



5#[Subject: <b>Health and Safety</b>	Number: <b>POL00107</b>
Approved by:	Type: <b>Policy</b>
<b>Managing Director</b>	Issued: <b>February 2021</b>
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## 1. Objectives

### 1.1 Overall Aims

The Robert Holme Academy recognises its duty of care to its staff, students and visitors and recognises that compliance with statutory regulation as a legal requirement. We act proactively and at times to minimise the incidence of all workplace injuries and accidents.

All activities are carried out with the highest regard for the health, safety and welfare of our staff, children under our care, contractors, visitors, along with the public at large.

Our aim is to maintain excellence in health and safety and this will be achieved by continually seeking to improve our health and safety management practices to meet these expectations. In all cases, legal requirements will be regarded as the absolute minimum standard to be achieved.

We commit to providing the financial, training, equipment and labour resources necessary to ensure that our high expectations for health, safety and welfare are achieved.

We recognise that the achievement of our high standards requires total commitment from all members of staff. Our staff are therefore empowered, competent and confident in the work they carry out by providing high quality information, instruction and training.

We ensure that responsibilities for health and safety are documented, understood, monitored and are correctly implemented.

Regularly risk assessments and reviews are also carried out to identify potential hazards and establish appropriate controls to mitigate risk, including any corrective action necessary to reduce risk to an acceptable level.

We work with all members of staff to promote an open and positive attitude to health and safety in everything that we do. We encourage all staff to identify and report hazards that need attention, along with recommended solutions, so that everyone contributes to maintaining a safe and happy working environment.

Our policies and practices reflect our commitment health and safety at work and we acknowledge that effective health and safety actively contributes to our ongoing success.

Our policy will be reviewed not less than every year or in the light of legislative or substantial organisational change and continual improvement.

## 2. Scope and Applicability

This document specifies the policy and mandated responsibilities necessary to ensure the health and safety of everyone attending the Robert Holme Academy.

This policy applies to all members of staff and students attending the Robert Holme Academy, along with any visitors including parents/carers, contractors, and all other guests.



### 3. Procedure

**IMPORTANT NOTE**

For detailed procedures and instructions, please refer to the Health and Safety Handbook.

#### 3.1 Responsibilities

##### 3.1.1 Responsibilities of the Managing Director

The Managing Director has overall responsibility for health and safety within the Robert Holme Academy and fulfils the statutory duty to appoint one or more competent person(s) to ensure we establish and maintain the necessary controls needed to comply with the requirements and prohibitions imposed under statutory provisions.

In this capacity, the Managing Director will:

- ensure policies, procedures, systems, guidance and working practices are freely available and are compliant, and up-to-date, with legal obligations for health and safety;
- co-ordinate their implementation of the health and safety policies and practices and monitoring their effectiveness in meeting obligations;
- make adequate provision for necessary health and safety training and resources to ensure that obligations for health, safety and welfare are achieved;
- ensure reporting and investigation of all accident incidents is completed to identify learning or improvements needed to maintain adequate levels of health and safety;
- ensure that all staff are accountable for health and safety in areas of their control and compliance is monitored;
- review ongoing compliance and ensure any corrective or preventive actions are taken to mitigate risks and potential hazards;
- coordinate any necessary activities with The Health and Safety Executive, Local Authority enforcement teams and other external agencies for health and safety matters, including reporting of injuries diseases and dangerous occurrences (RIDDOR).

The Managing Director will also personally deliver health and safety training during the induction program for new members of staff members. The training will stress the importance of the health and safety, the need for personal responsibility in all aspects of health and safety, along with the corresponding systems and controls implemented within the organisation.

##### 3.1.2 Responsibilities of the Headteacher

The Headteacher has a primary responsibility for the implementation of our health and safety practices and for monitoring their effective implementation on a day-to-day basis. The Headteacher will therefore:

- ensure sufficient staff are adequately trained in our health and safety related policies, procedures, systems and working practices and make arrangements to inform staff and students, of relevant safety procedures;
- complete risk assessments and ensure any mitigating or corrective actions are completed within planned deadlines;
- monitoring the health and safety of staff and students (in conjunction with the Managing Director);
- be aware of and oversee the reporting of injuries disease and dangerous occurrences in line with Regulations 2013 (RIDDOR), in conjunction with the Managing Director;



- ensure that health and safety matters are embedded within the curriculum to ensure that all learning activities are conducted in a safe manner;
- ensure staff are competent in the tasks they are undertaking and are aware of the health and safety practices and do not behave in a way that would endanger themselves or others;
- ensure, at all times, that classrooms, learning environments and other areas of the premises have safe and appropriate equipment and resources;
- ensure staff are provided with all necessary equipment and resources to undertake their role safely;
- ensure that all unsafe practices are stopped immediately or modified in order to render them safe;
- arrange for the replacement, repair or withdrawal of unsafe items such as equipment or furniture;
- report all significant hazards to the Managing Director;

### 3.1.3 *Responsibilities of all Staff*

All staff are responsible for making sure that they are aware of, and comply with, all safety rules, policies and procedures for safe working practices that are implemented including the material provided in this policy and the Health and Safety handbook.

Similarly, all staff must take reasonable steps and avoid taking risks to ensure their health and safety at work and those who may be effected by their acts or omissions. This includes, but is not limited to:

- effectively supervising and protecting all staff, students and visitors they are responsible for;
- making sure their workspace and surroundings are safe, including ensuring all safety-related instructions are complied with;
- checking all equipment is safe before using it or allowing anyone else to use it;
- ensuring that walkie talkies and other personal safety equipment is charged, on-hand and used in line with procedures;
- taking action to ensure all staff and students are acting responsibly when using furniture and equipment and do not misuse equipment or act in any way to place themselves at risk;
- report immediately, or as soon as reasonably practicable, and defects noticed with equipment, machinery, fittings, security devices, etc.;
- using all personal protective equipment provided and as required to prevent injury;
- ensuring students, visitors, contractors or new staff members (who have not completed the induction process), are not left unsupervised anywhere within the premises;
- ensuring that anyone using a computer desk is using a chair of appropriate height and is seated comfortably;
- ensuring no student is left unsupervised;
- minimise the need for isolated working and one-to-one teaching without others present;
- exercising high standards of cleanliness and ensuring workspaces and the premises in general are kept clean and tidy;
- knowing and following the first aid procedures;
- complying with the dress codes in order to conform with safety and hygiene standards;



- making sure that when they are in a new or different environment, all they are vigilant in monitoring for hazards, while mitigating risks.

Staff are required to seek guidance from a Head Teacher or the Managing Director if they are in any doubt regarding a health and safety concern or issue.

### **3.1.4 Responsibility of all Students**

All students are also expected to comply with the Robert Holme Academy rules to ensure they act safely around the premises and when offsite.

While students are not expected to know or appreciate the details and complexities our health and safety systems and practices, they are expected to understand and uphold the principles of health and safety and take all necessary precautions to protect themselves and others from health and safety risks.

Students are encouraged to report any potential hazards and concerns they have regarding health and safety and these should be dealt with sympathetically and appropriately.

Students are expected to listen to and follow all safety instructions given by staff immediately and without question.

Students must not interfere with, neglect, damage or misuse equipment, including fixtures and fittings, safety systems, alarms, etc., or take any actions that may put themselves or others at risk.

Students must not access, or attempt to gain access to secure areas, including the kitchen, resource stores, hazardous material stores, etc.

### **3.1.5 General Compliance with Health and Safety**

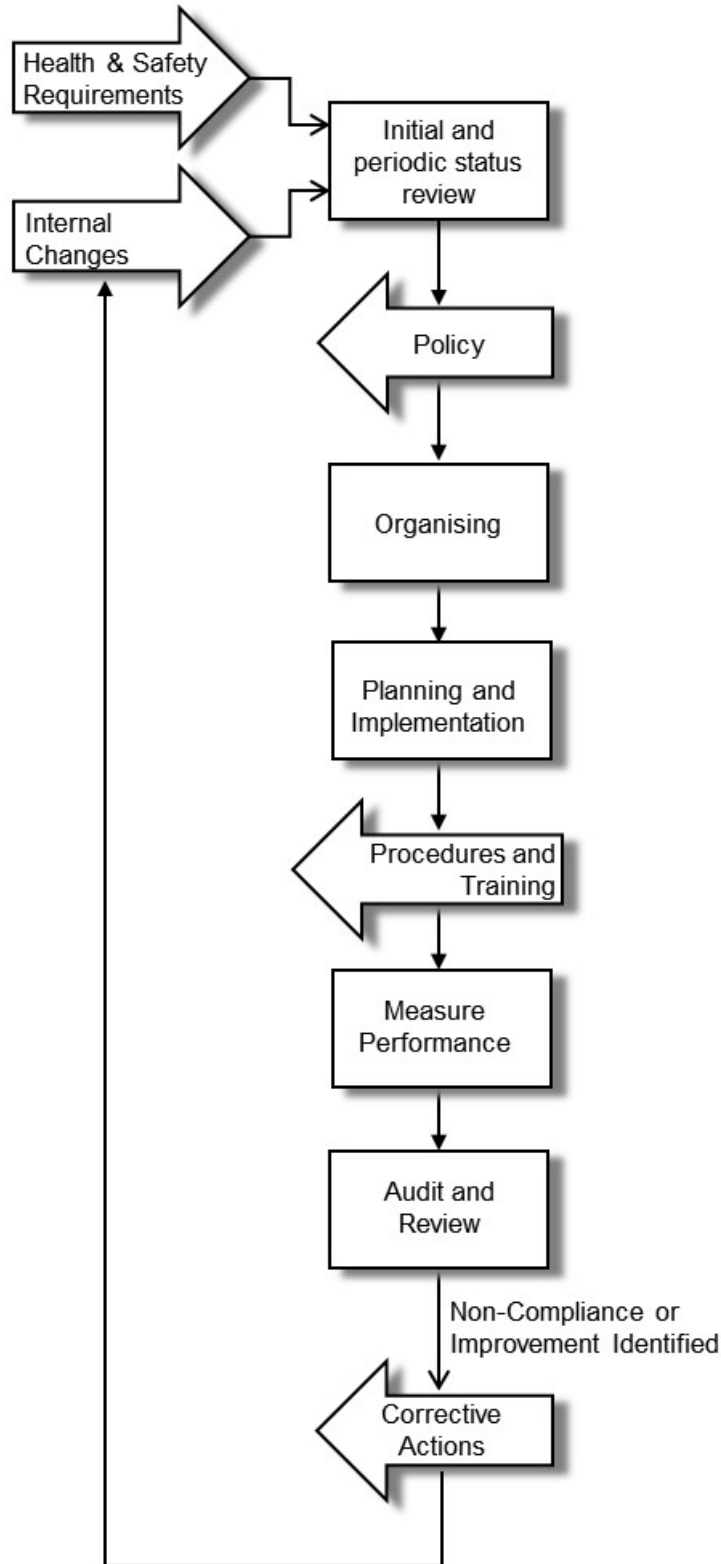
The Health and safety law poster is displayed in the staff room. Other notices such as drinking water, fire exits, fire extinguisher instructions, etc., are displayed in appropriate areas. We display a certificate of employers liability insurance in the main office.

The Robert Holme Academy is a non-smoking site and all staff, visitors, students and contractors are reminded of this.

All employees will have adequate information on the risks to their Health and Safety, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.



3.2 Process





The Robert Holme Academy's Health and Safety System has been established and is based on current health and safety legislation and guidelines. The safety management system includes the health and safety policy along with supporting procedures, handbooks and training. The Safety Management System is reviewed periodically and on an as-needed basis, but as a minimum, once per year.

The Health and Safety System is updated when changes in legislation occur or when existing working practices can be improved. Changes are made immediately when significant nonconformity, improvement or exposure have been identified.

Deployment of the health and safety system and ongoing revisions is organised to ensure adequate resource and funding is available to implement safe working practices effectively. This may include procurement of equipment, along with appropriate training and communication for staff and students.

Plans are established to ensure safe working systems and practices are implemented and maintained comprehensively and effectively. This includes:

- carrying out risk assessments and implementing all necessary mitigating actions;
- setting performance standards and targets;
- measuring performance;
- monitoring compliance, including periodic safety inspections and audits;
- learning from experience and continually improving performance.

Procedures are established to meet our obligations. These are outlined in the Health and Safety Handbook, along with related policies and procedures making up the Health and Safety system. The purpose of these practices is to:

- ensure changes and updates to the Health and Safety policy, along with supporting controls are shared with staff, students in a timely manner;
- provide all staff with information, training, guidance, instruction and supervision on maintaining safe working practices and competence to ensure the health and safety of themselves, their students and anyone else who may be affected by their actions;
- seek the support of and consult with staff members on matters of health and safety,
- ensure all normal working environments (both inside and out) are safe and secure for both staff and students, including any necessary repairs to minimise risks to health and safety;
- maintain effective procedures and clear instructions in the event of an emergency or fire, including clear and well-understood instructions for evacuation;
- ensure sufficient funding and resources are provided for health and safety provisions including site maintenance, replacing equipment, training, etc.;
- provide suitable and adequate first aid and welfare facilities for all staff, students and visitors;
- provide suitable and safe equipment for work, provide managed access to equipment and assess the risks of using equipment, while ensuring they are maintained these in good working order.
- identify, assess and control the risk to health and safety in working activities, while ensuring all staff are adequately trained and competent in their duties.
- identify, assess and control the risks of hazardous substances, while ensuring these are accessed, handled, stored and used safely.



- investigate all incidents that may have resulted in harm to any member of staff, student or visitor and log and report these as required
- ensure proper risk assessments are undertaken when required to be shared and stored in line with policy;
- take all necessary precautions to prevent accidents in work related activities;
- take all necessary precautions to protect and minimise risks for visitors, contractors and the general public.

Targets are set and used to assess performance. These are used to monitor compliance to policy and procedure while also measuring actual performance. In all instances the overall goal is to achieve zero injury or ill health, but where this does occur to take appropriate action to prevent recurrence and continually improve performance.

Periodic and planned audits are carried out to monitor and maintain compliance. Audit reports formally identify any areas of non-conformity or improvement, along with the required corrective and preventive actions. This may include revision or enhancement of policy, procedures along with any necessary training to improve working practice. Nonconformities and actions are tracked to closure.



**4 References**

This policy has been developed in line with the following policies and we comply with this guidance set out in the policies.

1. The Health and Safety at Work Act 1974, <https://www.hse.gov.uk/legislation/hswa.htm>
2. The Education (Independent School Standards) Regulations 2014, available at: <https://www.hse.gov.uk/services/education/index.htm>
3. HSE Education, available at <https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety>
4. Roles and Responsibilities (HSE The Role of School Leaders who does what), available at <https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm>
5. Control of Substances Hazardous to Health (COSHH) Regulations 2002, available at: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
6. Health Protection (Notification) Regulations 2010, available at <https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>
7. The Management of Health and Safety at Work Regulations 1999 (as amended) Construction (Design and Management) Regulations 2015.
8. Electricity at Work Regulations 1989 and the Gas Safety (Installation and Use) Regulations 1988.
9. Health and Safety (Display Screen Equipment) Regulations 1992.
10. Regulatory Reform (Fire Safety) Order 2005
11. HSE publication HSG65 Successful Health & Safety Management.
12. Health & Safety at Work Regulations 1999 available at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14887/fsra-educational-premises.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf)
13. RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, available at: <https://www.hse.gov.uk/riddor/>