

# Inspirational Learning Academies Trust

## HEALTH & SAFETY POLICY

Reviewed on December 2016 by Mr A Irving- Director

Next Review Autumn 2017

### Part One

- 1.1 This policy statement supplements the general statement of policy issued most recently by the Stoke on Trent City Council and the Education Department.
- 1.2 The Trustees and Academy Leadership Team at Inspirational Learning Academies Trust recognise and accept their responsibilities both under civil and criminal law to provide a safe and healthy working environment for all employees and obligations to non-employees.
- 1.3 The Trustees will ensure, where it is reasonably foreseeable, that non-employees who are affected by academy activities being carried out within the trusts boundary will be given the necessary information, instruction, training and supervision to ensure safety.
- 1.4 In compliance with the Health and Safety at Work Act, the Trustees of Inspirational Learning Academies Trust will ensure so far as is reasonably practicable that:
  - ✓ The premises are maintained in a safe condition.
  - ✓ Safe access and egress from the premises is maintained
  - ✓ All plant and equipment is safe to use.
  - ✓ Appropriate safe systems of work exist and are maintained.
  - ✓ Sufficient information, instruction, training and supervision is available and provided.
  - ✓ Arrangements exist for the safe use, handling and storage of articles and substances at work.
  - ✓ A healthy working environment is maintained including adequate welfare facilities.
  - ✓ A system exists to consult employees.
- 1.5 Within the financial constraints dictated by the Trust, the Trustees will ensure through the Senior Leadership Team, that adequate resources are

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set aside from the total budget allocation for the policy statement to be properly implemented.

1.6 For the policy to be effectively implemented, the academy must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

- ✓ To take reasonable care to avoid injury to selves and others.
- ✓ To co-operate with employer in meeting statutory requirement.
- ✓ Must not intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety.

1.7 All relevant regulations, codes of practice and standards will be complied with as necessary.

1.8 A copy of this statement has been provided to every member of staff. Copies are also on staff notice boards. This policy statement and the accompanying organisation arrangements will be revised as and when necessary.

## 2 Health and Safety Organisation

2.1 In order to ensure that health and safety issues are dealt with in accordance with this establishment's safety policy, the following organisational structure has been accepted by the Trustees. Duties and responsibilities have been assigned to staff and trustees as laid out below

### 2.2 The Trustees

The Trustees are ultimately responsible for health and safety matters at a local level. They accept that the delegation of funds to them from the Education Funding Agency carries with it some power of and hence accountability. Where

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the spending decisions are controlled by the trustees they will accept a share of the responsibility for the way in which health and safety issues are addressed.

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### 2.3 The Executive Headteacher (Mrs. H. Stocking)

Overall responsibility for health and safety and ensuring the organisation for ensuring it at work rests with the Executive Head teacher. The Executive Head teacher will advise Trustees of the areas of Health and Safety concern which may need to be addressed by the allocation of funds.

Delegation of duties will not relieve the Executive Head teacher from the overall responsibilities for health and safety within the establishment.

### 2.4 The Health and Safety Manager

Overall day to day management of health and safety is the responsibility of the Health and Safety Manager.

Duties include:

Adequate staffing levels for safe supervision

Delegated responsibilities for maintenance of the premises

Purchase of equipment which meets appropriate safety standards.

Repair, maintenance and testing of school equipment including outdoor equipment.

Provision of appropriate protective clothing where necessary.

Purchase and maintenance of first aid materials.

Organisation of necessary safety training for staff.

Consultation with the Authority's Health and Safety Advisor.

Health and Safety Risk Assessments - delegated to Caretaker.

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Review of the policy statement.

Monitoring of procedures, recording, reporting, investigation and follow-up of incidents.

Review emergency arrangements.

Maintain records of Engie monthly checks of alarms - delegated to caretaker.

Arrangement of termly evacuation drills.

Advise appropriate bodies of any defect in the building and its surrounds which is identified as being unsafe, taking local action as necessary and practicable to reduce the risk in the meantime.

Arrangement of repair, replacement or removal of any item of furniture and equipment which has been identified as unsafe.

Liaise with and inform so far as is reasonably practicable non-employees about health and safety procedures.

Ensure that all staff are aware of their responsibilities in maintaining safety around the academy, and that key staff in particular (the caretaker and janitor) also are aware of their specific responsibilities.

The Health and Safety Manager may delegate to other members of staff duties associated with their environment and areas of responsibility.

### 2.6 Curriculum Co-ordinators/ Class teachers

All Curriculum Co-ordinators are responsible to the Health and Safety Manager for ensuring the application of this policy to all activities. They also have responsibilities as curriculum co-ordinators that all relevant parts of the Authority's statement are observed and implemented by the staff and as class teachers for ensuring that any "helpers" also observe the health and safety

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guidelines. Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both in and out of school, e.g. Educational visits. In particular, each member of staff will:

Ensure effective supervision by carrying out a risk assessment where appropriate.

Ensure that appropriate safe working rules and procedure exist for their subject areas and that these are brought to the attention of everyone concerned.

Know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/ bomb scare etc.

Ensure that all accidents (and near misses) are promptly reported and recorded using the appropriate forms.

Ensure that all accidents are investigated with a view to preventing a re-occurrence.

Be aware of their specific roles in case of fire and/or emergency.

Remove from use any equipment/appliance identified as being unsafe and recommend any improvement to health and safety standards by reporting in the risk assessment book.

Ensure that adequate levels of class supervision are available at all times.

Participate in the annual health and safety audit, where necessary.

Have access to relevant published health and safety guidance and ensure that "helpers" are aware of the guidance.

Inform the Health and Safety Manager of any safety training needs.

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Ensure that pupils are given necessary health and safety instructions prior to commencing practical activities and that protective equipment is worn where appropriate.

Health and Safety is on the Agenda for every termly Local Advisory Body meeting.

### Part 3

#### 3. Health and Safety Arrangements

All policies, procedures and handbooks and other relevant publications are retained in the school office in the Health and Safety file.

Copies of relevant materials are also kept in the cupboard of the medical room.

The risk assessment folder is kept with the H & S Manager.

Non-employees include children, visitors, helpers, volunteers, contractors and any other personnel on the school site.

##### 3.1 Fire and/or Emergency (see contingency policy)

After receiving information of a fire in the building, the Executive Head teacher or a member of staff telephones the fire brigade and the H&S manager activates the fire alarm.

Evacuation of all personnel on the premises proceeds through their nearest fire door, with teachers closing the fire doors behind them. The Executive Head teacher and H&S Manager then evacuate, taking registers, visitors book and

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signing out book with them in order that a roll call can be carried out at the Assembly point.

Instructions for evacuation in case of fire are available in all areas of the school, with the fire door for the appropriate area and the assembly point clearly indicated.

The Assembly point is on Key Stage 1 and Key Stage 2 playgrounds.

Fire doors are clearly marked. The fire exits are in each classroom, and in the main hall.

Fire/evacuation drills are carried out termly and reported in the risk assessment book.

Fire alarm tests are carried out monthly by the caretaker.

Inspection of fire fighting appliances is carried out annually by Engie.

### Guidelines re. Bomb Alert

(Staffordshire Police Crime Prevention Dept)

Co-ordinator - Miss K Sherrell

Most threats are received by telephone

Whoever answers the telephone will follow, where possible, the suggested proforma and will as soon as possible, inform the co-ordinator. The co-ordinator will consider the following options:

No further action required

An evacuation is required

A search will be carried out by staff (not Police assisted)

A search to be carried out by Police.



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If Option II is decided upon, the fire drill procedure will be carried out.

Option III will require a search of the more public areas - corridors, hall, reception area, admin corridor.

Head Teacher will search KS1 area.

Assistant Head will search KS2 area.

School Business Manager will search the entrance area, after taking out registers etc.

The search at this stage is to quickly eliminate obvious areas of risk prior to assessing the level of threat.

Under no circumstances are pupils used in search procedures.

If any suspicious article or package is found it should not be touched or approached and its appearance should be notified to the Police by the co-ordinator.

Pro forma for use on telephone alert of bomb threat

Immediately alert someone else if possible (to inform the co-ordinator), but **DO NOT PUT DOWN THE HANDSET OR CUT OFF THE CALLER.**

Obtain as much information as you can.

Try to keep the caller talking (apologise for bad line, ask the caller to speak up etc.)

Complete this form as you go along, asking questions in sequence as necessary.

Message (exact words) \_\_\_\_\_

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Where is  
it? \_\_\_\_\_

What time will it go  
off? \_\_\_\_\_

What does it look  
like? \_\_\_\_\_

What kind of bomb is it (type of explosive)? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

Name and address \_\_\_\_\_

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Time of  
call \_\_\_\_\_

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Any code word used \_\_\_\_\_

WHEN THE CALL HAS FINISHED GIVE THIS FORM TO THE CO-ORDINATOR WHO WILL DECIDE WHAT TO DO. THE MORE INFORMATION YOU GET, THE EASIER IT WILL BE TO DECIDE WHETHER THE WARNING IS GENUINE OR NOT.