



HOLYHEAD
PRIMARY ACADEMY

Holyhead Primary Academy

Health and Safety Procedures

June 2020

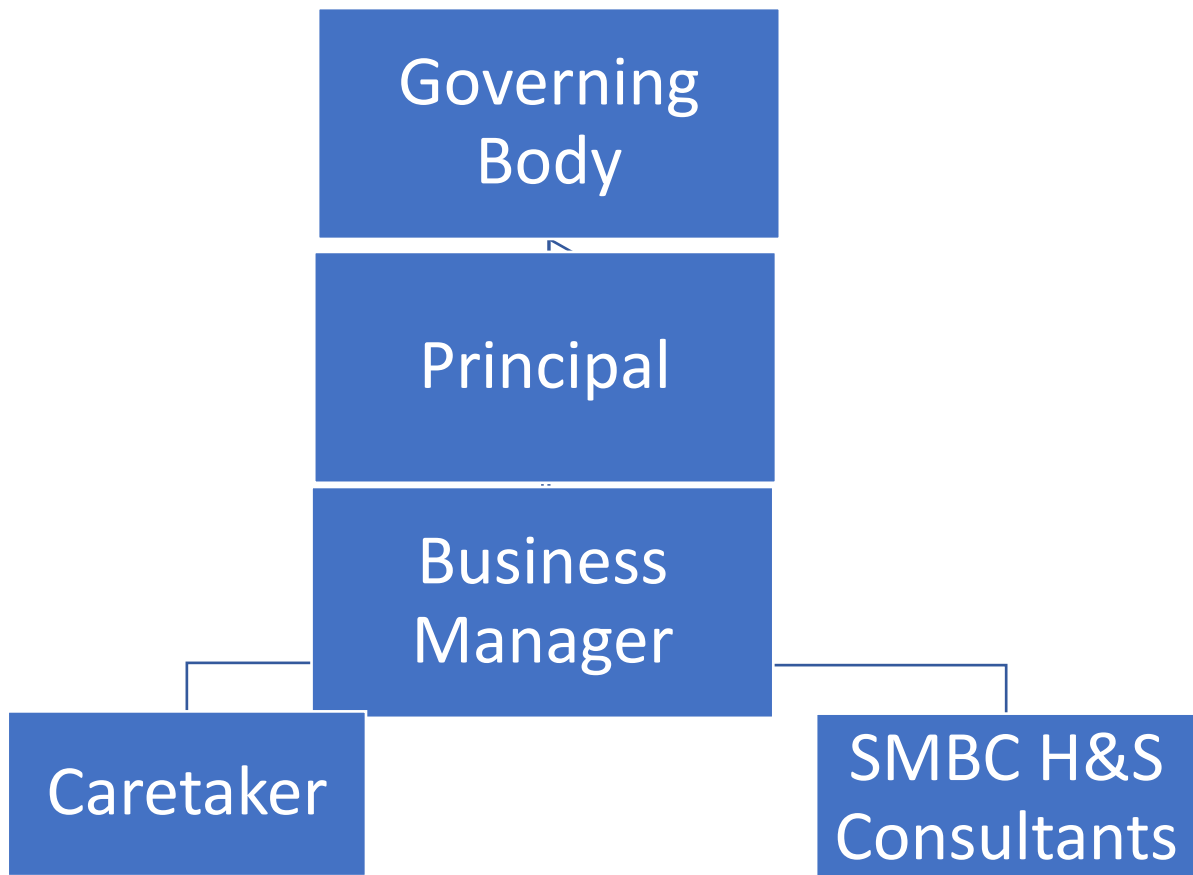
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Organisation for Health and Safety – Individual Responsibilities

Responsibilities



Standards and Performance Committee

Shireland Collegiate Academy Trust and the Standards and Performance Committee will require paid officers within the Academy management structure to comply with the Academy's safety management system and be aware of their responsibilities.

- Show a commitment to health and safety in the Academy by signing the health and safety statement of intent
- Carry out health and safety self-audits (including scrutiny of policies, training records, risk assessments etc.) and walkabout inspections of the Academy
- Monitor accident and aggressive incidents to identify issues/trends and put measures into place to reduce the number of incidents
- Health, safety and welfare will be a standing agenda item on the Agenda at all SPC meetings

The Principal

The Principal will:

- Establish health and safety objectives and develop plans to achieve them
- Ensure that appropriate resources are available to meet health and safety objectives
- Ensure that detailed arrangements and procedures to protect the health and safety of staff, students and others are in place
- Ensure that suitable risk assessments and controls are in place
- Promote a positive health and safety culture and lead by example
- Ensure that there is effective health and safety communication and consultation with staff
- Presume the role of Premise Manager
- Monitor and review health and safety performance
- Monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents
- Seek professional advice as necessary

Senior Leadership Team

- Support the Principal and carry out the duties detailed above in their absence
- Develop and implement arrangements and procedures to protect the health and safety of staff, students and others
- Undertake risk assessments as appropriate and ensure that suitable controls are in place
- Make suggestions to the Principal to improve health and safety controls

Educational Visits Co-ordinator

The trained Educational Visits Co-ordinator (EVC) will ensure they follow the procedure for offsite activities. Their responsibilities include:

- Supporting the Principal and SPC with approval decisions for off site visits
- Informing the Principal and SPC of all non-routine visits
- Ensuring staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it
- Ensuring the competence of staff and volunteers to lead or otherwise supervise a visit
- Ensuring that emergency arrangements are in place and emergency contacts are known for each visit

Business Manager/Caretaker

The Business/Caretaker will:

- Ensure that statutory testing of plant and equipment is carried out at the required intervals by competent contractors/persons
- Ensure that the fire logbook is completed and kept up to date
- Carry out regular water temperature checks and other measures to control water safety
- Carry out regular visual checks of any asbestos containing materials
- Ensure the building is secured at night
- Carry out and complete risk assessments where appropriate
- Ensure that funds are available to carry out actions identified in the Academy health and safety action plan
- Carry out regular site inspections
- Deal with contractors on regular basis
- Ensure that all staff understand health and safety procedures
- Ensure statutory health and safety-related training for staff is up-to-date to ensure compliance throughout the Academy.

All Employees

All employees will ensure that they:

- Take reasonable care of themselves – this includes maintaining a tidy and safe working area
- Do not put their colleagues at risk
- Co-operate with their manager on health and safety matters – including attending any health and safety training appropriate to their role
- Adhere to safe working procedures – including following risk assessments and using any safety equipment or personal protective equipment provided
- Follow all verbal and written instructions they are given regarding safe working
- Do not interfere with or misuse anything provided for health and safety purposes (guards on machines, signs on walls etc)
- Inform their manager about any health and safety problems or loss/damage to safety equipment

In addition, they should:

- Report any accident, incident, or near miss to their Line Manager immediately
- Not carry out any work unless they are competent to do so - this is particularly important when dealing with dangerous equipment or hazardous chemicals

Organisation – Health and Safety Management System

Policy Development

The Academy will keep its health and safety procedure document, including organisation/responsibilities and arrangements under regular review to ensure they remain current and effective.

All local plans and procedures, and revisions to them will be authorised by the Principal and SPC and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

Cooperation, Consultation and Communication

The Academy will consult with staff and appropriate trade union representatives in the development and monitoring of its health and safety systems, procedures and risk assessments.

Competent Advice

Key health and safety competencies required by the Academy will be determined by using a training matrix. In addition, competent and trained Academy staff will receive expert guidance and advice from the Health and Safety Support Unit at Sandwell Metropolitan Borough Council (SMBC).

Planning and Prioritising

The Academy ensure that health and safety is embedded into its activities and that effective health and safety management systems, including a health and safety action plan, are in place.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks.

Suitable risk assessments and controls will be put in place to minimise risk and to prevent accidents and cases of work-related ill health.

Measuring Health and Safety Performance

The Academy will undertake a range of active and reactive monitoring of its health and safety performance.

- Active monitoring: regular inspections of the workplace/self-auditing by the governors and Senior Leadership Team to ensure the premises and systems of work are safe
- Reactive monitoring: regular reviews of accident, near misses, aggressive incidents and hazard reports by the Principal, SPC and Senior Leadership Team to ensure appropriate remedial action is taken to help prevent recurrence

Auditing/Inspecting Health and Safety Performance

As part of the active monitoring, the Academy will carry out regular health and safety inspections/self-audits in accordance with its health and safety plan. The Academy will also be subject to additional audits completed by an external competent company such as Health and Safety support provided by SMBC.

Reviewing Health and Safety Performance

The health and safety performance of the Academy, including progress made against the health and the Principal and Standards and Performance Committee will evaluate safety plan, active and reactive monitoring outcomes and any policy or procedure reviews each term.

Arrangements for Health, Safety and Welfare

Accidents and Aggressive Incidents

All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction

Any incident subject to RIDDOR (i.e. fatality, major injury, an injury lasting more than 7 days, hospitalised public and specified diseases/dangerous occurrences) will be reported to the HSE via the online reporting system, apart from fatalities and specified injuries **only** which must be reported by calling the Incident Contact Centre on 0845 300 9923. The Principal is responsible for reporting all incidents subject to RIDDOR.

- Other non – RIDDOR incidents will also be recorded locally
- For every accident, where appropriate, the Principal or nominated individual will carry out an investigation
- Assistance in incident investigations may be requested from the Principal
- Accident and aggressive incidents will be monitored and reported to the Standards and Performance Committee on a termly basis in order to identify issues/trends and to implement measures to reduce the number of incidents

Asbestos Management

- The Principal / Caretaker is responsible for the management of asbestos on the Academy site and has a legal duty to prevent its exposure to staff, students and contractors etc.
- An Asbestos Management Survey must be carried out by a competent Asbestos Surveyor and an Asbestos Register put into place showing the location of known asbestos-containing materials (ACMs). Areas that have not been surveyed are presumed to contain ACM and managed accordingly
- The survey/register is reviewed annually to ensure that it has been kept up to date (e.g. when ACMs have been removed)
- A risk assessment must be carried out and an Asbestos Management Plan produced. (Asbestos Logbook)
- Before contractors / staff can work on buildings, they must be made aware of any ACMs they could potentially disturb and the safety precautions they must follow. All liaison/sharing of information will be via email and/or HPA Staff Portal
- The specific Site Manager has been nominated to manage ACMs on site and has attended training on the management of asbestos
- A refurbishment/demolition survey will be carried out prior to any major work e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs
- If ACMs are accidentally damaged the Academy will:
 - Evacuate the area immediately
 - Arrange for an air test to determine the level of asbestos contamination
 - Ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate
 - Arrange for further air tests after cleaning to prove the area is safe for reoccupation

Contractors and Service Providers

For the purpose of this section, the term 'contractor' includes anyone who is carrying out repairs, maintenance and improvements at the establishment.

- The Principal/Caretaker has a responsibility to ensure that contractors on site do not endanger the health, safety and welfare of employees, students, visitors, service users and the public
- Where the Academy commissions work for itself, it will ensure that appropriate health and safety checks on contractors take place in advance. These include checks on policies, method statements and monitoring of performance, including supervision arrangements on site
- Before contractors can begin work on the Academy site, they must submit risk assessments and method statements for all works they will carry out. The Principal/ Caretaker will inform the contractor of any local hazards, which may present a risk to the contractor whilst on site
- Contractors must ensure that they share all relevant information with any sub-contractors they use

Control of Substances Hazardous to Health (COSHH)

- Wherever possible, the Academy will use non-hazardous substances in processes and activities
- All hazardous substances used in the Academy will have a COSHH assessment undertaken before they are used. No substance will be used until the appropriate assessment has been undertaken
- All hazardous substances will be stored appropriately and securely when not in use
- Staff will be informed how to use substances safely and will receive appropriate training if necessary
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it

Fire Procedures

- The Academy will ensure that a fire risk assessment is carried out on the premise by a suitably trained and competent person
- Any actions identified by the fire risk assessment will be addressed by an appropriate action plan
- The assessment will be reviewed on a regular basis
- Personal Emergency Evacuation Plans (PEEPs) will be produced for any staff or students who require one due to disability or ill health
- Firefighting equipment, fire alarm systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessment
- All checks identified by the fire risk assessment are to be recorded in a Fire Logbook. The fire alarm system will be tested weekly and all firefighting equipment will be checked annually by a competent person
- A fire evacuation plan will be produced, and appropriate staff will be appointed and suitably briefed to act as fire marshals
- Fire safety drills will take place at least once a term
- All staff will receive training in the action to be taken in the event of a fire, and periodic refreshers on the fire and bomb alert procedures and general fire precaution
- Students will be briefed on the evacuation procedure at the start of the academic year
- Contractors will be informed of the fire reporting and evacuation procedures and staff will assist visitors to exit the Academy premises, should an emergency arise

First Aid Arrangements

- The Academy will complete a risk assessment to determine its first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident
- Assessments will ensure that the Academy has a sufficient number of staff trained in administering first aid to cover offsite visits and other activities
- The Principal will ensure that all members of staff are named as First Aiders are suitably trained and that their certification is up to date
- First Aiders will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatments provided
- First Aiders will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are within their expiry dates. They will also ensure that the boxes are stored appropriately
- Appropriate signs with details of named First Aiders and the location of first aid boxes will be prominently displayed around the Academy
- All staff will familiarise themselves with the details of their nearest First Aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents

General Workplace Safety

- Robust housekeeping is essential in assisting to reduce the likelihood of accidents resulting in slips, trips and falls, the most common cause of accidents in the workplace
- All members of staff are responsible for ensuring that their work area is maintained in a safe and tidy fashion, with equipment stored in an appropriate manner to ensure general traffic routes and access to and egress from the workplace are always kept free from obstructions
- All spillages must be cleared up immediately to reduce the risk of slip accidents. Materials to assist staff in this area are available on request to the Caretaker/Site Staff
- Training in dealing with bodily fluid spillages is provided for all staff who are expected to clean up such spillages in the absence of the Site team

Legionella (Water Safety)

- A legionella risk assessment has been carried out by a competent, suitably qualified contractor and will be reviewed regularly
- Any remedial work identified by the risk assessments will be addressed
- The Academy has a written scheme to manage the risk from legionella which includes the following controls:
 - Weekly flushing of little used outlets by (Caretaker)
 - Monthly temperature checks by Safe water
 - Quarterly de-scaling of shower heads by Caretaker
 - Annual water sampling by Safe water

Manual Handling

- Wherever reasonably practicable, the Academy will avoid the need for hazardous manual handling
- Where hazardous manual handling tasks cannot be avoided, the Academy will undertake an assessment of the risk of injury
- The Academy maintains a register of routine manual handling activities, which cannot be avoided, including very low risk activities, which are not required to be formally assessed, and specific assessments for those, which pose a higher risk to the individual involved.
- Additional targeted training (MAPA) will be provided to any member of staff involved in the manual handling of children
- Manual handling risk assessments are undertaken in the Academy by the Caretaker and advice in undertaking manual handling risk assessments can be provided by the Principal or member of Senior Leadership Team
- All staff must employ the principles of safe manual handling techniques and act in accordance with the guidance given through training and instruction provided by the Academy
- Mechanical aids must be used in all instances where mechanical aids are available and training has been given

The correct handling technique required to lift items safely is demonstrated in Appendix 1.

Offsite / Out of Hours Activities

- All offsite/out of hours activities undertaken by the Academy are conducted in line with the requirements outlined in Shireland Collegiate Academy Trusts's Offsite Policy and accompanying procedures.

Portable and Transportable Electrical Equipment

- All electrical equipment will be properly maintained
- A risk assessment will identify the frequency that equipment should be tested for electrical safety. Testing will be carried out by a competent person and records kept
- All members of staff are encouraged to visually inspect electrical equipment prior to use for any obvious signs of damage. Any defects should be reported via our site management portal (Iam Compliant).
- Any item failing an inspection/test should be taken out of service immediately and until such time as it can be repaired and retested, or a decision is made to scrap the item
- Second hand or acquired electrical equipment, or employees/visitor's own equipment, may not be used within the Academy until it has been inspected and tested

Premise Management

- The Academy's Premise Manager is the Principal. The Academy has nominated Lisa Smith (Business Manager) as Deputy Premise Manager to assist the Principal in fulfilling the responsibilities of the role of Premise Manager including maintaining an up to date premise logbook
- The Premise Log includes information on details of all examination, maintenance and service arrangements for plant and equipment within the building, and records of specific safety checks including those for gas appliances, legionella, water hygiene, glass and safety glazing, lifting equipment, P.E. and play equipment

Protective Clothing and Equipment

- Protective clothing and equipment (PPE) will only be provided when an assessed risk cannot be eliminated or controlled by some better means or where it is required by legislation
- Employees who are required to use PPE will be provided with appropriate information, instruction and training on its use and care
- Records will be kept of equipment issued, and to whom

Security and Lone Working

- The Academy is committed to creating a secure and safe environment for all of its students, staff and visitors. A security risk assessment is carried out for the site, which considers, for example, external fencing, controlled access to the establishment building and security of the building overnight and during the establishment holidays.
- Any concerns over security or suspicious behaviour of individuals on/or around the establishment site should be brought to the attention of the Principal or other member of the Senior Leadership Team in their absence.
- All visitors who arrive at the Academy must follow the Inventory signing in and out procedures
- All individuals who are working alone must have access to a telephone and ensure that a relative or colleague is aware
- The Caretaker (or other named person) must be informed of anyone intending to work late and satisfactory arrangements made for securing the building
- When the Caretaker (or other named person) is not present, all lone workers, for reasons of security, health and safety, should lock themselves in the building
- Staff must not place themselves in danger by challenging intruders but should call the police for assistance.
- Staff working alone have a responsibility for making themselves familiar with and following the Academy's safety procedures and location of safety equipment
- If staff rely on mobile phones, they must ensure that their network has good reception within the Academy. Although phones can give extra reassurance, they do not provide complete protection and staff should always maintain alertness for their own personal safety
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements

Stress and Occupational Health Services

- An Academy Stress Risk Assessment will be completed on an annual basis to identify the stressors present on a day-to-day, term-by-term basis and the actions the Academy is taking to manage these so that stress does not become a major problem to the Academy and its employees.
- Individual Stress Risk Assessments are undertaken by the Principal
- Any concerns which staff have, should be brought to the attention of their Line Manager as soon as possible
- The free Employee Assistance Programme is available to all staff if they so wish to utilise it. The Employee Assistance Programme is available 24 hours a day, 365 days a year, is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education.
- It provides:
 - emotional support and counselling
 - specialist information on work-life balance
 - financial and legal information
 - management consultation to support those responsible for managing others
 - up to six sessions of face-to-face or telephone counselling
 - access to online Cognitive Behavioural Therapy (CBT)
 - information on local services such as elder care and childcare
- Experts assess each call individually and decide what the best course of action for each caller is, whether that be counselling, online CBT or signposting to additional services

Vehicle Movements on Site

The Academy will carry out a risk assessment of vehicle movements on site and the vehicle/pedestrian interface. Assessments will also cover Academy events and maintenance activities where vehicles may need to access vehicle restricted areas.

Violence and Aggression

We will ensure that risk assessments and suitable controls are in place to cover any circumstances where staff may be subject to aggressive incidents.

All employees are required to report all incidents of violence and aggression. This may include actual, attempted or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature.

Training

We will ensure that all staff, including temporary and agency staff, are competent and given appropriate health and safety training to undertake their role safely and carry out duties assigned to them.

All staff will receive an induction when they first begin working at the Academy and further training requirements will be identified with reference to the training matrix in Appendix 2.

Appendices

Appendix 1

Manual Handling Procedure

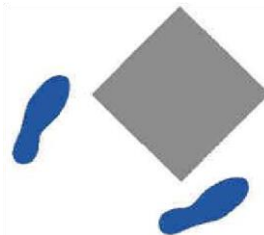
1 Planning

Plan the lift. Consider where the load is to be placed, the distances involved, are there any obstructions such as closed doors? Is assistance required? Can handling aids or equipment be used?



2 Feet

The feet should be positioned apart (shoulder-width), one foot ahead of the other in the direction of the intended movement



3 Back

The back should be straight - not necessarily vertical (15° – 20° from vertical is advised), maintaining the natural curvature of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

4 Arms

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing in the same direction as the hips.



5 Hands

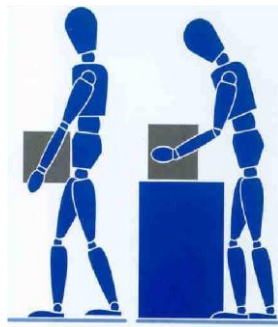
Ensure a firm grip on the load. Holding the load this way is also less tiring than keeping the fingers straight.

6 Head

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

7 Moving the load

Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.



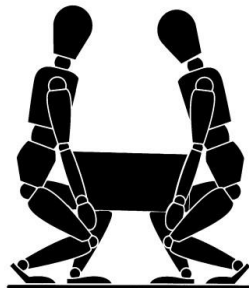
Lift smoothly.

Move the feet, not the trunk when turning to the side, i.e., don't twist.

Put the load down and then slide the load into the required position if necessary.

8 Team Handling

Handling by two or more people may make possible an operation that is beyond the capability of one person or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads, which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, handling techniques, which allow the use of relatively strong leg muscles rather than those of the back, are preferable, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind, however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

Appendix 2

Health and Safety Training Requirements for School Based Staff

Once staff have been designated with responsibilities, they must receive appropriate training to enable them to discharge their duties competently.

Induction

The following basic training should form part of the induction training for all new members of staff:

- The Academy's Health and Safety procedures
- Any statutory requirements with regards to health, safety and welfare
- The major hazards which exist within the school
- Risk Assessment procedures
- Safe working methods and accident prevention procedures
- Fire and Emergency procedures
- First Aid arrangements

The following table is indicative of the training requirements for different categories of employee within the Academy and is not exhaustive. A suitable and sufficient risk assessment will also indicate the type and level of training required.

Course Name	Category of Employee	Course Duration
IOSH e-Learning	Essential learning for Head Teachers & Premise Managers	
Asbestos awareness	Essential learning for Head Teachers & Premise Managers	Half day
Fire Marshall Training	Essential learning for Head Teachers & Premise Managers	1 days
Principles & practice of Risk Assessment	Provides an understanding of risk assessment principles and methods, hazard identification and assessment of risks and selection of suitable controls. Aimed at a wider staff audience, role specific	1 day
Health and Safety Responsibilities for SLT /Premise managers in schools	Explains the role of a Senior Leader in regard of the management of Health and Safety. Covers requirements relating to the co-ordination of maintenance, service and repair activities in premises, the need to develop a premise log and the keeping of appropriate records.	1 day
Stress & Workplace Violence Awareness	Recommended for members of the senior leadership team	Half day
Practical/Principles of Manual Handling	Aimed at a wider staff audience, role specific	Half day
Principles of COSHH Risk Assessment Health and Safety Responsibilities for SLT /Premise managers in schools	Aimed at a wider staff audience, role specific	Half day
Visual Electrical Equipment Testing	Aimed at a wider staff audience, role specific	Half day
DSE Training	Aimed at a wider staff audience, role specific	Half day



training courses mentioned above are available through lam Compliant management software & Health and Safety Support at SMBC.

For training enquiries, please contact the Health and Safety Support Unit, SMBC on 0121 569 3300