

# *WALTON HALL ACADEMY*

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## *HEALTH, SAFETY & WELLBEING POLICY*

*Developed:*

*14th March  
2017*

*Review date:*

*March 2018*



## **1.0 Statement of Intent**

**The Governing Body is fully committed to providing a safe and healthy environment for all staff, pupils and visitors. They will strive to further improve health, safety and wellbeing within the academy by ensuring all personnel contribute positively towards the already prosperous culture that has evolved here over recent years.**

The management system that is implemented within the academy ensures, so far as is reasonably practicable, the compliance with current and relevant legislation, regulations and guidance (including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999). This includes providing a safe working environment, safe and maintained plant and equipment, sufficient information and training, safe access and egress, adequate welfare facilities, as well as safe use, storage and handling of hazardous substances. It also ensures the safety of all academy activities that take place off site as well as ensuring that all non-employees are not adversely affected by academy activities.

The aforementioned management system is scrutinized externally in the form of an audit by the Staffordshire County Council Health, Safety and Wellbeing Service, as well as internally with the use of self-audits and evaluation checklists. These processes generate actions to be implemented for which to make further improvements to the health, safety and wellbeing within the academy.

The following sections of this policy outline the organisation and arrangements of health and safety of the academy.

Approved by:

Julie Stevenson

**Chair of Governing Body**

Amanda Cameron

**Acting Academy Principal**

Date: 21<sup>st</sup> March 2017

Date: 21<sup>st</sup> March 2017

## **2.0 Organisation**

### **2.01 The Academy Sponsor**

The overall responsibility for health, safety and wellbeing rests with the academy sponsor, The Shaw Education Trust. They have appointed a committee from the Governing Body who take on the responsibility of health, safety and wellbeing as premises occupants.

### **2.02 The Governing Body**

The Governing Body is responsible for ensuring that health and safety is being managed within the academy to a sufficient level. The Health and Safety sub-committee hold termly meetings and discuss health and safety performance with the aid of Key Performance Indicators (KPIs) as indicated at the back of this policy, as well as make plans for improvements.

The Governing Body ensures that all personnel who hold a responsibility relating to health and safety are competent to do so, and that any training requirements are met.

Any policies relating to health and safety, including this policy, are ratified by the Governing Body prior to them being distributed to and communicated with others. The Governing Body ensures that there are sufficient arrangements in place to ensure the policies are implemented into day-to-day running of the academy.

### **2.03 The Principal**

The Principal Pauline Carmichael manages the day-to-day running of health and safety within the academy, and gains assistance and support from members of the Senior Leadership Team as well as other key members of staff, including the Health and Safety Coordinator Chris Castell-Boote and Senior Site Supervisor Chris Bagnall. The Principal delegates duties to these staff members but still holds responsibility for health and safety within the academy.

The Principal ensures arrangements are made to provide suitable training for staff members who have specific health and safety duties, and ensures any training is refreshed at relevant intervals.

The Principal oversees the risk assessment process and ensures that all identified hazards are suitably controlled. The Principal also oversees the completion of health and safety related policies, annual self-audits and annual self-evaluation checklists as well as fully cooperating with external audits undertaken by the Staffordshire County Council Health, Safety and Wellbeing Service.

NB. During Pauline's absence Amanda Cameron will be Acting Principal.

### **2.04 The Senior Leadership Team**

The Senior Leadership Team comprises of the Vice Principal Amanda Cameron, Assistant Principal Julie Wood and the Head of Care Suzanne Terry in addition to the aforementioned Principal. Their job in relation to health and safety is to actively contribute, assess, plan, implement and evaluate risk assessments and policies to support to the day-to-day running of health and safety within the academy and to take on certain responsibilities as delegated by the Principal.

The Head of Care in particular takes on the responsibility of the day-to-day running within the residential setting to ensure that health and safety is managed suitably. The Head of Care gains support and assistance from the Deputy Head of Care Helen Frewer, and delegates tasks to her as necessary.

#### 2.05 The Health and Safety Coordinator

The Health and Safety Coordinator Chris Castell-Boote undertakes the task of ensuring all risk assessments, with the exception of personal pupil risk assessments and Individual Behavioural Plans (IBPs), are reviewed by the necessary members of staff at relevant intervals, and that any new activities are suitably risk assessed with sufficient controls put in place. Personal pupil risk assessments and IBPs are written and implemented by teachers, Residential Support Workers and the Behavioural Support Officer; these staff members are responsible for reviewing and sharing these assessments.

The initial completion and subsequent review of this policy is completed by the Health and Safety coordinator and approved the Senior Leadership Team prior it being ratified by the Governing Body or Health and Safety sub-committee.

The Health and Safety Coordinator takes the lead role in the completion of the annual self-audit and annual self-evaluation checklist. He requests the input from other members of staff to complete these such as members of the Senior Leadership Team and the Senior Site Supervisor, and creates action plans for improvements from these; these are also approved by the Principal (or a nominated member of the Senior Leadership Team in the Principal's absence) and copies emailed to the Staffordshire County Council Health, Safety and Wellbeing Service.

The Health and Safety Coordinator undertakes the tasks of analysing reported accident to look for 'trends' so necessary controls can be implemented, as well as compiling termly reports which are presented to and discussed with the Health and Safety Committee to report on any matter relating to health and safety.

#### 2.06 The Senior Site Supervisor

The Senior Site Supervisor Chris Bagnall is responsible for the management of the premises and takes on the responsibility of ensuring that all relevant statutory compliance practices and operational control processes are completed. Examples of these include water hygiene compliance, control of contractors, fire alarm system servicing and testing and fire fighting equipment servicing. The Senior Site Manager delegates routinely checks to other members of the Site Team (Site Officer Chris Castell-Boote and Site Technician Alex Thorpe) as required, and arranges for specialist contractors to carry out services and inspections as necessary to comply with current legislation.

The Senior Site Supervisor line manages the cleaning staff and ensures they have the relevant instruction and equipment to carry out their duties.

#### 2.07 Cleaning Staff

The duties of the cleaning staff involve ensuring the academy's housekeeping is kept to a sufficient level to avoid risk to health and safety. This includes emptying of rubbish and recycling bins to keep waste within the buildings to a minimum, cleaning and sanitization of toilets and washroom facilities

to keep the welfare facilities hygienic and to ensure all other areas of the academy are kept as free from dirt and germs as is reasonably practicable. Daily routines and working areas, as set out by the Senior Site Supervisor, ensure that all areas of the academy benefit from a general clean at regular intervals and a deep clean as is required.

There are two main kitchens within the academy; one in key stage 3 and one in key stage 5. The kitchen in key stage 3 is run by an external catering company called Aspen's, and they employ their own staff whose responsibility it is to keep the kitchen clean and tidy. The kitchen in key stage 5 is run by the academy who employ one member of staff (Catering Coordinator Sharon Mattox) whose responsibility it is to keep the kitchen clean and tidy.

### 2.08 All Staff Members

Every member of staff within the academy holds a responsibility towards health, safety and wellbeing and it is their duty to report any issues or defects with relevant parties. The vigilance and meticulous nature of all staff members in relation to health, safety and wellbeing is a vital part of the health and safety culture of the academy and requires a positive input from each member to ensure the academy remains as safe and healthy as it can do for all pupils, staff and visitors.

All members of staff ensure that the activities they carry out do not cause an adverse health and safety risk to themselves or others.

## **3.0 Arrangements**

### **3.01 Academy Farm**

There are risk assessments in place, which are reviewed annually or sooner if required, for the academy farm which covers all activities, fire and environmental hazards on the farm. It also includes control measures for infection control, for example, the procedures for changing footwear and wearing protective over-clothes whilst working on the farm, hand washing procedures and facilities and sanitization of animal pens and enclosures.

### **3.02 Academy Trips/Off-Site Activities**

All trips and off-site activities are risk assessed using the EVOLVE system. The EVOLVE coordinator Helen Frewer and Principal (or a nominated member of the Senior Leadership Team in the Principal's absence) are responsible for approving completed EVOLVE assessments prior to any trip commencing.

### **3.03 Accident Recording**

Any accident that occurs on site involving injury to a pupil, staff member or visitor is reported to the academy office; the Secretary Chris Timmis will assist to ensure the correct forms are completed. Accidents are investigated as necessary by relevant staff members and actions carried out if needed. Any accident occurring off-site involving staff members or pupils must also be recorded.

### **3.04 Asbestos**

The asbestos manual is maintained annually by the Staffordshire County Council Asbestos Team or by the Site Team if any changes occur in the meantime. The manual is kept on the shelf in the computer room of the key stage 3 building, and it's the responsibility of the Senior Site Supervisor to ensure that all contractors consult the manual before any intrusive works commence.

### **3.05 Contractors**

Contractors are selected either from the approved Staffordshire County Council contractor lists or by contractors recommended to the academy. Disclosure and Barring Services (DBS) checks are made by the academy prior to any works commencing if they're not Staffordshire County Council approved. For pre-planned projects and jobs the principles of best value are applied and selection takes place from a range of quotes where possible.

### **3.06 Curriculum Safety (including out of academy learning activity/study support)**

All areas of the academy including class rooms and specialist teaching rooms have been risk assessed as part of the academy audit process. These assessments inform the judgements of staff involved and help to ensure the maximum welfare and safeguarding of all students in their care. Where recommended, staff attend specific training before an activity is undertaken with students if possible, or training planned at the earliest opportunity.

### **3.07 Drugs and Medication**

The academy has very precise and robust systems in place for the storage and administration of medications. All items are administered by trained staff or the academy Nurse and then counter checked for accuracy. Controlled drugs are stored in accordance with the Control of Drugs Act and policy within a key-pad locked room.

The emergency inhalers that are situated in key areas around the site are checked monthly by a relevant member of staff to ensure they are in-date, clean and in full working order.

In the event of a staff member being made aware that a student has a severe allergy requiring an Auto-injector (Epipen) of Adrenalin, a care plan will be compiled by the School Nurse detailing

procedures to follow in the event of an attack, agreed and signed by the parent/carer. Necessary staff receive training on Anaphylaxis and the use of an Auto-injector if prescribed. If an Auto-injector is used staff must complete a record of administration form attached to individual students care plan. Staff and the student must have knowledge of where the Auto-Injector is to be stored, which must be in the medical room in a locked cupboard.

### 3.08 Electrical Equipment (portable and fixed)

It is the responsibility of the Senior Site Supervisor to ensure all portable electrical equipment within academy is PAT tested at regular intervals. This is undertaken by an accredited and qualified contractor with results recorded and kept in the site office. The site team are also qualified to undertake PAT tests, and test any portable equipment brought into academy in between full site tests before allowing item into circulation.

Fixed electrical circuits and fixed electrical appliances are tested by a credited and qualified contractor every 5 years and actions from these are completed on a priority basis. Records for these are also held in the site office.

### 3.09 Fire Precautions and Procedures

Writing maintaining and reviewing risk assessments remains the responsibility of the Senior Site Supervisor and Health and Safety Coordinator and is monitored by the Principal (or a nominated member of the Senior Leadership Team in the Principal's absence). All teaching/residential areas are risk assessed frequently (annually if not more often) and any health and safety issues are acted upon.

Maintenance of all fire precaution and fire fighting equipment is the responsibility of the Senior Site Supervisor, however this is contracted out to external contractors.

Routine testing of our systems is carried weekly by a member of the Site Team and any faults noted are reported to an external contractor to rectify.

Fire evacuation procedures are reviewed regularly by a member of the Site Team and Personal Emergency Evacuation Plans (PEEPs) are completed and reviewed for pupils who require additional support; these are carried out by teaching or residential staff. Residential PEEPs are tested frequently with regular (termly as a minimum) fire drills and practices.

Relevant staff are trained to a sufficient level as required in the use of evacuation aids (i.e. evacuation slings) and this training is reviewed as necessary.

### 3.10 First Aid

All staff members have the opportunity to complete a basic first aid certificate. In addition, the academy has the following provision:-

Academy Nurse-

H. Rigby.

First Aiders-

A. Johns, J. Woodhams, J. Dunn, J. Greatbatch,

L. Gratton, S. Terry, H. Thompson, L. Gravell, Joanna Hutton

NB: these staff members work in various locations of the academy so there is sufficient coverage across site at all times of the day and night.

The Senior Site Supervisor is responsible for making arrangements for the checking and ordering of first aid supplies and equipment used in minibuses including replenishing the first aid boxes around site.

All pupils with a medical risk have care plans situated within their medical file. Personal items such as asthma inhalers should be freely available within the setting. Class teachers are responsible for ensuring that such items are kept up to date and available within the setting.

Responsibility for the provision of first aid training resides with the Senior Leadership Team.

Details regarding Auto-injectors (Epipens) are detailed within section 3.07 of this policy.

The academy has one defibrillator on site, which is stored in the reprographics room within the key stage 3 building; there are signs around site advising of its location. Some members of staff have received training of how to use this, however the machine gives verbal instructions of how to use it so training is not essential. The machine automatically detects when a shock is needed and therefore cannot be used unless it is necessary. The machine is also self-testing so it does not need maintenance or servicing.

### 3.11 Glass and Glazing

All glazing on site has been assessed by Staffordshire County to check for compliance with current glazing regulations.

Any repair and replacement of any glazing on site is the responsibility of the Senior Site Supervisor.

### 3.12 Hazardous Substances (COSHH)

The Senior Leadership Team is responsible for ensuring that all staff receive basic training in COSHH (Control of Substances Hazardous to Health) procedures.

The Senior Site Supervisor is responsible for ensuring all materials purchased conform to these regulations. Material Safety Data Sheets for chemicals on site are stored on the shared staff drive on the academy network, and these are used by the Health and Safety Coordinator to aid the risk assessment process of hazardous substances.

### 3.13 Health and Safety Advice

Initial referrals should be made to a member of the Health and Safety Team within the academy or by directly phoning the Staffordshire County Council Health, Safety and Wellbeing Service on 01785 355777.

### 3.14 Housekeeping, Cleaning and Waste Disposal

All staff and pupils share a responsibility for ensuring that teaching areas are kept clean and free from litter.

The Senior Site Supervisor is responsible for ensuring all cleaning staff have the correct equipment and training to enable them to keep the cleanliness of the academy to the required standard. Any complaints should be made initially to the Senior Site Supervisor.

All body spills and organic waste should be handled using the correct materials, sealed in bin bag and placed in the external general waste bins.

If in any doubt about correct disposal ask advice immediately from a member of the Site Team.

### 3.15 Handling and Lifting

The academy has a responsibility for providing basic training in correct lifting techniques for all staff. Staff should be currently trained in manual handling or back awareness. The Senior Leadership Team have the responsibility to make training arrangements for any newly appointed staff.

Where possible staff should use appropriate lifting equipment such as sack trucks, chair trolleys or hoists. Appropriate training must be given to key staff prior to the use of this equipment. Where applicable, current regulations for work related equipment such as hoists are adhered to via regular servicing by specialist contractors; the arrangements for these services are organised by the Senior Site Supervisor.

Manual handling risk assessments have been carried out and are reviewed regularly by the Health and Safety Coordinator.

### 3.16 Jewellery

No jewellery should be worn that presents itself as a hazard to self or others. The Principal (or a nominated member of the Senior Leadership Team in the Principal's absence) will make the final



decision over the suitability of specific or contentious items. Common sense should be applied over removing items prior to physical activity.

### 3.17 Lettings

Please see policy for charging and remissions.

All lettings should be made via the Principal (or a nominated member of the Senior Leadership Team in the Principal's absence) and Senior Site Supervisor to ensure that the appropriate parameters are put in place over areas to be used and what equipment will be made available etc.

The Senior Leadership Team are to ensure that only County approved usage occurs and that such lettings do not cause issues over community cohesion.

The final decision over the suitability of user groups remains at the discretion of the Principal (or a nominated member of the Senior Leadership Team in the Principal's absence).

### 3.18 Lone Working

Please see academy policy and risk assessment.

### 3.19 Maintenance/Inspection of Equipment

There are systems on place to ensure the equipment on site is maintained and inspected. These systems include pre-use checks by the user, routine inspections by site staff and routine service and inspections by specialist contractors to ensure compliance with current regulations. Risk assessments are also carried out for work related equipment and controls adhered to by all staff.

### 3.20 Mini Buses

The academy mini buses are serviced, inspected and MOT certified by professional mechanics (either by Staffordshire County Fleetcare or other professional garage) and are checked weekly by a member of the Site Team for such things as tyre pressures, oil levels and windscreen washer levels. The academy ensures that all staff that drive pupils in mini buses have taken the relevant driving test with Staffordshire County Council and are fully insured to drive them. A risk assessment is in place for the use of the mini buses, and all trips are assessed using the EVOLVE risk assessment system as stated in the 'Academy Trips/Off-Site Activities' section of this policy.

### 3.21 Monitoring the Policy and Results

This policy is reviewed annually by the Health and Safety Coordinator and ratified by the Governing Body. The KPIs, as stated in this policy, are monitored by the Health and Safety Committee to ensure that the policy is being adhered to and is acting effectively to reduce the risk to health and safety within the academy. Any shortfalls will be addressed and the policy amended to reflect any changes in practices.

### 3.22 Poster on Health and Safety Law

The Health and Safety Law poster is displayed in staff rooms and kitchens within the academy. It is the responsibility of the Senior Site Supervisor to ensure these remain in place and are updated as necessary.

### 3.23 Personal Protective Equipment (PPE)

PPE is available for any member of staff or pupil when carrying out certain tasks. It remains the responsibility of the staff carrying out a task or supervising a pupil to ensure PPE is worn correctly, and any defective equipment taken out of use and replaced. The Principal (or a nominated member of the Senior Leadership Team in the Principal's absence) is responsible for ensuring any task that requires PPE is suitably risk assessed by relevant staff and that the person is competent to carry out the task.

### 3.24 Reporting Defects

It is the responsibility of every staff member to report any defects they notice to an appropriate person to ensure the defect will be rectified suitably. Any defect that cannot be rectified will be suitably controlled so as not to cause a health and safety risk.

### 3.25 Risk Assessments

Risk assessments are completed and reviewed for various activities across the academy and are stored on the staff shared drive so all staff can access them. They are updated often by relevant staff members. The Health and Safety Coordinator keeps a tracker updated that highlights dates when assessments are due for review and ensures that the appropriate staff members reviews them sufficiently.

Risk assessments are completed as necessary following accidents or when a pupil or member of staff comes to the academy after obtaining an injury to ensure they are safeguarded during their recovery period.

Any new activity is risk assessed prior to commencement.

The Principal (or a nominated member of the Senior Leadership Team in the Principal's absence) oversees the risk assessment process.

### 3.26 Site Security

The site is surrounded with a 6ft perimeter fence, and has locked gates in various places. The pedestrian gates (2 sets of gates) that pupils, staff and visitors access are controlled electronically by either reception, each of the residential units or staff badges and act like an air lock whereby one gate has to be shut for the other one to open. The drive gates for vehicles to access the site are also controlled electronically via the same processes (but without the air lock system as there is only one set of gates).

Key areas of the academy (main doors, gates and some remote areas) are monitored by CCTV which can be viewed from reception, the site office and Goldstone House residential unit.

Main doors to key buildings are controlled with a biometric system which recognises finger prints of registered staff members; some of these doors and gates can also be opened by reception.

Various staff members (including members of the Senior Leadership Team, Site Team, cleaning staff and residential staff) take on the role of locking and alarming buildings where necessary at the end of each day, including ensuring windows are secure and internal doors locked where identified.

The Key Stage 3 building alarm system is remotely monitored by an external company who informs a key holder (a member of the Site Team or CBI who are an external security company) if the alarm is activated. Procedures are in place to safeguard key holders if they attend an alarm activation.

### 3.27 Smoking

Walton Hall Academy is a no smoking site.

### 3.28 Staff Consultation and Communication

Health and safety matters are a standing item on all staff meeting minutes. Issues are also brought up during morning briefings (every Monday and Thursday mornings), discussed at Senior Leadership Team meetings, Health and Safety Committee meetings and Governing Body meetings. In addition, monitoring visits of all areas, including residential settings provide the opportunity of discussing health and safety issues directly with members of the Senior Management Team

### 3.29 Stress and Staff Wellbeing

The Senior Leadership Team have completed and risk assessment for stress and well-being and this has been communicated with all staff.

Staff can discuss issues relating to workload or professional discharge of duty to their line manager or directly with a member of the Senior Leadership Team.

Any member of staff can refer themselves for support through ThinkWell (counseling service). Self-referral can be made by completing a form which is available on the Staffordshire Learning Net or by calling 01785 276284 during office hours. Staff can also access the CALM online self-help package 24 hours a day.

### 3.30 Supervision (including out of academy learning activity/study support)

Levels of supervision form an integral part of the risk assessment process and is included on EVOLVE forms completed before academy visits.

### 3.31 Training and Development

All academy based training initiatives are tracked with a training tracker computer programme. This identifies when key elements are due for renewal and when the academy needs to put on refresher courses. Key personnel must attend appropriate training as part of their roles and responsibilities. Additional training and career development opportunities can be requested by staff to their line manager during performance management, or at any other given time, and the Senior Leadership Team can decide if the request is feasible and possible.

### 3.32 Display Screen Equipment (DSE) and Use of DSE

All staff members have received the training documentation for DSE and from there were able to assess for themselves if they require a DSE assessment. DSE assessments are carried out by each necessary member of staff themselves, and copies sent to the Health and Safety Coordinator, with actions sent directly to the necessary person.

Eye tests can be requested by DSE users at the cost of the academy, however it is the decision of the Senior Leadership Team as to where they go for the eye test.

### 3.33 Vehicles on Site

Signage is in situ, together with electronic gates to control access and exit from the site. Key locations are monitored via CCTV to check on security issues and validity of visitors. The academy has a pathway for pedestrian access away from the main site road way. There are speed bumps on the main drive to reduce the speed of traffic approaching the area where pupils, as well as staff and visitors, cross the drive.

### 3.34 Water Hygiene

This is checked on a regular basis by an external contractor every six months. The Senior Site Manager is responsible for ensuring weekly, monthly and annual checks are carried out and records are completed and kept up to date as per a water hygiene risk assessment. The routine checks that are carried out by the Site Team include flushing little-used outlets, temperature checks and sanitization of shower heads.

### 3.35 Work Experience

This is set up under the control and guidance of the teacher with support from Graham Smith, the Employer Engagement Officer for the Shaw Education Trust. Academy paperwork to support work experience placements has been produced in line with Staffordshire County Council guidance and regulations; this is completed before these work experiences are put into place.

### 3.36 Working at Heights

A working at height risk assessment has been completed and is reviewed annually if not before by the Site Team. On the risk assessment it states that staff (other than site staff) will not climb ladders above waist height, and that site staff will carry out the relevant precautions when climbing above the waist. All ladders, step ladders and step stools are inspected by site staff for safety every 6 months and records kept.

PASMA (Prefabricated Access Suppliers and Manufactures Association) training has been carried out by the Senior Site Supervisor and Health and Safety Coordinator so they can erect tower scaffolding, as has ladder training so ladders can be used by them safely. The school's tower scaffolding is inspected annually by an external contractor for safety.

## **4.0 Key Performance Indicators (KPIs)**

The local KPIs that are monitored by the Governing Body via the Health and Safety Committee to assess the effectiveness of the health and safety management system within the academy include scrutinising the health and safety audit that is carried out by the Staffordshire County Council Health, Safety and Wellbeing Service, the annual audit carried out by academy staff members, the annual self-evaluation checklist which is carried out by academy staff members as well as the termly health and safety report presented by the Health and Safety Coordinator. This termly report contains accident analysis, near-miss analysis, updates on risk assessments produced and reviewed as well as other pieces of information regarding health and safety within the academy; the content can change dependent of what the Health and Safety Committee or Governing Body request to have included.

Future actions and planning can be determined following the scrutiny of these KPIs.