# Zest Academy Trust

## Health & Safety policy

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Registered in England No. 8087508 Company Limited by Guarantee

## Introduction

Zest Multi Academy Trust is responsible for health and safety and has a statutory duty to comply with the health and safety legislation.

This is the Health and Safety Policy for Zest Multi Academy Trust and consists of four main sections:-

- Health and Safety Policy Statement
- Organisation
- Health & Safety Arrangements
- Monitoring and reviewing arrangements

This policy makes reference too many other academy policies and documents, these are;

- First Aid Policy
- Accident Reporting Book
- Managing Medical Conditions Policy
- Health & Safety Near Miss Form
- Fire Safety Log
- Fire and Evacuation Procedures
- Risk Assessments
- Off Site and outdoor Education Activities Policy
- Managing Attendance Policy

## The Academy's Health and Safety Policy Statement

Zest Multi Academy Trust recognises its responsibility to promote a culture where Health & Safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice to the generality of the above the academy will ensure, so far as is reasonably practicable, that;

- Plant equipment and systems of work are safe and without risks to health;
- The handling and storage of articles and substances will be safe and without risk to health;
- Appropriate information, instruction, training and supervision to assist all employees, pupils and visitors to avoid hazards and contribute positively to their own health and safety whilst on academy premises;
- The site is maintained in a safe condition and without risks to health;
- A safe work place and safe access;
- A healthy working environment is provided;
- Adequate welfare facilities and suitable protective clothing and equipment;
- Arrangements for the safe introduction of new plant, machinery, substances and procedures
- There are adequate arrangements for staff welfare at work and the welfare of pupils and visitors

The academy acknowledges that no policy can be completely effective without the full co-operation of all concerned with the safe operation of the academy.

It will therefore strive to gain this degree of commitment from the staff through participation, encouragement and support.

## Organisation of Health and Safety Matters

This section of the policy outlines the duties and responsibilities of individuals/groups within the academy.

### Academy Council Members and Trustees

The Academy Council Members will ensure that:-

- Health & Safety Policy and Codes of Practice are fully implemented.
- Risk Assessments of work activities are undertaken and a written record of the assessments is kept.
- Staff with delegated responsibility for carrying out the arrangements for health and safety are fully aware of their role

- Regular Health & Safety inspections and monitoring is undertaken and reports complied
- A positive Health & Safety culture is established and maintained, with staff training taking high priority

### Principal

The Principal is responsible, as far as is reasonably practicable, for;

- Ensuring Health and Safety is an integral part of the management of the academy. This will include setting of objectives as part of a planned approach to full legislative compliance.
- Producing and updating, as necessary, a academy health and safety policy document, which details arrangements with respect to implementing local policies and procedures in academy.
- Risk Assessments of work activities are undertaken and a written record of the assessments is kept and reviewed regularly to ensure they remain valid.
- Ensuring staff who have been nominated for Health & Safety are fully aware of their responsibility for such delegated tasks and have been provided with the necessary training
- Ensure that adequate arrangements exist for the reporting of accidents and potential hazards, and that such reports are forwarded to the Local Authority
- Reporting all known hazards immediately to the Health and Safety Representatives and stop any practices or the use of any plant, tools, equipment, machinery etc. they consider to be unsafe until satisfied as to their safety
- Ensure arrangements for inspection of the academy premises, places of work and working practices on a regular basis.
- Maintaining appropriate safety documents and records
- Reviewing from time to time e.g. annually;
    - the provision of first aid in academy;
    - the emergency regulations and make recommendations for improving the procedures laid down and for the training of personnel.

## Employees

All employees must;

- Take reasonable care for their Health & Safety at work and that of other persons who might be affected by their acts
- Adhere to and comply with statutory regulations and agreed procedures for safe working, observe and safety rules or instructions relevant to particular work or locations and to use protective clothing and safety equipment that is provided.
- Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare, first aid and to carry them out;
- Report immediately, or as soon as practicable, any defects with equipment machinery or the workplace in general
- Report any near misses or Health & Safety concerns to the Site Supervisor or Academy Office
- Not misuse anything provided for Health & Safety purposes
- Cooperate fully with management in respect of complying with Health & safety requirements
- Be responsible for completing risk assessments, which are specific to their classrooms, or activities that they may undertake. Examples are classroom risk assessments or specific sporting lessons
- Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonable practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure that suitable footwear is worn. The academy will not accept responsibility for staff who wear inappropriate footwear, which include;
    - Flip flops
    - Wedges
    - High Heels
    - Open toe shoes

*This list is not exhaustive.*

## Pupils

All pupils are expected to;

- Comply with the academy rules relating to behaviour
- Comply with all information that is provided both verbally and written relating to Health & Safety matters
- Not misuse anything provided for Health & Safety reasons
- In the case of an emergency, listen to and obey instructions given by staff
- Ensure that suitable footwear is worn. The academy will not accept responsibility for pupils who wear inappropriate footwear, which include;
    - Flip flops
    - Wedges
    - High Heels
    - Open toe shoes

## Health and Safety Arrangements

This section of the policy outlines the procedures adopted to ensure the safety of all employees, pupils, visitors and tradesmen while engaged in activities on-site and the safety of employees and pupils when engaged in academy business off-site.

### Reporting of Accidents and Incidents

All accidents to pupils and staff involving injury are recorded in the academy's accident book. These are then stored centrally within the academy office

In addition to completing a first aid form a separate Near Miss Incident Form should be completed if the injury resulted in an ambulance being summoned or if the injury was a near miss adventure. These incidents reported to RIDDOR.

### First Aid

The academy has always given high priority to staff training in First Aid. For further information please refer to the academy's First Aid Policy.

### Fire Safety

The Principal and Director of Business and Finance will ensure that a fire risk assessment takes place at least once a year. All staff will be made aware of: -

i. The location of the fire alarm exits
ii. The location of the fire assembly points
iii. Fire and Evacuation procedures.

The academy has several members of staff as trained fire wardens who will sweep the immediate area when a fire alarm is sounded. A fire evacuation practice will be carried out once a term and the Site Supervisor will keep a log of the outcome in the fire logbook.

### Electrical Equipment

There has always been a requirement to satisfy Health & Safety legislation. In 1989 The Electricity at Work Regulations came into force, which clarifies the need to maintain electrical systems safely. The academy undertakes PAT Testing annually.

### PE Equipment

An approved contractor will check all PE equipment regularly and all recommendations regarding the repair/replacement of equipment will be followed. In addition, each member of staff will carry out a visual inspection prior to use. If defects are noticed, then the PE Coordinator will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

### Play Equipment

All play equipment is approved safe by ROSPA. In addition, each member of staff will carry out a visual inspection prior to use. If defects are noticed, then the Premises Officer will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

### Chemicals Safety

The academy will follow COSHH procedures to ensure the careful selection, use, storage and transport of all potentially harmful substances.

The cleaners in charge, under the supervision of the Principal, will be responsible for these matters.

## Risk Assessments

The academy's risk assessment process is on-going. Risk Assessments are undertaken for hazards, activities and locations. All staff have access to these and are reminded on a regularly basis to make themselves familiar with them. All health and safety documentation is stored within the academy office.

All risk assessment are completed and then approved by the Director of Business and Finance before being implemented.

## Visitors on Site

For accidents on site please refer to *3.1 reporting of Accidents and incidents.*

## No smoking Policy

The academy has a non-smoking policy, which applies to visitors, contractors as well as staff and voluntary helpers. This applies to the whole site - both inside and outside areas of the academy. For further information, please refer to the academy's No Smoking Policy.

## Academy Visits

During the planning of off-site visits, staff are encouraged to give high priority to Health and Safety issues, and pre-visits are expected, wherever possible. Generous pupil/teacher ratios are expected to reflect the age of the children and the nature of the trip. Further details of this can be found in the offsite visit policy.

A risk assessment should be completed by the lead teacher and be approved by the Education Visits Co-ordinator and then the Principal and recorded. Wherever possible only coaches using individual safety harnesses or the academy minibuses will be used. For further information please refer to the academy's' 'Off Site and Outdoor Education Activities Policy'

## Medical Needs

For more information on managing medical needs please refer to the 'Medicines in Academy Policy'.

## Infectious Diseases

For more information on Infectious Diseases please refer to the Health Protection Agency.

### Manual Handling

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling.

### Security

The premises of Zest Multi Academy Trust and the equipment within it are protected as far as is reasonably practicable. In addition the premises is kept in a well-maintained condition, be attractive in appearance and kept free of graffiti, litter and other disfigurements.

The academy premise has car parking spaces, which staff and visitors are given access to. Comprehensive CCTV covers the car park and academy grounds however cars parked there are done so at the owners own risk.

### Well Being

The wellbeing of staff is seen as an integral part of the academy Health & Safety responsibility. All staff have the right to a reasonable work life balance and to expect the appropriate support or intervention when they experience health or personal difficulties. An ethos of mutual respect and support is promoted amongst all staff.

Staff are encouraged to raise any concerns with the Principal or Line manager but also have access to a confidential counselling service. All sickness absence will be managed under the academy managing attendance policy.

## Monitoring of Health and Safety and Review Arrangements

Health and Safety inspections will be carried out once a term.

A Fire risk assessment will take place once a year as well as at any time that issues are raised by members of staff.

The academy's Health and Safety policy will be reviewed annually. This will normally take place at the beginning of the academy year.

The academy will continue to give high priority to Health and Safety issue

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