

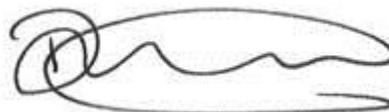
HEALTH AND SAFETY POLICY

The OHC&AT Board of Directors has agreed this Policy and as such, it applies across the organisation – 9th December 2016.

Jay Mercer
Chair of OHCAT Board



Darren Coghlan
Chair of OHC Board



Health & Safety Policy

INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is committed to providing outstanding educational opportunities for all our pupils and students. The purpose of this policy is to ensure a safe and healthy environment for pupils and students, staff, visitors, contractors and the general public, in all OHC&AT settings, at all times; to provide information, training and supervision necessary to ensure the above as well as robust health and safety within all OHC&AT-related activities; and to ensure full compliance with the Health and Safety at Work Act 1974 and other relevant legislation.

Statement of Policy

In pursuance of our responsibility to maintain a safe and healthy environment, OHC&AT will, so far as reasonably practicable:

1. provide and keep plant and equipment and systems of work that are safe and suitable;
2. provide such information, instruction, training and supervision as is necessary to promote the health and safety of pupils/students, staff and visitors;
3. provide and maintain OHC&AT premises in a condition that is safe and with minimal risks to health, including means of safe access and exit from workplace, as well as adequate facilities and arrangements for staff and students' welfare at work;
4. ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place;
5. support and encourage staff involvement in the continuous improvement of health and safety throughout OHC&AT's activities, as staff make an invaluable contribution to reducing risks.

All staff, pupils/students, parents/carers, governors and visitors are expected to abide by OHC&AT health and safety policies and practices.

While this policy covers many aspects of health and safety management, OHC&AT recognises that health and safety considerations intertwine with many other working practices including safeguarding/child protection, lone working, health and wellbeing, learning outside the classroom etc. The reader is therefore strongly advised to read this policy in conjunction with all those listed under Related Policies and Procedures.

RESPONSIBILITIES

Within OHC&AT

Directors will:

- Ensure that this policy is reviewed annually by the Board.

- Ensure that health and safety remains a key consideration in any strategic planning across OHC&AT.
- Monitor organisational health and safety performance via Health and Safety reports, Incident & Accident reports and feedback to the Board from the Health & Safety, Child Protection and Safeguarding Portfolio Directors.

The Executive Team will:

- Ensure that comprehensive health and safety procedures are in place throughout the organisation, and that procedures are regularly updated in response to new and emerging information around health and safety.
- Ensure that all relevant policies, procedures and information are communicated to senior leadership teams at each OHC&AT provision for dissemination to staff.
- Ensure that adequate resources are made available to meet new and emerging risks.
- Monitor health and safety performance within OHC&AT provision through the monthly monitoring system.
- Regularly report to the Board of Directors on health and safety performance across OHC&AT.
- Receive and act upon information relating to health and safety from Heads/Principals, portfolio governors, Corporate Health and Safety Unit and other relevant OHC&AT stakeholders.
- Monitor corporate risk assessments.

The Facilities Manager will:

- Work closely with the Executive Team and with facilities staff at each OHC&AT provision to ensure that:
 - all maintenance and minor work arrangements are suitable and minimise the risk of accidents or ill health;
 - contractors are suitably monitored and have access to relevant information;
 - regular health and safety works e.g. inspection of play equipment or fire alarm tests are carried out and recorded adequately.

Within each OHC&AT provision

Governors will:

- Monitor health and safety performance within the College or Academy via Health and Safety reports, Incident and Accident reports and feedback from the designated Health & Safety, Child Protection and Safeguarding Portfolio Governor.

Heads/Principals will:

- Ensure that the induction and training of staff is comprehensive and up to date.
- Ensure that appropriate equipment is in place and in good working order.
- Regularly report to Governors on health and safety within the College or Academy.

- Ensure that staff are kept informed of health and safety matters through regular internal communication such as briefings, bulletins and training.
- Monitor pupil/student risk assessments.

Staff will:

- Ensure they are aware of this and other related policies and procedures and put them into practice at all times.
- Report and record any incidents or accidents promptly and thoroughly.
- Report any damage to equipment promptly.
- Understand that all OHC&AT employees have a responsibility to help maintain a healthy and safe workplace and to take reasonable care of themselves and others.
- Carry out risk assessments in accordance with the OHC&AT Risk Assessment Policy.

Other Responsibilities

Annual Safety Audits are routinely commissioned for OHC&AT provisions, assisted by the caretaker and the Head/Principal of the College or Academy. All reports are sent to the Director of Business Services, the Facilities Manager and the relevant Head/Principal. Following the report, the Facilities Manager compiles an action plan containing action points, people responsible for carrying out the actions and time frames.

HEALTH AND SAFETY

Accident, Incident, Violence, Near Miss reporting

Accident and Incident Reports are monitored by Heads/Principals and submitted to the Corporate H&S Department within their Local Authority for auditing purposes, as well as the OHC&AT Director of Learning Support Services. A summary of the Accident and Incident Reports is reviewed by the OHC&AT Executive Team and reported on a monthly basis to the CEO. A termly summary is also submitted to the OHC&AT Board.

OHC&AT provisions will keep a record of all incidents occurring within their jurisdiction. Routine reporting of incidents will be made via monthly monitoring meetings between Heads/Principals and the Executive Head, Quality & Development, and on a termly basis by Heads/Principals to local governors.

OHC&AT provisions will investigate and record all accidents, incidents and near misses as appropriate, following Corporate Health and Safety guidance.

Where a serious accident or incident happens, the relevant Local Authority Corporate Health and Safety Unit must be informed immediately by telephone.

The Head/Principal will ensure the Corporate Health and Safety Unit receive the report within seven days of the incident.

Accidents/incidents involving children must be kept until the young person reaches the age of 21. Records may be kept for longer in line with other legislation (e.g. child protection, students with SEN). Report forms will be destroyed after these time scales.

Asbestos

The Director of Business Services and the Facilities Manager are trained Asbestos Duty Holders and oversee asbestos records at each OHC&AT provision to ensure asbestos management is robust and adhered to at all times.

The Caretakers/Premises Managers have received asbestos awareness training and are responsible for ensuring Asbestos Registers at their respective provisions are read and signed by all contractors and staff prior to starting any work on the premises that may damage or disturb asbestos and suspected asbestos conditioning materials.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from a member of the site staff or the OHC&AT Facilities team.

Staff must report any damage to asbestos materials immediately to the OHC&AT Facilities Manager (07467 145769) or, when unavailable, to the Director of Business Services (07471 904184).

Where damage to asbestos (or suspected asbestos) material has occurred the area must be evacuated and secured. The Head of Department/ Head of Centre/ Principal Head will immediately notify the OHC&AT Facilities Manager who will in turn notify the appropriate Corporate Health & Safety unit and the Director of Business Services.

OHC&AT hold an asbestos register at each Academy and College centre which is monitored by site staff and audited annually by the Facilities Manager.

OHC&AT will ensure that Asbestos Duty Holder checks of asbestos containing materials that are safely accessible are carried out annually. OHC&AT will also ensure the Asbestos Register is kept up to date by each provision's Asbestos Duty Holder and Asbestos Surveys carried out where required, such as before major renovations.

Control of Substances Hazardous to Health (COSHH)

The OHC&AT Director of Business Services holds overall responsibility for the control of substances hazardous to health (COSHH), procedures relating to COSHH within OHC&AT settings and all relevant documentation.

All COSHH issues relating to external contractors will be carried out in accordance with the Policy on the Safety Arrangements for Building Contractors.

All chemicals and harmful substances will be suitably risk assessed and stored to minimise the risk. These assessments will be stored at the relative site alongside the safety data sheet and communicated to staff who are working with the chemicals/substances.

Where required OHC&AT provisions will follow CLEAPSS guidance in relation to the use and storage of chemicals.

In OHC&AT provisions where the curriculum includes the use of radioactive materials in science classes, the Academy or College will adhere to CLEAPSS guidance document 'L93: Managing Ionising Radiations and Radioactive Substances in Schools and Colleges' (2013).

Curriculum safety

OHC&AT recognises that some curriculum areas represent an increase in risk; these areas hold specific health and safety policies and arrangements, which are regularly reviewed and communicated to the relevant staff. Although not exhaustive, the principal subject areas are:

- Design and Technology
- Drama and Theatre Arts
- Physical Education
- Science
- Outdoor Education
- ICT

Where these subjects are practised, the subject teacher/leader will be responsible for ensuring risk assessments are in place and a safe working environment is maintained. This is regularly monitored by the Head/Principal via learning walks/observations.

All staff are encouraged to ensure that pupil/student health and safety and the transferable skill of risk assessment and control, forms an integral part of curriculum. The curriculum in this context will cover risks to mental and physical health and physical safety.

Display screen equipment

Every DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of line managers to ensure relevant staff complete assessments but it is encouraged for all DSE users to complete the online training to carry out their own workstation assessment, forwarding the completed assessment to their line manager. Information on completing DSE training is available from the OHC&AT Training Department.

Heads/Principals will periodically organise within their respective provisions a review of DSE user risk assessments, at least annually, or when there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as is practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE.

Further information and support on this subject can be obtained from OHC&AT HR.

Equipment (including electrical equipment)

All equipment and apparatus will be suitably installed, inspected and maintained. Staff members will check equipment before use, and any faults will be reported to the Head/Principal or senior manager. Equipment known to be faulty must not be used, even for short durations.

Pupils/students will be instructed on the safe use of equipment and suitably supervised dependent on the task and the equipment being used.

All staff have a responsibility to visually check electrical equipment before use and to report damage or failure. Damaged or faulty electrical items should be removed from use immediately and made known to the caretaker at the relevant setting and/or the OHC&AT Facilities Manager and/or, in the case of IT equipment, to the OHC&AT IT team.

No member of staff should attempt to repair an electrical item, including changing fuses or plugs.

All electrical equipment will receive portable appliance testing (PAT) on an annual basis in accordance with Electricity at Work Regulations (1989). The onsite staff have been suitably trained to carry out Portable Appliance Testing (PAT). Plugs of all appliances, except computers are checked, labelled and signed. If site staff do not carry out PAT, then a competent contractor is used.

PAT testing is carried out as appropriate for the equipment and its usage. Electrical appliances from staff homes should not be used in College/Academies unless they have been PAT tested and approved by the site staff.

College/Academy Electrical Installations are tested every five years

External contractors

Contractors will only be admitted to OHC&AT premises in accordance with the Safety Arrangements for Building Contractors (see Appendix 1). This procedure adheres to Regulation 9 of the Management of Health and Safety at Work Regulations (MoHSWR).

Fire

OHC&AT operates a Fire Log at each Academy/College centre, containing all fire related documentation which is held and monitored by the Caretaker/Premises Manager for the site on a daily basis. The log will include records on all fire safety checks including alarm tests, maintenance, emergency lighting and risk assessments. Checks are done on a daily/weekly/monthly/termly or annual basis and are audited by the OHC&AT Facilities Manager annually.

The fire risk assessment will be reviewed annually or in the event of significant changes to the premises or work arrangements and action plans for improvement will be completed in a timely fashion.

The Head/Principal at each OHC&AT provision is responsible for ensuring, as part of staff training/induction, that everyone is aware of procedures in the event of a fire threat or other need to evacuate the premises.

A Fire Evacuation Plan is in place for each Academy and College centre and details the procedures to be followed in the event of a fire. The plan is in place to ensure the safe evacuation of the premises and is reviewed annually or in the event of structural change to the premises.

Fire drills are carried out termly and their effectiveness monitored. If necessary, an action plan is created to address any issues arising from the drill and is applied in a timely manner. Staff are given the opportunity to feedback on the drill in the subsequent staff meeting. An emergency bag/box is kept in the main reception area of each Centre/School containing site relevant information for emergency use.

Each OHC&AT provision has a minimum of two Fire Wardens/Marshalls who are trained to sweep the building when the fire alarm goes off, to ensure everyone has left the building. A list of Fire Wardens/Marshalls can be obtained from the administrator/school officer at the relevant provision.

The OHC&AT Facilities team carry out regular inspections of the site and the relevant borough Corporate Health and Safety team carry out an annual health & safety audit which includes fire safety.

Competent contractors are used to inspect and maintain fire related equipment and systems.

Personal Emergency Evacuation Plans (PEEPs) are developed for those staff and/or pupils/students who require additional assistance to evacuate the premises and are filed in the Fire Log.

All staff should take responsibility for ensuring there are no general fire hazards around the building. Fire doors must not be propped open unless an appropriate Dorguard system is in effect, combustible items must be kept in appropriate fire resistant storage, fire exit routes must be kept clear, electrical items should be switched off where practical at the end of the day and hazards reported to the health & safety representative on site.

First aid – general

OHC&AT will ensure there is a sufficient level of first aid coverage for the activities being carried out by staff and students. This will include suitably trained first aiders and adequate first aid supplies which are regularly checked and stocked.

A list of trained First Aiders can be obtained from the administrator/school office of the relevant OHC&AT provision.

Gas leak/bomb threat

In the event of a gas leak, bomb threat or other critical incident, the Critical Incident Business Continuity Plan should be followed.

Glazing

The OHC&AT holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The Premises Manager/Caretaker at each provision are responsible for monitoring glazing and for bringing areas of concern to the attention of the Head/Principal and the OHC&AT Facilities Manager. The Facilities Manager is responsible for glazing management for the whole family.

Housekeeping and caretaking

All cleaning, housekeeping and caretaking activities undertaken by caretakers will be supervised by the Head/Principal of each setting and monitored by the Facilities Manager.

Internal and external premises will be inspected at regular intervals by the Premises Manager/Caretaker. Health & safety issues will be monitored, recorded and reported to the OHC&AT Facilities Manager if recurring or not possible to rectify.

All OHC&AT premises are to be kept clean, tidy and free from hazardous obstacles. All defective equipment will be repaired or removed and reported to the OHC&AT Facilities Manager.

All contract cleaning by external contractors will be managed by the Facilities Manager.

The Facilities team will oversee any additional housekeeping requirements.

Mobile phones

The Management of Health & Safety at Work Regulations 1999 require OHC&AT to ensure all information and instruction is provided to conform to the appropriate Health & Safety legislation and associated regulations.

Staff **must not** use a mobile phone while operating a moving vehicle, unless using a suitable hands-free kit. Staff are strongly advised to only use the phone when their vehicle is safely parked.

Guidance may be issued to mobile phone users from time to time regarding health & safety in relation to their use e.g. legislation on mobile phones and driving guidance notes, and must be observed at all times.

Staff must ensure that when they carry an OHC&AT mobile phone, they have included in the contacts the number of their line manager, departmental manager and Emergency Services.

Play equipment

External and internal play and physical education (P.E.) equipment is regularly serviced by external contractors. P.E. equipment is checked prior to every use by the lead person for the activity and any defects are reported immediately to the Premises Manager/Caretaker for the location. The Premises Manager and/or Caretakers regularly monitor external play equipment and defects are reported immediately to the Head/Principal and the OHC&AT Facilities Manager. Faulty equipment is immediately decommissioned.

Risk assessment

No activity should be carried out with pupils/students, or venue visited, without an appropriate Risk Assessment being carried out.

All staff should familiarise themselves with the OHC&AT Risk Assessment Policy and adhere to their responsibilities in this regard.

Risk assessments are undertaken by the appropriate member of staff e.g. teacher/lecturer or team manager, and discussed with relevant staff. Risk assessments are reviewed annually but must also be reviewed when there is a change in circumstance (e.g. a change in activity, a change in a pupil/student's support requirements) or a major incident relating to the risk assessment. The Head/Principal or relevant senior manager is responsible for approving control measures and ensuring the action required is implemented.

Staff who may need to complete a Risk Assessment can discuss it with the senior leadership team at their provision. Where required, staff will receive risk assessment training from OHC&AT Services.

Security

Each OHC&AT provision has a designated contractor or staff member who is responsible for the opening and closing of the site.

Visitors to all OHC&AT premises will be requested to sign in upon entry and sign out upon exit. While on the premises, visitors must wear a Visitor badge and be accompanied by a member of OHC&AT staff.

All stakeholders, especially staff, are encouraged to be aware and to report where they believe visiting adults may not have the correct or appropriate ID.

OHC&AT does not tolerate violence towards staff. Please refer to the Families and Visitors Code of Conduct for further details.

Suspicious packages

If a member of staff is suspicious of a bag or package they should immediately inform their line manager or a member of senior management who will make a decision about evacuating the building.

If no one is available to report to and a member of staff has concerns, they should contact the police immediately.

Please refer to the Critical Incident Business Continuity Plan for further details.

Training

OHC&AT ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by the Training and HR Department.

Water quality

The Premises Manager/Caretaker is responsible for monitoring and recording water temperatures at all College centres/Academies to ensure water quality is maintained. Where contaminated pipework has been identified, risk assessments are completed and additional checks are applied. External water specialists are regularly consulted to check water quality and control levels.

The OHC&AT Facilities Manager monitors all water checks to ensure these are carried out at each location, liaising with the Heads/Principals to ensure practise is kept to a high standard.

Working at height

Staff who have not received ladder training are not permitted to work at height (i.e. using ladders/step-stools/chairs) to put up displays. Ladders, step-stools and other access equipment are kept on a ladder register and regularly inspected and maintained. Records on who has received ladder training is kept by the Training Department.

Transport

The designated drivers check OHC&AT's vehicles prior to any journey, recording mileage and maintenance checks as appropriate. All vehicles are maintained and serviced in accordance with the law with the support of the OHC&AT Facilities team. Records are maintained to provide evidence of training and maintenance checks. Only staff that have completed MIDAS training are permitted to drive OHC&AT vehicles and are made aware of OHC&AT's Driving Policy.

POLICY REVIEW DETAILS

<i>Version:</i>	1.1
<i>Reviewer:</i>	Stephanie Hill, Janet Sherborne
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	9 th December 2016
<i>Due for review:</i>	Autumn 2017

RELATED POLICIES & DOCUMENTATION

Administration of Medication and Prescribed Substances in College Policy
Child Protection Safeguarding Policy and Procedures
Critical Incident /Business Continuity Plan
Educational Visits/LOtC Policy
Emergency Procedures
Family and Visitors Code of Conduct
Fire Safety Procedure and Appendices
Health and Wellbeing Policy
Incidents and Accidents Policy
Lone Working Policy
Moving and Handling Policy
Missing Child Procedure
Positive Behaviour Policy
Risk Assessment Policy
Safety Arrangements for Building Contractors
Staff Code of Conduct
Supporting Pupils in Schools with Medical Needs Policy
Whistle Blowing Policy

APPENDIX 1: SAFETY ARRANGEMENTS FOR BUILDING CONTRACTORS

Contractors and/or sub-contractors will be required to read this document and to sign and return the attached undertaking, confirming that they have read and understood the content and undertake to comply with all rules and requirements therein. This procedure will form part of the contract between OHC&AT and the Contractor.

On OHC&AT premises, safety in relation to Contractors is a dual responsibility:

- a) the Contractor's liability is to carry out all works in a safe and efficient manner which does not put any person or the environment at risk or harm. Compliance with all statutory and non-statutory regulations, Approved Codes of Practice and standards is essential.
- b) OHC&AT's liability is to ensure that no activity is undertaken and that no substance is used in such a way as to put any person at risk. OHC&AT will inform the Contractor of any hazard or potential hazard in the relevant area.

Regulation 9 of the Management of Health and Safety at Work Regulations (MoHSWR) makes specific the duty of OHC&AT and the Contractor to co-operate in order to ensure that the health and safety of their own and each other's employees and compliance with all relevant statutory obligations.

To achieve maximum safety the Contractor must comply with the rules set out below. Failure to do so may result in the cancellation of the contract.

1. All contract works will be carried out at times when pupils/students are not in the building except in the event of emergency.
2. Contractor's staff working at times when pupils/students are present will be escorted at all times by a member of the OHC&AT Facilities team or another staff member, if they have not produced a valid evidence of enhanced CRB clearance and/or OHC&AT believes it is in the interest of the health and safety of the pupils/students, Contractor's staff and OHC&AT staff.
3. The Contractor must supply a list of their staff to the Facilities Manager.
4. The Contractor's staff must book in daily at Reception.
5. Loan of any keys may only be authorised by the Facilities Manager and the key issue sheet must be signed.
6. All accidents involving personal injury, dangerous occurrences, damage to OHC&AT property and the use of fire extinguishers must be reported immediately to the Facilities Manager.
7. Dangerous hazards caused by the Contractor (e.g. electrical cable damage, gas leaks etc.) must be reported immediately.
8. The Contractor must report immediately any damage to doors or windows which renders them unsafe or which might affect the security of the building.
9. Dust, fumes, smoke etc. emitted during operations must be properly contained and extracted. The procedure for dealing with such emissions must be agreed in advance.
10. Particularly noisy works may need to be scheduled so as to minimise disruption to the work of OHC&AT.

11. The Contractor must notify the Facilities Manager well in advance of any planned interruptions to services such as power, water, gas etc.
12. Provision of welfare services and arrangements for use of toilets and washrooms must be agreed in advance.
13. Location for heavy plant (compressors, cranes etc.) must be agreed with the Facilities Manager and whenever necessary with the Local Authority.
14. The Contractor must supply all necessary protective equipment.
15. Fire doors, escape routes, access to fire extinguishers and fire alarm call points must be kept clear at all times. If this is not possible, then alternative arrangements must be agreed in advance.
16. Appropriate fire equipment must be provided by the Contractor whenever required by the type of work.
17. All waste must be cleared off premises and not allowed to accumulate inside the building. Flammable liquids must be stored in approved containers.
18. If the work to be carried out is likely to trigger any automatic fire detectors in situ, alternative arrangements must be agreed.
19. Any service ducts open or fire barriers breached, must be replaced or sealed as soon as possible after each period of work.
20. Use of cutting, welding and other hot process equipment by the Contractors must be agreed in advance and may require a Permit to Work.
21. Spillages of oil or water on floor or other surfaces must be cleaned up immediately.
22. The Contractor will not use OHC&AT plant, machinery, equipment or apparatus unless given written permission from the Facilities Manager.
23. All gas supplies and appliances must be installed by engineers who are members of the Gas Safe Register. The Contractor must check that those carrying out the work are so registered.
24. Only low voltage tools should be used and they must be supplied from a suitable transformer.
25. The safety of member of the public is paramount. Obstruction by materials and plant on footpaths and access ways should be avoided.
26. All electrical works must be undertaken by NICEIC contractors in accordance with latest edition of IEE Wiring Regulations and in compliance with the Electricity at Work Regulations. A NICEIC completion certificate to be issued for all works.
27. The Contractor must not disturb the building fabric before checking first the Asbestos register with the Facilities Manager.
28. The Contractor and his staff should acquaint themselves with the fire and emergency evacuation procedures, which are displayed around all OHC&AT buildings, and should carry out the instructions should the need arise.

If there is any doubt as to whether it is safe to commence work, the Facilities Manager must be contacted.

ACKNOWLEDGEMENT AND UNDERTAKING

I/We confirm receipt of a copy of the OHC&AT Safety Arrangements for Contractors. I/We have read and understood the contents and undertake to comply with all the stipulated rules and requirements.

Name of Contractor/Company

.....

Name of Signatory

.....

Signature(s)

.....

Date

.....

IMPORTANT

No contracted work on OHC&AT premises will be permitted to proceed in the absence of a signed acknowledgement and undertaking.

Completed Acknowledgement and Undertaking to be returned to the Facilities Manager.