on either school's premises are required to ensure safe working practices by their employees under the provision of the **Health and Safety at Work Act 1974** and must pay due regard to the safety of all persons using the premises.

In the instances where the contractor creates hazardous condition and refuses to eliminate them or to act to make them safe, the relevant Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

The MAT Board will draw attention of all users of school premises (including hirers and contractors to Section 8 of the **Health and Safety at Work Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interest of health, safety and welfare.

### **1.8 Visitors**

All visitors and other users of the school (for example, contractors, delivery persons etc) must report to Main Reception and are expected to observe the safety rules of the school.

## **2. Fire and Emergency Evacuation Procedures**

The relevant Headteacher will ensure that an emergency plan is prepared to cover all possible major incidents which could put the occupants or users of his/her school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (i) save life;
- (ii) prevent injury;
- (iii) minimise loss.

This sequence will determine the priorities of the emergency plan.

This plan will be agreed by the MAT Board and be regularly rehearsed by the staff and students. The result of all such rehearsal will form part of the regular risk assessment survey and the outcome will be reported to the MAT Board.

## **3. Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers and the fire alarm system and emergency lighting.

## **4. First Aid**

Supplies of first aid materials will be held at various locations throughout each school. These locations will be determined by the relevant Headteacher. They will be prominently marked and all staff will be advised of their position. These materials will be regularly checked and replenished if necessary by Student Receptionist (TCS) who also has responsibility for the safe storage and distribution of medicine and GUIDELINES ON FIRST AID ARRANGEMENTS CORSHAM REGIS PRIMARY ACADEMY (Regis).

Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities.

A record of each occasion any member of staff, student or other person receives first aid treatment either on the school premises or as part of a school related activity.

## **Review**

The MAT Board will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and students.

## **Specific Advice and Guidance**

The advice and guidance which makes up the remainder of the school policy is contained in the Health and Safety Manual.



This Policy is fully operational from: 22 May 2007

Date of last review: October 2023

Date of next review: September 2024