



The **co-operative**
academy of Manchester

ACADEMY HEALTH AND SAFETY POLICY



CONTENTS

| | |
|--|----|
| Introduction | 3 |
| Responsibilities | 3 |
| Responsibilities of the Governing Body | 3 |
| Responsibilities of the Principal | 4 |
| Responsibilities of the Health & Safety Manager | 4 |
| Responsibilities of Supervisory Staff | 4 |
| Responsibilities of all members of staff | 5 |
| Health and Safety Committee | 5 |
| Safety Education | 5 |
| Health & Safety Arrangements | 6 |
| Fire Safety | 6 |
| Reporting Accidents | 6 |
| Coping with the sudden death of a student | 6 |
| First Aid | 6 |
| Equipment | 7 |
| Housekeeping | 7 |
| Visits | 8 |
| Minibuses | 8 |
| EU Driver's Hours Rules | 10 |
| Visitors to the Academy Site | 10 |
| Security | 11 |
| Critical Incidents | 11 |
| Healthy Eating | 12 |
| Monitoring, Evaluation and Review | 11 |
| References | 13 |
| Appendix 1 - DCSF Guidance | 15 |
| Appendix 2 - Coping with the sudden death of a student | 17 |



Introduction

The Co-operative Academy recognises and accepts that every one of its employees, students and visitors to the Academy is entitled to a safe and healthy environment.

It is the intention of the Governing Body of the Co-operative Academy that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment. The “References” section at the end of this policy sets out these sources.

The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the Academy community and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The Academies Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

CAM Health & Safety Policy is compliant with CAT Health & Safety Policy.

Responsibilities

A Department for Children, Academies and Families (DCSF) guidance note on the statutory responsibilities of Academies is given in Annex 1 of this policy.

Responsibilities of the Governing Body

In discharging its responsibilities, the Governing Body will:

- i make itself familiar with the requirements of the appropriate legislation and codes of practice;
- ii create and monitor a management structure for Health and Safety;
- iii ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy, and, that it is implemented;
- iv periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and
- v identify and evaluate risks relating to possible accidents and incidents connected with Academy-sponsored activities, including work experience.



In particular, the Governing Body undertakes to provide as far as is reasonably practicable:

- i a safe place for all users of the site to work, including safe means of entry and exit;
- ii plant, equipment and systems of work that are safe;
- iii safe arrangements for the handling, storage and transportation of articles and substances;
- iv safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
- v supervision, training and instruction so that all staff and students can perform their Academy-related activities in a healthy and safe manner; and
- vi provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

Responsibilities of the Principal

The Principal has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Principal will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

Responsibilities of the Health & Safety Manager

The Principal will designate a senior manager to be the Academies Health and Safety (H&S) Manager. The H&S Manager will be responsible for the day to day implementation of the Health and Safety Policy and will be the designated contact with the Health & Safety Executive. The CAM Health & Safety Manager is the Facilities Manager.

Responsibilities of Supervisory Staff

All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.

In addition to the general duties that all members of staff have, they will be directly responsible to the H&S Manager for the implementation and operation of the Academy's Health and Safety Policy within their relevant departments and areas of responsibility.

Responsibility for aspects of Health and Safety are written into the Job Descriptions of the Academy's managers.

Supervisory staff will take a direct interest in the Academy's Health and Safety Policy and in ensuring that staff, students and others comply with its requirements.



Responsibilities of all members of staff

All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

In particular, members of staff will:

- i be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body;
- ii ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively;
- iii see that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment;
- iv use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- v ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- vi report any defects in the premises, plant, equipment and facilities that they observe to the H&S Manager; and
- vii take an active interest in promoting Health and Safety and suggest ways of reducing risks.

Health and Safety Committee

The Academy will have a Health and Safety Committee which will monitor Health and Safety issues within the Academy. The membership of this committee, its terms of reference and any training needs members have will be determined by the Governing Body, the Principal and the Health and Safety Manager. The Committee will report to the Governing Body.

Safety Education

The DCSF has published guidance for Academies on Safety Education. This guidance shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people.

One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.



This DCSF guidance also sets out the general teaching requirement for health and safety in relation to science, design and technology, information and communication technology, art and design, and physical education.

Health & Safety Arrangements

Fire Safety

Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.

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

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.

Reporting Accidents

All accidents to staff, students and visitors must be reported, in writing, using the Academy's accident report form. The completed form should be given to the H&S Manager. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The H&S Manager will ensure that the Health and Safety Executive is informed of reportable incidents.

Coping with the sudden death of a student

A copy of the DCSF guidance notes on coping with the sudden death of a student is given in Annex 2 to this policy.

First Aid

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.



A DCSF good practice guide, Guidance on First Aid for Academies has been written to provide advice for Academies on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which Academies may find helpful when undertaking a risk assessment. The Governing Body seeks to adopt this guidance on good practice.

The H&S Manager 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.

Equipment

Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.

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

- i fume cupboards
- ii all electrical appliances
- iii workshop equipment, e.g. lathes, kilns
- iv fixed gymnasium equipment

When new equipment is purchased, it is the responsibility of the departmental manager, with the assistance of the H&S Manager as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

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 Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department.

Housekeeping

The Facilities Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.



The Facilities Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

Visits

Educational trips and visits must be organised in accordance with the Academy's "Off Site Procedures".

Minibuses

Users of minibuses must be aware of and observe the following requirements:

- i The driver must hold a current Driving licence, be aged 21 years or over and has held a full current licence in Group 'B' **D1** or PSV for at least 3 years. Drivers must have no more than six penalty points on their driving licence and only permitted to drive the mini-bus that they are licenced to drive. Any change in licence status must be immediately reported to the Facilities Manager.
- ii drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence;
- iii Where the transport of students is involved, drivers are required to have undertaken a Midas drivers' assessment programme and received the resulting accreditation for the mini-bus they are licensed to drive with their licence entitlement. Drivers must not carry wheelchair users unless they have received the relevant DDA training as part of the MIDAS programme.
- iv The mini-bus permit must be displayed on the vehicle at all times; We cannot make a charge to mini-bus passengers because of operators restrictions, licence restrictions and our insurance restrictions.
- v internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the Academy will decide upon the repairer to be used);
- vi only one person per seat is to be carried;
- vii Seat belts are to be worn by all passengers and the driver at all times, unless a current doctor's certificate is produced by the user of the mini-bus that excludes them from wearing seat belts for medical reasons. The Driver has a legal responsibility for all passengers under 14 years of age, over 14 year of age is the legal responsibility of the passenger – but no seat bel fastened, then no trip; this excludes a medical exemption. These condition must be read in conjunction with the academy's trips Educational Visits Policy.



- viii the driver at the time when an offence was committed is responsible for the payment of fines incurred;
- ix a log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the Academy reception.
- x. the driver will follow the EU Driver's Hours Rules with regards to rest periods and hours of driving (see below)

- xi. On every trip that includes students two members of staff should be present (unless they have received written agreement from the Principal) and a passenger list should be filled in on every journey made by academy staff or students.

A qualified/competent first aider must accompany passengers who use the mini – bus on journeys. This condition must be read in conjunction with the academy's trips Educational Visits Policy.



EU Driver's Hours Rules

Definition of a rest break - Any period that a driver is freely able to dispose of his time, when not working during employment or carrying out other work, for a period of at least 1 hour.

- Daily driving limits not to exceed 10 hours (and applies to time spent at the wheel actually driving).
- Daily duty limit of 16 hours (including rest breaks).
- Maximum continuous driving time of either 5.5 hours followed by a break of 30 minutes; or 8.5 hours (to include a break of 45 minutes) followed by a 30 minutes break.
- Minimum rest period of 10 hours between working days, which can be reduced to 8.5 on not more than 3 days per week.
- Minimum period of 24 hours rest is required between any two consecutive weeks.

Visitors to the Academy Site

All visitors to The Co-operative Academy will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Academy.

No contractor may undertake work on the Academy site without permission from the Facilities Manager other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.

Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which complies with the Academy safe systems of work.

Hirers of the Academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.

Whilst on site, all visitors and contractors must wear an Academy visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the Academy by reporting to reception.

If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the Academy reception or off the site, as appropriate.



If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

Security

All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

Staff will be required to wear their Academy Identity Badges at all times.

Security doors – reception area

There has been added to the reception area an access / exit system, which is in addition to the existing security system. This restricts visitors from walking the building unsupervised.

The doors leading to the servery; the quad area and to students services are operated by a swipe card system.

As with all access control doors at the academy, the new doors will be automatically overridden by the fire alarm if it is activated.

Critical Incidents

As part of its commitment for the well being of staff, students and visitors, the Academy has set out a procedure which is to be adopted in the event of a critical incident occurring either on the Academy premises or on an activity away from the Academy site.

Offensive weapons

The bringing of an offensive weapon by staff or students e.g. knife/gun on to the academy site may automatically result in immediate dismissal or permanent exclusion.

The definition of an offensive weapon is any article made or adapted for use for causing injury to the person, or intended by the person having it with him for such use by him, or by some other person. (N.B. this definition includes a disguised knife).

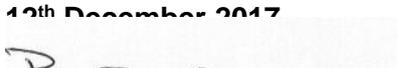
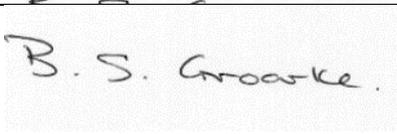


Healthy Eating

It is the policy of the Academy to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the Academy works with the catering contractor in providing menu options that support these aims.

Monitoring, Evaluation and Review

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

| | |
|---|---|
| Adopted by the Co-operative Academy on | 12th December 2017  |
| Chair of Governing Body |  B. S. Crocker. |
| Principal |  |
| Review date | November 2018 |



References

HSE Website <http://www.hse.gov.uk/index.htm>

HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>

HSE A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg218.pdf>
<http://www.hse.gov.uk/>

A Guide to the Law for Academy Governors (DCSF 2008)- Community Version - Voluntary Aided Version - Voluntary Controlled Version- Foundation Version. website
<http://www.governornet.co.uk/publishList.cfm?topicAreald=26>

DfE Academy Security website www.dcsf.gov.uk/Academysecurity
<http://www.education.gov.uk/>

DfE Health and Safety of Students on Educational Visits: A Good Practice Guide
http://www.dcsf.gov.uk/h_s_ev/index.shtml
<http://www.education.gov.uk/search/results?q=educational+visits>

DfE/DH Supporting Students with Medical Needs: A Good Practice Guide -
<http://www.dcsf.gov.uk/medical>

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/b0013771/managing-medicines/managing-medicines-in-schools>

DfE Guidance on First Aid for Academies <http://www.education.gov.uk/firstaid>

DfE/Home Office Academy Security: Dealing with Troublemakers -
<http://www.dcsf.gov.uk/Academysecurity/dwthome.shtml>
<http://www.education.gov.uk/>

DfES Safety Education: Guidance for Academies, December 2001
(Ref: DfES/0161/20002)
www.education.gov.uk/

DfE video "Can you see what they see?"

DfE Code of Practice on LA-Academy Relations - <http://www.dcsf.gov.uk/localauthorities>
es

Guidance on Standards for Academy Premises (ref DfEE 0029/2000).
<https://www.gov.uk/government/www.education.gov.uk/localauthoritorganisations/department-for-education>



The **co-operative**
academy of Manchester

DfES/CEDC Safe Keeping: A good practice guide for health and safety in study support (Ref DfEE 0197/2000)

HSE publications (priced and non-priced) are available from HSE Books Tel: 01787 881165
<http://www.hse.gov.uk/pubns/>

DfE guides are free from DfE publications Tel 0845 6022260
<http://www.gov.uk/government/organisations/department-for-education>

HSE's infoline is 08701 545500

Health and Safety legislation:

If you are not able to use the [online advice form](#) then you can request advice by [email](#) or telephone our Advisory Team on 0300 003 1747 during office hours - 8.30 am to 5.00 pm, Monday to Friday.

The Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Education legislation:

Education (Academy Premises) Regulations 1999 (SI 1999 No.2)

Academy Standards and Framework Act 1998

Academy Inspections Act 1996.

Education Act 1996



Appendix 1 - DCSF Guidance

Responsibility for Health and Safety in Academies

Health and Safety at Work Law

Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

Employer

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of Academy.

- For community Academies, community special Academies, voluntary controlled Academies, maintained nursery Academies and student referral units the employer is the Academy (LA).
- For foundation Academies, foundation special Academies and voluntary-aided Academies, the employer is usually the governing body.
- For independent Academies, the employer is usually the governing body or proprietor.

The Academy is the employer for statutory youth groups.

Education employers have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of teachers and other education staff
- the health and safety of students in-Academy and on off-site visits
- the health and safety of visitors to Academies, and volunteers involved in any Academy activity.

Employees

Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well.

Employees must:

- take reasonable care of their own and others health and safety.
- co-operate with their employers.
- carry out activities in accordance with training and instructions.
- inform the employer of any serious risks.



Enforcement

The HSE enforces health and safety law relating to the activities of LEAs and Academies.

Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Responsibility of All Academies

The employer must have a health and safety policy and arrangements to implement it. Health and Safety at Work etc. Act 1974 applies. Key elements of a health and safety policy are listed below; this is not a comprehensive list.

Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.

In practice, employers may delegate specific health and safety tasks to individuals (LEAs may delegate specific tasks to Academies). But the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.



Appendix 2 - Coping with the sudden death of a student

DCSF Guidance

Unfortunately, some Principals will be faced, in the course of their professional lives, with a set of circumstances arising from the death of a student at Academy or elsewhere.

In such circumstances, Principals may feel on their own and may need advice at that moment. Accordingly, the DCSF has been asked to make advice available to help Principals cope with the immediacy of a student's sudden death at Academy.

The text below is based on work prepared by Chris Bridge, Headteacher of Huntington Academy. We are very grateful to Mr Bridge for this.

Working with the police

Very soon after the death is announced the police should visit as they have to carry out an investigation into the circumstances.

You will need to clear rooms or spaces for them to work in.

They may want to collect evidence.

The police will normally tell the child's next of kin and will want to speak at once to the usually very upset teacher who will need someone with them and will probably need to stay at Academy.

The police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

Telling students

Where a student collapses during the Academy day when other students are present, is rushed to hospital and subsequently dies, those students will need to know what has happened before they leave at the end of the Academy day.

It is important to agree with the police the timing and content of the information that you give to students so as to meet the needs of the students whilst not impeding any police investigation.

Are there any siblings, close relatives, or boy/girl friend who needs to know first? Advise them first, but only when parents are ready to collect them.

Gather the whole year group together with 20 minutes to go before the final bell. Timing is everything. The students will listen intently until you tell them that the student has died. Then they stop hearing. If the student has died as the result of an accident you may want to ask them not to speculate about the causes of the accident and not to spread rumours. Getting them to hear this is very difficult. Allow them ten minutes to just be together as a year group. They will need to cry. Expect that some students will contact the local press.

If you want teachers to tell other students, you should have a statement ready for them to read out before you advise them.



Telling teachers

This may have to be after you have told the key students. You will need to tell the teachers who were nearest to what happened first. Depending on who that teacher is, they will probably need someone with them. If you want teachers to tell other students for you, have a statement ready for them to read out before you advise them.

Telling parents

The police will tell the parents of the child. Getting a letter to other parents, which both express sympathy and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other students, parents and teachers.

Dealing with the media

Headteachers at community and voluntary controlled schools should contact their LA as soon as possible, especially if at all unclear about procedures for dealing with the media. It is recommended that the Academy should have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures. Note: the LA may advise the Academy not to speak to the media and direct all enquiries to an appointed LA officer.

If your Academy does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need intense help. A press officer may be required for the whole day.

The press and local TV channels may contact the parents and they together with the press may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.

You may find you have no time to prepare interviews and certainly no time to filter statements through the Director of Education even if the LA wants you to do this.

Keep expressing your sympathy for the parents so that editors will find it hard to cut this part of your statement.

If there is a post-mortem, this may happen very quickly, possibly within 24 hours of the death.

Ensure you are advised of the results of any post-mortem as soon as possible. Your LA may want to hold onto this information, but you will need it. The best way to stop media speculation is to give them facts.

Helping the Academy recover

This is a long-term issue. You can help the Academy recover through a memorial service or assembly and through the use of counsellors. Recognise that those who go to counsellors may well not be those whose need is greatest. A brother or sister may well have intense needs that appear later. It is very difficult for the Academy to know when to stop making allowances.



The **co-operative**
academy of Manchester

Educational visits

The DCSF has issued guidance on coping with emergencies off-site in its 1998 good practice guide Health & Safety of Students on Educational Visits and three-part supplement published in July 2002.

Emergency planning

Time set aside to plan for how your Academy would cope in an emergency could make a huge difference to how effectively one is handled. Visit the **emergencies planning area** of this site.

Assistance from the DCSF

The DCSF will help in any way it can. Please telephone the Student Health and Safety Team on 020 7925 5886.

Further information

Supporting Bereaved Students in Primary and Secondary Schools — practical advice for staff is a booklet that has been developed by King's College London and the National Council for Hospice and Specialist Palliative Care Services, now the National Council for Palliative Care (NCPC). It offers advice and support to Academy staff and includes tips from teachers who have had experience with bereaved children. An extensive resource list is included for those who wish to look further into the issues explored or enlist further support.

The booklet can be ordered from NCPC by contacting Nick Hayes by email n.hayes@ncpc.org.uk or by telephone 020 7697 1520.