

Macmillan Academy

HEALTH & SAFETY POLICY

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1. Introduction

- 1.1 Macmillan Academy as an employer recognises its duties under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations and all relevant statutory provisions. The Act and the Regulations arising from it provide the standard that Macmillan Academy will accept as the minimum requirement for securing the health, safety and welfare of its employees at work and for protecting others (including students, visitors and contractors) against risks to health and safety arising from the activities of its employees at work.

2. Declaration of Intent

- 2.1 Macmillan Academy recognises and accepts its responsibilities as an employer and as an institution for education for securing the health, safety and welfare of its employees whilst at work and for the health and safety of students and members of the public who use its premises or may be affected by its activities.
- 2.2 Macmillan Academy's policies and procedures will be reviewed as circumstances require to reflect best practice in all aspects of health and safety.
- 2.3 Macmillan Academy and its Board of Governors recognise and accept these responsibilities and will ensure they remain a priority and an integral part of all the Academy activities.
- 2.4 Macmillan Academy's Health and Safety Policy will be reviewed annually and updated as often as is necessary to ensure compliance with all relevant legislation, codes of practice, guidance and best practice.

3. General Responsibilities

- 3.1 It is the policy of Macmillan Academy to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, students and other persons who may be affected by its operations.
- 3.2 It is the Policy of the Academy to:-
 - 3.2.1 Provide and maintain working conditions, systems of work, plant and equipment that are safe and without risk to health
 - 3.2.2 Provide safe arrangements for the use, handling, storage and transport of articles and substances
 - 3.2.3 Provide such information, instruction, training and supervision as is necessary for health and safety purposes, to enable all employees to avoid or control risks and to contribute to health and safety at work
 - 3.2.4 To ensure all employees are competent to undertake their role and tasks
 - 3.2.5 To prevent accidents and cases of work related ill health
- 3.3 Macmillan Academy will also adopt the following objectives in relation to ensuring the health, safety and welfare of its employees, students or others affected by our activities
 - 3.3.1 Design and implement safe practices which will benefit all persons whatever their working environment.
 - 3.3.2 Carry out assessments of all significant risks to health and safety in accordance with the Management of Health and Safety at Work Regulations 1999 and ensure that where risks cannot be avoided appropriate control measures are introduced and maintained.
 - 3.3.3 Ensure the maintenance of plant, vehicles, equipment and the operation of safe systems of work.
 - 3.3.4 Ensure the maintenance of a safe place of work, including safe access and egress.
 - 3.3.5 Ensure that occupational injury, ill health (including ill health arising from work related stress), dangerous occurrences and significant near misses are properly recorded, investigated and reported and that remedial action is taken promptly. A near miss, incident and accident reporting system is in place.
 - 3.3.6 Ensure that effective arrangements are in place to ensure that all employees are kept informed and consulted on matters affecting their health and safety, and encourage the setting up and maintenance of a health and safety committee.
 - 3.3.7 Consult safety representatives and when requested provide them with necessary facilities to carry out their tasks as laid down by the Safety Representatives and Safety Committees 1977 (as amended).
 - 3.3.8 Monitor the effectiveness of the health and safety policy throughout its activities in accordance with the procedures set down in the policy and to review and amend the policy wherever necessary to maintain the exemplary standards of health and safety.
 - 3.3.9 Ensure adequate financial provision within all budgets is made to address issues relative to health and safety.

4. Specific Health and Safety Responsibilities

- 4.1 Macmillan Academy health and safety policy sets out in detail the responsibilities for health, safety and welfare for all levels of management and employees

5. The Specific Responsibilities of the Board of Governors

- 5.1 The Macmillan Academy Board of Governors have individual and collective responsibility for overseeing the general implementation of this policy by the Principal, Senior Leadership Team and Heads of Department.

- 5.2 In particular, with due regard to health and safety requirements they will:

- 5.2.1 Adopt and maintain in effect policies which will encourage high standards of safety performance at all levels; and develop a culture of safety throughout the Academy operations.
- 5.2.2 Allocate at a strategic level sufficient human and financial resources within budget to permit full implementation of this policy.
- 5.2.3 Ensure that all health and safety considerations are included at all levels of the decision making process.

- 5.3 In discharging its responsibilities, the Governing Body will:-

- 5.3.1 Make themselves familiar with the requirements of the appropriate legislation, codes of practice and guidance.
- 5.3.2 Create and monitor a management structure for health and safety.
- 5.3.3 Periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and
- 5.3.4 Identify and evaluate risks relating to possible accidents and incidents connected with Academy sponsored activities, including work experience.
- 5.3.5 Be kept informed about any significant health and safety failures, and of the outcome of the investigations into their causes.

- 5.4 In particular, the Governing Body undertakes to provide as far as is reasonably practicable:

- 5.4.1 A safe place of work for all users of the site to work, including safe means of access and egress
- 5.4.2 Plant, equipment and systems of work that are safe;
- 5.4.3 Safe arrangements for the handling, storage and transportation of articles and substances
- 5.4.4 Safe and healthy working conditions that take account of appropriate statutory requirements, code of practices and guidance;
- 5.4.5 Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner; and provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

6. Responsibilities of the Principal

- 6.1 The Principal is ultimately responsible for ensuring the Academy meets its statutory duties as an employer for health and safety at work. The Principal through his Senior Leadership Team and Departmental Heads will ensure that:
- 6.1.1 The Academy complies with relevant legislation, approved codes of practice and guidance applicable to its operations.
 - 6.1.2 Responsibilities for health and safety are properly defined, understood and carried out at all levels within the Academy.
 - 6.1.3 A designated member of the Executive Group line manages the Health & Safety Officer, with support from the Academy Operations Group that performs the function as the Academy Health & Safety Committee.
 - 6.1.4 A designated member of the Executive Group line manages the Student Welfare Office (Child Protection).
 - 6.1.5 The Academy commitment to health and safety and its health and safety policy is reviewed and revised regularly and arrangements are in place to issue policy advice as required.
 - 6.1.6 The Health and Safety Policy is brought to the attention of all employees and implemented through out the Academy.
 - 6.1.7 Employees are competent to perform their duties safely and without risks to health and they receive adequate information, instruction, training and supervision as is necessary to enable them to do so.
 - 6.1.8 Adequate funds within budget are allocated for health and safety matters within the Academy.
 - 6.1.9 Adequate insurance is provided against the costs of accidents arising out of business activities (including Employers and Public Liability Insurance).
 - 6.1.10 Ensure that appropriate action is taken against employees failing to comply with the requirements of the policy.
 - 6.1.11 To lead by example in relation to all health and safety matters.

7. The Specific Responsibilities of the Senior Leadership Team

- 7.1 The Senior Leadership Team has the following responsibilities
 - 7.1.1 To ensure the effective implementation of the Academy Health and Safety policy.
 - 7.1.2 To be aware of their responsibilities for health and safety as outlined in the Academy Health and Safety policy.
 - 7.1.3 To organise their area of line management responsibility for departments so that operations or work carried out is to standard of health and safety, resulting in their being a minimal risk to persons, equipment and materials.
 - 7.1.4 To ensure that all employees are made aware of their responsibilities and duties in respect of health, safety and welfare and that they are provided with sufficient information, instruction, training and supervision to enable them to carry out their duties effectively and safely.
 - 7.1.5 To ensure that all necessary risk assessments are carried out and that all necessary control measures identified are implemented and maintained and that the risk assessments are reviewed annually.
 - 7.1.6 To ensure that all employees are aware of the control measures outlined in the risk assessments appropriate to their activities.
 - 7.1.7 To ensure that all maintenance issues are actioned particularly when they have a bearing on health and safety matters.
 - 7.1.8 To ensure accurate employee health and safety training records are maintained.
 - 7.1.9 To ensure employees follow the health and safety procedures and instigate disciplinary procedures where appropriate.

8. The Specific Responsibilities of the Health and Safety Officer

- 8.1 The Health & Safety Officer fulfils the role of “competent person” and has an advisory role to the Academy:-
- 8.1.1. Ensure the development of Academy Health and Safety policies, systems and procedures which conform to current legislation.
 - 8.1.2 Advise the Principal, Senior Leaders, Heads of Department and Non-Teaching Management on how to fulfil their health and safety responsibilities.
 - 8.1.3 Co-ordinate arrangements for the implementation across the Academy of risk management, policy, procedures, audits and accident investigation.
 - 8.1.4 Carry out reporting and investigation of accidents and dangerous occurrences to persons and or property to prevent a recurrence. This includes notifying the Governors and Health and Safety Executive of any reportable injury, disease or dangerous occurrence. (RIDDOR).
 - 8.1.5 Ensure health and safety management systems are in place and regularly reviewed to ensure effectiveness.
 - 8.1.6 To lead the academy work experience programme and making judgements on suitability on all placements, including visits to providers where required.
 - 8.1.7 Liaise with external agencies such as the Health and Safety Executive on behalf of the Academy.
 - 8.1.8 Ensure consultation is carried out with employees on health and safety issues through the Staff Consultative Group (SCG) and Academy Operations Group.
 - 8.1.9 Ensure that a health and safety report is prepared and reported to the Board of Governors at each meeting including detailing RIDDOR accident statistics.
 - 8.1.10 Ensure an annual health and safety audit of the Academy is undertaken and to take appropriate actions on any recommendations made on any health and safety failing identified.
 - 8.1.11 To lead by example in health and safety matters.
 - 8.1.12 Periodically review the Academy Health and Safety Policy and recommend any changes as they become evident.

9. The Specific Responsibilities of the Head of Year

9.1 The Head of Year will:

- 9.1.1 Promote and ensure the implementation of the Academy Health and Safety policy within their area of responsibility, and compliance with the relevant health and safety procedures.
- 9.1.2 Ensure health and safety guidance developed, by recognised organisations, is incorporated into the delivery of the tutorial programme.
- 9.1.3 Monitor the standard of health and safety throughout the tutorial programme and 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.
- 9.1.4 Liaise with the Health and Safety Manager on health and safety matters which relate to social welfare of pupils.
- 9.1.5 Other policies deal with Safeguarding, Child Protection, Managing students with medical conditions, first aid and dispensing medication.
- 9.1.6 To lead by example in health and safety matters.

10. The Specific Responsibilities of the Head of Department

10.1 The Head of Department will:

- 10.1.1 Promote and ensure the implementation of the Academy Health and Safety policy within their area of responsibility, and compliance with the relevant health and safety procedures.
- 10.1.2 Ensure all persons under their control are adequately trained and supervised to carry out their duties or other activities and are fully aware of health and safety hazards and precautionary measures related to their activities.
- 10.1.3 Ensure curriculum specific risk assessments are undertaken and recorded using the Academy system.
- 10.1.4 Ensure safe working practices form part of the curriculum of the teaching groups for which they are responsible
- 10.1.5 Ensure health and safety guidance developed by recognised organisations is incorporated into the delivery of the curriculum e.g. CLEAPSS / DATA documentation – Science and D&T.
- 10.1.6 Ensure all persons under their control are adequately trained and supervised to carry out their curriculum duties or other activities and are fully aware of health and safety hazards and precautionary measures related to their activities
- 10.1.7 Ensure all defects identified in their department are reported immediately to the Academy.
- 10.1.8 Maintain good housekeeping in their area of responsibility/department.
- 10.1.9 Monitor the standard of health and safety throughout the department in which they work, and 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.
- 10.1.10 Ensuring accidents that occur within their departments are investigated in accordance with the Academy accident reporting and investigation procedure
- 10.1.11 Ensure that adequate suitable protective clothing and equipment is available and used as required
- 10.1.12 Specific responsibilities for e-safety, ICT, internet access rest with the Director of ICT
- 10.1.13 To lead by example in health and safety matters

11. The Specific Responsibilities of the Estates Director

11.1 The Estates Director will:

- 11.1.1 Ensure the maintenance of Academy buildings to prevent, so far as is reasonably practicable, risks to the health and safety of employees, students and others using the premises.
- 11.1.2 Ensure safe systems and methods of work for maintaining the structure, fabric and services of the buildings.
- 11.1.3 Ensure contractors and visitors within the Academy premises undertake their work in a manner without risk to the health and safety of Academy employees, students and other persons. A permit to work system is in place.
- 11.1.4 Ensure contractors engaged on work, in or for the Academy are informed of this health and safety policy and their requirement to observe all safety rules via the permit to work system.
- 11.1.5 Make arrangements to ensure the Academy complies with the relevant regulations concerning fire prevention and means of escape in case of fire, acting as the Academy fire officer as required.
- 11.1.6 Make arrangements for the management of asbestos within the building.
- 11.1.7 Ensure adequate sanitation, including water supply, testing and treatments.
- 11.1.8 Arrange statutory inspection and testing of premises maintenance equipment, machinery and services (including lifting gear, pressure vessels, ventilation systems, lifts, gas and electrical installations, fire alarm system, emergency lights, lightning conductors, electrical appliances etc).
- 11.1.9 Ensure appropriate arrangements are made for cleaning and refuse disposal, including special/contaminated waste.
- 11.1.10 Attend to all urgent repairs with health and safety implications.
- 11.1.11 Ensuring security of the premises, the lighting and heating of the premises and ensuring that the premises are open for use as and when required.

12. The Specific Responsibilities of the Catering Manager

12.1 The Catering Manager will:

- 12.1.1 Set the health and safety standards for the catering department.
- 12.1.2 Ensure that catering employees are adequately instructed and trained in the safe operation of all catering equipment, machinery and hazardous substances.
- 12.1.3 Make arrangements to ensure the Academy complies with the relevant regulations concerning food safety/hygiene.
- 12.1.4 Liaise with external agencies such as the Environmental Health Officers (Food Safety) on behalf of the Academy.
- 12.1.5 Monitor catering employees to ensure they follow all relevant food hygiene requirements and health and safe procedures.
- 12.1.6 Ensure all risks assessments are in place.
- 12.1.7 To lead by example in health and safety matters.

13. The Specific Responsibilities of Employees

- 13.1 Employees are required to co-operate with the Academy at all times. In particular they are required to:
 - 13.1.1 Read and understand the Academy Health and Safety Policy Statement and follow all safety requirements laid down by the Governing Body.
 - 13.1.2 Ensure safe working practices are in place for the teaching groups for which they are responsible
 - 13.1.3 Report any defective equipment, machinery, failing in health and safety procedure or concerns to their line manager without delay.
 - 13.1.4 Adopt a safe system of work at all times, using safety equipment or personal protective equipment which is provided where necessary and generally take responsibility for their own safety and that of others.
 - 13.1.5 Work in a safe condition so that their own safety and that of fellow employees, students and others are not jeopardised.
 - 13.1.6 Follow all relevant safe systems of work as may be laid down.
 - 13.1.7 Ensure all accidents are reported to their line manager in accordance with the Academy Accident Reporting Procedure.
 - 13.1.8 Keep their immediate work locations, classrooms and store rooms within their department free from obstructions, refuse accumulations etc. A high standard of neat & tidiness is expected.
 - 13.1.9 Ensure that all fire exit routes, fire prevention equipment, fire extinguishers are not obstructed and equipment in general is not tampered with or abused.

14. Students role in Health and Safety

- 14.1 All students will:
 - 14.1.1 Conform to the safety requirements of the Academy and co-operate fully with staff in the implementation of the Academy Safety policy.
 - 14.1.2 Use in a safe manner and not wilfully misuse or neglect, damage or interfere with apparatus, equipment, academy premises or services.
 - 14.1.3 Use the appropriate safety equipment and personal protective equipment as instructed.
 - 14.1.4 Report any hazard, dangerous equipment etc to the Teacher in charge of their class or any member of the Academy staff.
 - 14.1.5 Co-operate in keeping a tidy and safe working environment.
 - 14.1.6 Use common sense and avoid horseplay, improvising and taking unnecessary risks.

15. Monitoring and Review

- 15.1 Arrangements will be made and maintained for ensuring that the policies and procedures adopted for the promotion of safety are, and continue to be properly implemented.
- 15.2 Monitoring will take place through
 - 15.2.1 A rolling programme of review of all risk assessments
 - 1. Fire Risk Assessment 3 Years
 - 2. COSHH Risk Assessments 3 Years
 - 3. Academy Operational Risk Assessments 3 Years.
 - 15.2.2 Periodic Audit
 - 15.2.3 Regular reporting of health and safety issues to the Board of Governors
- 15.3 The Policy statement will be reviewed and amended periodically by the Governing Body and the Principal. It may also be supplemented by further general statements or with further statements on specific issues.

16. Publicising the Policy Statement

- 16.1 A copy of the Health and Safety Policy will be brought to the attention of all Academy employees.