

**Redstone Educational Academy**  
**Health & Safety Policy**

**1.0 General**

- 1.1 The Proprietor notes the provisions of the **Health and Safety at Work, etc Act 1974** (s 3(1), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using the School premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its students.
- 1.2 The aim of Redstone Academy is to provide a safe and healthy working and learning environment for staff, students and visitors.
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the Proprietor cannot prevent accidents or ensure safe and healthy working conditions. The Proprietor believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the School premises or while taking part in school-sponsored activities.

**2.0 The Duties of the Proprietor**

- 2.1 In the discharge of its duty the Proprietor, in consultation with the Head Teacher, will:
- (a) make itself familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of

practices which are relevant to the work of the School, in particular the **Management of Health and Safety at Work Regulations 1992** (SI 1992 No. 2051)

- (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School
- (c) assess periodically the effectiveness of this policy and ensure that any necessary changes are made
- (d) identify and evaluate, through risk assessments conducted by the School or others, risks relating to:
  - (i) accidents
  - (ii) health
  - (iii) school-sponsored activities (including work experience, using an appropriate agency where necessary)
- (e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others
- (f) create and monitor the management structure for the School and for Health and Safety.

2.2 In particular the Proprietor undertakes to provide:

- (a) a safe place for staff and students to work including safe means of entry and exit
- (b) plant, equipment and systems of work which are safe
- (c) safe arrangements for the handling, storage and transport of articles and substances
- (d) safe and healthy working conditions which take account of all appropriate:
  - (i) statutory requirements
  - (ii) codes of practice whether statutory or advisory
  - (iii) guidance whether statutory or advisory
- (e) supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work or as soon afterwards as

possible. Wherever training is required by statute or considered necessary for the safety of staff, students and others then the Governing Body will ensure, within the financial resources available, that such training is provided. Students will receive such training as is considered appropriate to the School-related activities which they are carrying out. All training will be regularly updated

- (f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- (g) adequate welfare facilities.

2.3 So far as is reasonably practicable the Governing Body, through the Head Teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive information on:

- (a) this policy
- (b) other relevant health and safety matters
- (c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.


### 3.0 The duties of the Head Teacher

3.1 As well as the general duties which all members of staff have (see 5.0), the Head Teacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, students, visitors and any other person using the premises or engaged in activities sponsored by the School and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments or aspects of the School, senior members of staff, teachers and others as appropriate.

3.2 The Head Teacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.3 In particular, the Head Teacher will:

- (a) be aware of the basic requirements of the **Health and Safety at Work, etc. ACT 1974** and any other health and safety legislation and codes of practices relevant to the work of the School

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- (b) ensure, at all times, the health, safety and welfare of staff, students and others using the School premises and facilities
  - (c) ensure safe working conditions for the health, safety and welfare of staff, students and others using the School premises and facilities
  - (d) ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
  - (e) consult with members of staff, including the safety representatives, on health and safety issues
  - (f) arrange systems of risk assessment to allow the prompt identification of potential hazards
  - (g) carry out periodic reviews and safety audits on the findings of the risk assessment
  - (h) identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
  - (i) encourage staff, students and others to promote health and safety
  - (j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay
  - (k) encourage all employees to suggest, via the Health and Safety staff representatives or the SLT, ways and means of reducing risks
  - (l) collate accident and incident information, and when necessary, carry out accident and incident investigations
  - (m) monitor the standard of health and safety throughout the School, including all school-based activities, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
  - (n) monitor first aid and welfare provision
  - (o) monitor the management structure, along with the governors.

#### 4.0 The duties of supervisory staff

- 4.1 All supervisory staff (eg TA's, ICT Technicians) will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 4.2 In addition to the general duties which all members of staff have (see 5.0), they will be directly responsible to the Head teacher or the member of staff nominated by the Head Teacher to have overall day-to-day responsibility for the implementation and operation of the School's health and safety policy within their relevant departments and areas of responsibility.
- 4.3 They will take a direct interest in the School's health and safety policy and in helping other members of staff, students and others to comply with its requirements.
- 4.4 As part of their day-to-day responsibilities they will ensure that:
- (a) safe methods of working exist and are implemented throughout their department
  - (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively
  - (c) staff, students and others under their jurisdiction are instructed in safe working practices
  - (d) new employees working within their department are given instruction in safe working practices
  - (e) regular safety inspections are made of their area of responsibility as required by the Head Teacher or as necessary
  - (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others
  - (g) all plant machinery and equipment in the department in which they work is adequately guarded
  - (h) all plant, machinery and equipment in the department in which they work is in good and safe working order

- (i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- (j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work, where problems are identified they must be brought to the attention of the Health and Safety Working Party
- (k) toxic, hazardous, radioactive and highly flammable substances in the department in which they work are correctly used, stored and labelled, where problems are identified they must be brought to the attention of the Health and Safety Working Party via a representative, the SBM or the Head Teacher
- (l) they monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- (m) all the signs used meet the statutory requirements
- (n) all health and safety information is communicated to the relevant persons
- (o) they report, as appropriate, any health and safety concerns to the appropriate individual

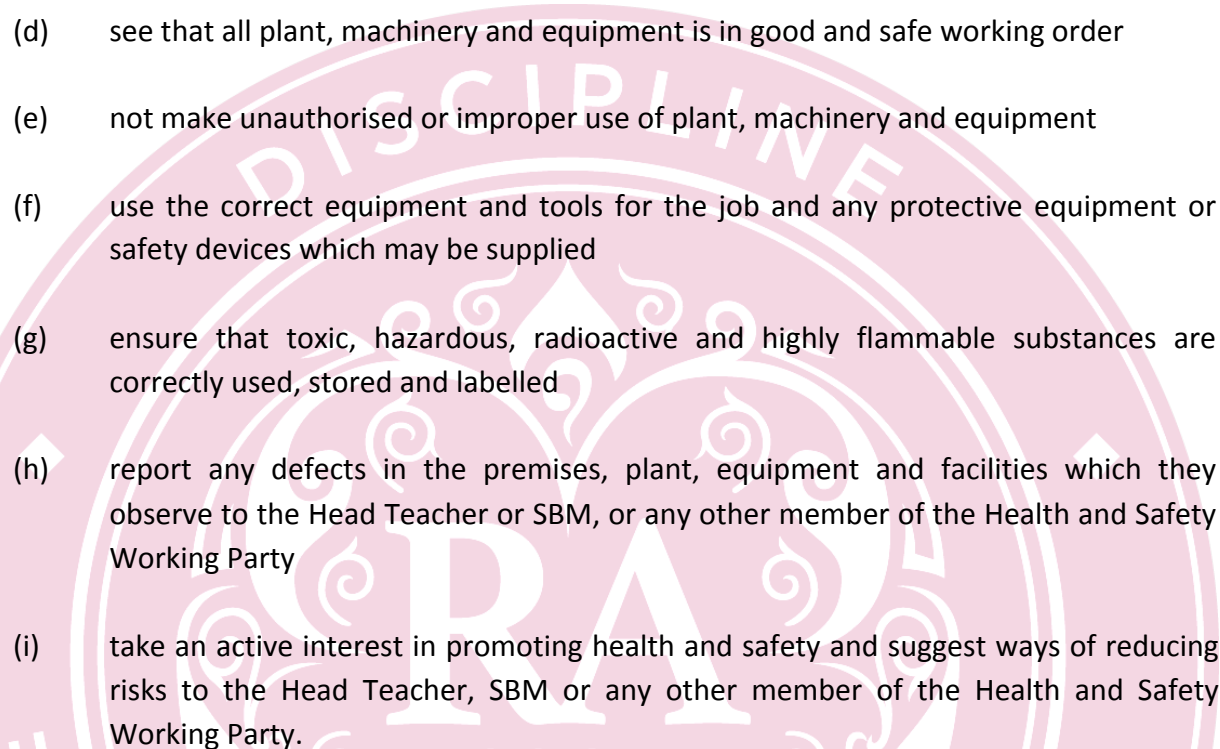
## 5.0 The duties of all members of staff

5.1 All staff will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- (b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

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

5.3 In particular all members of staff will:

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- (a) be familiar with the safety policy and any and all safety regulations as laid down by the Proprietor
  - (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students
  - (c) see that all plant, machinery and equipment is adequately guarded
  - (d) see that all plant, machinery and equipment is in good and safe working order
  - (e) not make unauthorised or improper use of plant, machinery and equipment
  - (f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
  - (g) ensure that toxic, hazardous, radioactive and highly flammable substances are correctly used, stored and labelled
  - (h) report any defects in the premises, plant, equipment and facilities which they observe to the Head Teacher or SBM, or any other member of the Health and Safety Working Party
  - (i) take an active interest in promoting health and safety and suggest ways of reducing risks to the Head Teacher, SBM or any other member of the Health and Safety Working Party.

## **6.0 Hirers, contractors and others**

- 6.1 When the premises are used for purposes not under the direction of the Head Teacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.
- 6.2 The Head Teacher or the designated person will seek to ensure that hirers, contractors and others who use the School premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 6.3 When the School premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

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

- (a) introduce equipment for use on the School premises
- (b) alter fixed installations
- (c) remove fire and safety notices or equipment
- (d) take any action that may create hazards for persons using the premises or the staff or students of the School..

6.5 All contractors who work on the School premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work, etc Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the **Health and Safety at Work, etc. Act 1974**.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head Teacher will take such actions as are necessary to prevent persons in his or her care from risk or injury.

6.7 The Governing Body draws the attention of all users of the School premises (including hirers and contactors) to s.8 of the **Health and Safety at Work, etc Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provision.

## **7.0 Staff consultative arrangements**

7.1 The Governing Body, through the Head Teacher, will make arrangements for the establishment of a Health and Safety Working Party, which shall report to the Building Committee of the Governing Body. Representation on the working party will cover the PE, Science and Technology departments, the HT, SBM, BSS and a governor delegated to attend by the Building Committee. Nominated representatives from the Staff Room may also attend.

## **8.0 Codes of practice and safety rules**

8.1 In consultation with the Governing Body (where appropriate) and taking into account the requirements of this statement the Health and Safety Working Party will approve



(where necessary) codes of practice for the observation of safety requirements in school.

8.2 From time to time the Department for Education (DfE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Head teachers and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Head teacher considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

## **9.0 Risk Assessment**

9.1 The Head teacher will ensure that risk assessments of the School's trips are regularly undertaken and that there is a yearly risk assessment of the rooms and other areas of the School. In addition the School will commission a fire risk assessment every year to ensure that all relevant issues are identified and rectified. In addition the School maintains a fire risk assessment that is updated periodically. The result of the fire risk assessment and risk assessments of premises where significant issues are identified are brought to the Proprietor.

## **10.0 Emergency plans**

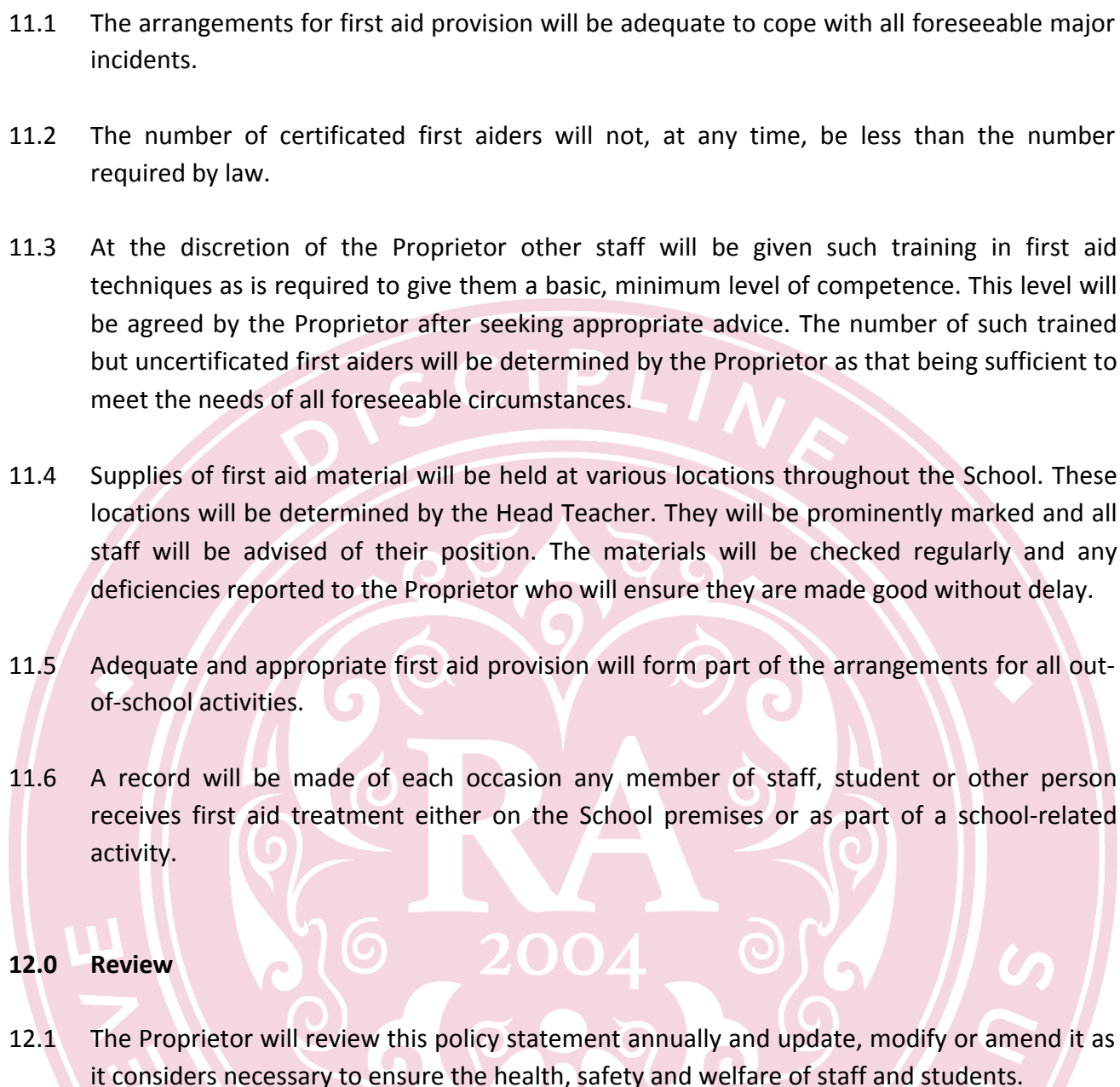
10.1 The Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (a) save life
- (b) prevent injury
- (c) minimise loss.

This sequence will determine the priorities of the emergency plan.

10.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and students. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

## **11.0 First Aid**

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- 11.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 11.2 The number of certificated first aiders will not, at any time, be less than the number required by law.
- 11.3 At the discretion of the Proprietor other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Proprietor after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the Proprietor as that being sufficient to meet the needs of all foreseeable circumstances.
- 11.4 Supplies of first aid material will be held at various locations throughout the School. These locations will be determined by the Head Teacher. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies reported to the Proprietor who will ensure they are made good without delay.
- 11.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- 11.6 A record will be made of each occasion any member of staff, student or other person receives first aid treatment either on the School premises or as part of a school-related activity.
- 12.0 Review**
- 12.1 The Proprietor will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and students.

**Policy Updated: September 2016**  
**Review Date: September 2017**