

Ormiston Academies Trust

Cowes Enterprise College

Health and Safety Policy

Policy Version Control

Policy prepared by	OAT Model Policy: V1.0 – Cate Johnstone V2.0 – Cate Johnstone/James Miller V2.1 – Cate Johnstone
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Academy Name	Cowes Enterprise College
Date adopted by LGB	26 th November 2015
Signature of Chair of LGB	David Sword
Description of changes from the model policy (if any)	CEC own reporting form inserted

Contents

1. OAT Health and Safety Policy	1
1.1 Introduction and Statement of general policy.....	3
1.2 Monitoring and review	3
2. Organisation and Responsibilities - Overview	4
3. Organisation and Responsibilities	5
4. Arrangements.....	7

I. Ormiston Academies Trust Health and Safety Policy Statement

Part I.1 INTRODUCTION AND STATEMENT OF GENERAL POLICY

Ormiston Academies Trust (OAT) and academy Local Governing bodies recognise their responsibilities under the Health and Safety at Work Act (HASAWA) 1974 and are committed to achieving high standards of health and safety.

Although overall accountability for health and safety lies with Ormiston Academies Trust, responsibility for the health and safety of staff, students and visitors in the academy is delegated to the principal, who in turn will delegate particular functions to other staff.

The Local Governing Body, commits to establish and maintain in so far as reasonably practicable:

- A named Health and Safety responsible person (premises manager or member of SLT)
- A safe environment, safe working procedures, and safe equipment
- Safe and healthy arrangements for the handling, storage and transport of articles and substances
- Maintaining an effective health and safety management system
- Ensuring that adequate resources are provided for health and safety matters
- Managing risks to health and safety through the process of risk assessment and risk control
- Ensuring peoples' responsibilities are clear
- Ensuring that safe systems of work are provided
- Ensuring that the correct work equipment is provided and maintained
- Ensuring that any accidents, incidents or dangerous occurrences are fully investigated and any necessary corrective actions are implemented
- Ensuring that the working environment is without risks to health and safety
- Ensuring that staff have appropriate training
- Striving for continual improvement of performance through inspection, audit and review
- Ensuring that buildings Statutory Compliance documentation is stored on the OAT Kykcloud System

Signature of Local Governing Body Chair of Governors:

Name:

Dated:

I.2 MONITORING AND REVIEW

This policy will be reviewed annually or in the following circumstances:

- changes in legislation and / or government guidance
- as a result of any other significant change or event
- in the event that the policy is determined not to be effective

2. Organisation and Responsibilities – Overview of Key Roles

Name	Position	Responsibility/Accountability
Ormiston Academies Trust	Sponsor	Has overall accountability for health and safety within the organisation and across the network of OAT academies
David Sword	Chair of Governors/Chair of Board	Has responsibility for ensuring good health and safety management within the academy, by working in close partnership with the Principal, Senior Management Team, and other relevant staff to ensure all health and safety procedures are adequate.
John Peckham	Principal	Has academy responsibility for Health and Safety within the academy, and for ensuring the health and safety policy is implemented
Chris Parkinson	Health and Safety Manager (Premises Manager or member of SLT)	Has day to day responsibility for ensuring the health and safety policy is put into practice

3. Organisation and Responsibilities

3.1. Ormiston Academies Trust – The Sponsor

The accountability for health and safety procedures within the academy lies with the sponsor, Ormiston Academies Trust.

Ormiston Academies Trust has:

- Overall responsibility for health and safety within OAT academies
- A responsibility to ensure that the actions stated in the OAT General Policy Statement are implemented
- A responsibility to review the Health and Safety Policy

3.2. Academy Local Governing Bodies

The responsibility for ensuring that health and safety procedures within the academy are adequate rest with the local governing body. Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate.

In particular the local governing body will:

- Make arrangements to ensure the academy complies with all relevant legislation, particularly the HASAWA 1974 and the Management of Health and Safety at Work Regulations 1999
- Ensure that this policy is operating effectively and is enforceable throughout the academy
- Periodically assess the effectiveness of the policy and advise Ormiston Academies Trust of any necessary changes
- Ensure that sufficient funding is allocated for health and safety (e.g. in respect of training, personal protective equipment [PPE] etc.)
- Ensure that the academy are undertaking sufficient risk assessment, inspection, maintenance and training, in line with the requirements of this policy and statutory requirements, and ensure that these are recorded centrally through the Kykloud compliance survey

3.3. The Principal

The principal is responsible for the day-to-day running of the academy and the implementation of the Health and Safety Policy.

In particular, the principal will:

- Assist in the development and maintenance of safe conditions for staff, students and visitors
- Take all reasonably practicable steps to ensure the health and safety policy is implemented
- Ensure that staff are provided with equipment or other resources to enable their work to be undertaken safely
- Ensure that academy Kykloud compliance records are regularly updated and reported to governors

3.4. The Health and Safety Manager (Premises Manager or delegated member of SLT)

The principal will designate the Premises Manager or other appropriate person to be the academy's Health and Safety Manager.

In particular, the health and safety manager will:

- Be responsible for the day to day implementation of the health and safety policy
- Be the designated contact with the Health and Safety Executive
- Make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant
- Take a direct interest in the health and safety policy and in ensuring that staff, pupils and visitors comply with its requirements

- Have direct responsibility, or will delegate responsibility to an appropriate member of the site team, to ensure Kykloud compliance records are regularly updated

3.5 All members of staff

All members of staff are responsible for:

- Familiarising themselves with the health and safety aspects of their work and avoid conduct which would put themselves or anyone at risk
- Familiarising themselves with the health and safety policy
- Ensuring all staff, pupils, visitors and contractors are applying health and safety rules, routines and procedures effectively
- Seeing that all plant, machinery and equipment are in good, safe working order and adequately guarded, and not allow improper use of such plant, machinery and equipment
- Using the correct equipment and tools for the job, and any protective equipment that may be supplied
- Reporting immediately, or as soon as practicable, to the principal and/or health and safety manager any serious or immediate danger, or defect in the premises, plant, equipment and facilities of which they become aware
- Ensuring that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- Taking an active interest in promoting health and safety, and suggesting ways of reducing risks

4. Arrangements

The academy will adopt, where available, OAT's arrangements. Or, where necessary, the academy will establish its own arrangements, which may be set out in separate policies. Standard minimum requirements for health and safety arrangements are as follows:

OAT Head Office maintain a central cloud based database for each academy (Kykloud). The Kykloud database is used to store buildings related information such as building condition, life-cycle cost modelling, and statutory compliance including the risk assessments listed in the policy.

The Kykloud system provides a useful checklist of certificates, risk assessments and policies that must be maintained.

4.1 Asbestos Management

4.1.1 If applicable, the academy will take all necessary steps to avoid the possibility of uncontrolled release and exposure. The arrangements in place will be in accordance with statutory guidance and advice.

4.1.1 Where applicable, records of asbestos management arrangements will be updated regularly through the Kykloud compliance survey

4.2 Water Safety

4.2.1 Sources of risk from legionella on the site should be identified and all necessary steps taken to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.

4.2.2 Details of the water safety arrangements will be updated regularly through the Kykloud compliance survey.

4.3 Fire Safety

4.3.1 In line with the Regulatory Reform (Fire Safety Order) 2005, appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include fire drills, the appointment of designated fire marshals, and the use of fire extinguishers. A fire risk assessment will be undertaken and implemented for the academy.

4.3.2 The evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and pupils must be fully conversant with the procedures for evacuation of the premises in cases of a fire/bomb threat. Evacuation procedures will be tested as a minimum each term and will be timed. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

4.3.3 All fire-fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use, and records maintained. All emergency lighting will be tested six-monthly and records maintained.

4.3.4 Records of the fire safety arrangements will be updated regularly through the Kykcloud compliance survey.

4.4 First Aid

4.4.1 First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

4.4.2 The specified responsible person should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the academy. These supplies should be checked on a regular basis by a qualified first-aider.

4.4.3 Records of first aid qualified personnel will be updated regularly through the Kykcloud compliance survey.

4.5 Accident Reporting and Investigation

4.5.1 In addition to any existing accident reporting and recording arrangements already in place at the academy, all accidents/incidents involving staff, pupils and visitors will be reported in writing on the form included in appendix 1. A copy of the form should be submitted to OAT at reporting@ormistonacademies.co.uk, and the original copy should be filed in the accident/incident records at the academy. OAT will use the reports to monitor accident trends across the academy chain, and to offer, where appropriate, advice to academies on further action to be taken following an accident/incident.

Academies are advised to inform Zurich (OAT Insurance Company) as soon as possible regarding any incident that may result in a compensation claim.

4.5.2 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, certain accidents must also be reported to the Health and Safety Executive. The health and safety manager at the academy should be informed of all accidents/incidents and is responsible to ensure that the Health and Safety Executive is informed of reportable incidents. Where the responsible person is in doubt as to whether an accident/incident is reportable to HSE, guidance should be sought from OAT via reporting@ormistonacademies.co.uk. Appendix 2 summarises RIDDOR reportable incidents.

4.5.3 All accidents, however small, will be investigated by the academy, and the findings recorded.

4.6 Risk Assessment

4.6.1 The Management of Health and Safety at Work Regulations (MHSWR) 1999 requires employers to manage health and safety by assessing risk. Regulation 3 states:

- Every employer shall make suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work
- Every employer shall make suitable and sufficient assessment of persons not in his employment arising out of, or in connection with the conduct by him or his undertaking

4.6.2 All workplace activities, teaching and non-teaching (e.g. caretaking), on site and one-off activities shall be assessed and approved by the Health and Safety Manager (Premises Manager or member of SLT) and principal. Risk assessments will be reviewed on an annual basis, or when the work activity changes; whichever is soonest. Staff will be made aware of any changes to risk assessments relating to their work.

4.6.3 Areas where risk assessment shall be carried out include (but are not limited to):

- Control of Substances Hazardous to Health (CoSHH)
- Manual Handling
- Working at Height
- Working in Confined Spaces

- Lone Working
- Display Screen Equipment (DSE)
- New and expectant mothers
- Young persons working
- Work by contractors
- Educational visits
- Stress

Records of risk assessments will be kept up to date through the Kykloud compliance survey.

4.7 Safe Systems of Work (SSW)

4.7.1 To ensure some types of work (such as working at height or working in confined spaces) are carried out safely, safe systems of work will be prepared, detailing how the work should be carried out. These will be used along with the relevant risk assessment to ensure all potential hazards are identified, and details made available on how to conduct the work as safely as possible.

4.7.2 Records of all Safe Systems of Work will be kept up to date through the Kykloud compliance survey.

4.8 Equipment

4.8.1 Personal Protective Equipment (clothing/gloves/masks/helmets) will be provided and used by technicians and site supervisory staff where required. Staff and students will be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors will be provided with protective clothing/equipment where appropriate.

4.8.2 The following equipment will be checked annually by approved inspectors or an appropriately trained member of staff:

- Fume cupboards
- All electrical appliances
- Workshop equipment
- Fixed gymnasium equipment

4.8.3 When new equipment is purchased, it is the responsibility of the designated responsible person, with the assistance of the Health and Safety Manager (Premises Manager or member of SLT) as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to health and safety requirements.

4.8.4 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to CoSHH and the Ionising Regulations; copies of all relevant CoSHH and regulations must be kept, and updated through the Kykloud compliance survey.

4.9 Information and Training

4.9.1 Health and safety induction training will be provided and documented for all new employees at the academy and the requirements of this policy will be brought to their attention.

4.9.2 The principal is responsible for ensuring that all staff are provided with adequate information, instruction and training.

4.9.3 Employees will be provided with:

- Induction training in the requirements of this policy
- Updated training in the event of any significant changes
- Training in specific skills needed for certain activities (for example, the use of hazardous substances)

- Refresher training where required

4.9.4 Each member of staff is responsible for bringing to the attention of the principal or line manager their own personal needs for training. Employees have a responsibility not to undertake duties unless they are confident they have the necessary competence and training.

4.10 Contractors, Visitors and Third parties

4.10.1 All contractors, visitors and third parties must report to reception, where they will be asked to sign the visitor register and wear an identification badge. All contractors, visitors and third parties should be made aware of relevant health and safety procedures at the academy.

4.10.2 No contractor may undertake work on site without permission from the principal or health and safety manager.

4.10.3 Contractors are responsible for the health and safety of their employees and for their safe working practices. Contractors will be required to assess the risks to anyone who might be affected as a result of their work.

Appendix I – OAT academy accident/incident reporting form

Serious Incident Record Ref: [/ /]

Description of incident(s):
(Please record as much detail as possible. Additional sheets such as copies can be attached)

Witnesses:

Serious Incident Record Ref: [/ /] 

Target(s)	Originator(s)
Name(s):	Name(s):
Student [] Staff [] Parent [] Other []	Student [] Staff [] Parent [] Other []
Contact details: (form / telephone / address)	Contact details: (form / telephone / address)

Incident Date: / / Time: : Place:	Type and seriousness <table border="1" style="width:100%; border-collapse: collapse; text-align:center;"> <tr> <td>Isolation/ignoring</td><td>Teasing</td><td>Discriminatory behaviour</td><td>Umburg/graffiti/signals</td><td>Verbal abuse/name calling</td><td>Threatened graffiti</td><td>Harshful note</td><td>Threats of physical assault</td><td>Digital message</td><td>Spreading rumour</td><td>Unauthorised photo/video</td><td>Harassing photos/video</td><td>Sharing photos/video</td><td>Minor physical assault</td><td>Visible injury</td><td>Injury requiring first aid</td><td>Injury requiring treatment</td> </tr> </table>	Isolation/ignoring	Teasing	Discriminatory behaviour	Umburg/graffiti/signals	Verbal abuse/name calling	Threatened graffiti	Harshful note	Threats of physical assault	Digital message	Spreading rumour	Unauthorised photo/video	Harassing photos/video	Sharing photos/video	Minor physical assault	Visible injury	Injury requiring first aid	Injury requiring treatment	Bullying tests <table border="1" style="width:100%; border-collapse: collapse; text-align:center;"> <tr> <th>Test 1</th><th>2</th><th>3</th> </tr> <tr> <td>Victim has experienced this before</td><td>Perpetrator has done this before</td><td>Deliberate, designed to hurt</td> </tr> <tr> <td colspan="3">Involves an imbalance of power</td> </tr> </table>	Test 1	2	3	Victim has experienced this before	Perpetrator has done this before	Deliberate, designed to hurt	Involves an imbalance of power		
Isolation/ignoring	Teasing	Discriminatory behaviour	Umburg/graffiti/signals	Verbal abuse/name calling	Threatened graffiti	Harshful note	Threats of physical assault	Digital message	Spreading rumour	Unauthorised photo/video	Harassing photos/video	Sharing photos/video	Minor physical assault	Visible injury	Injury requiring first aid	Injury requiring treatment												
Test 1	2	3																										
Victim has experienced this before	Perpetrator has done this before	Deliberate, designed to hurt																										
Involves an imbalance of power																												

The victims see this as related to:

Age/ Maturity																
Appearance																
Size/weight																
Class/Socio-economic																
Family circumstance (e.g. caring role)																
Ethnicity/Race																
Religion/Belief																
Gender																
Transphobia/Gender identity																
Homophobia/sexuality																
Sexualised																
SEN and Disability																
Ability/application																
Accident	For accidents, also complete last page															

Record completed by: Name:	Date completed:
Student [] Staff [] Parent [] Other []	
Contact details: (form / telephone / address / email)	

Follow up:		
Date due:	Action:	Completed on:
	All relevant parties notified	
	Details extracted for analysis	
	All parties followed up to ensure issues have been effectively dealt with. (Please note details on third page)	

Serious Incident Record

Ref: [/]

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Summary of those notified and/or involved

(Delete italic options where applicable)	✓	Any details (e.g. dates)
Principal		
Governing Body		
Form tutor/class teacher		
Progress lead		
'Target' parents/carers notified		Letter / email / telephone
'Target' parents/carers invited to the academy		
'Offending person/s' parents/carers notified		Letter / email / telephone
'Offending person/s' parents/carers invited to academy		
CAF initiated for target/offending person		
OAT / Local Authority		
Police		
Others (specify):		

Investigation completed by:

Notes:

Follow up with target completed by:

Notes:

Follow up with originator completed by:

Notes:

Serious Incident Record

Ref: [/]

COWES / ENTERPRISE COLLEGE

Accident Record

Severity				
Fatality	Specified major injury	Minor injury	Near miss	Disease
No absence, first aid treatment only			Absence not known yet	
Less than 3 days absence			More than 3 days absence	

Injury
Nature of injury indicating part of body affected and type of injury

Treatment given		
No treatment	Local first aid	Doctors specify surgery:
Hospital (up to 24 hours)	Hospital in-patient	How taken to hospital:

Is this incident reportable under RIDDOR? (Check Health and Safety policy for reportable incidents)	YES NO	Reported by:	On:
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Assessment

Was the activity being undertaken by the injured person authorised?
YES / NO Who authorised it?

Was it being appropriately carried out?

Was an appropriate risk assessment in place?
YES / NO Please attach a copy

Does this risk assessment need to be reviewed in the light of the accident? YES / NO

If the injured person is a minor, who was the responsible adult?

Name: Role: Qualifications:

Where were they at the time of the accident?

What were they doing?

Line manager review

The activity was authorised and being carried out / supervised appropriately	YES / NO
Risk assessments have been modified as a result of this accident (attach copy if yes)	YES / NO

The following additional actions have been taken to prevent a recurrence:

Signed: Print name: Role: Date:

Senior leader sign-off

This accident has been appropriately dealt with and investigated	YES / NO
Further actions have been taken as a result:	YES / NO

The following additional actions have been taken:

Signed: Print name: Role: Date:

Appendix 2 – Types of reportable incident (RIDDOR 2013)

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. Academies must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work (such as pupils) must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above)

Occupational diseases

Academies must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.
- Further guidance on occupational diseases is available.
- Specific guidance is also available for:
 - occupational cancers
 - diseases associated with biological agents

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Consult the <http://www.hse.gov.uk/> website for more information