



VISION

Our central belief is that everyone is a learner and everyone is a teacher.

PURPOSE

At The Bourne Academy we develop literate, numerate global citizens who ASPIRE:
Ambitious, **S**elf-confident, **P**hysically Literate, **I**ndependent Learners, **R**esilient, **E**motionally Literate

OBJECTIVES

The Governors of this Academy will take steps to meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation.

The Academy will, as far as reasonably practicable:

- Provide adequate resources to maintain health and safety.
- Establish and maintain safe working procedures amongst staff, students and all visitors to the Academy site.
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely and are regularly inspected.
- Provide staff with any instruction, information, training and supervision as is necessary to ensure their safety and health, and that of the students and anybody else who might be affected by their actions.

LEGISLATION

This policy is based on advice from the Department for Education's guidance: Health and Safety: Responsibilities and Duties for Schools as well as other statutory laws including The Health and Safety at Work Act 1974.

ROLES AND RESPONSIBILITIES

Governing Body

Governors are responsible for:

- Formulating a clear Health and Safety Policy Statement which promotes the correct attitude towards safety in staff, students and visitors;
- Regularly reviewing health and safety arrangements and implementing new arrangements as necessary;
- Ensuring that staff have the sufficient experience, knowledge and training to perform the tasks required of them;
- Ensuring that clear procedures are created which assess the risk from hazards and produce safe systems of work;

- Ensuring that sufficient funds are set aside with which to operate safe systems of work.
- Measuring health and safety performance both actively and reactively.
- Reviewing the Health and Safety Policy and performance is reviewed annually.

The Governing Body delegates operational matters and day-to-day tasks to the Principal and other staff members.

Principal

The Principal is responsible for:

- Implementing the health and safety policy
- Regularly reporting to the governors on health & safety matters;
- Ensuring there are enough staff to safely supervise students
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Ensuring appropriate evacuation procedures are in place and regular drills are held
- Ensuring all risk assessments are completed and reviewed

In the Principal's absence, the Business Director; Finance, Facilities & IT (BDFFI) assumes the above day-to-day health and safety responsibilities.

Health and Safety Officer

The nominated Health and Safety lead is the BDFFI.

Staff

All employees of the Academy have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Co-operate with the Principal and BDFFI on all matters relating to health and safety;
- Not intentionally interfere with, or misuse, any equipment or fittings provided in the interests of health, safety and welfare;
- Report any serious or immediate danger immediately to their line manager;
- Work in accordance with training and instructions
- Understand emergency evacuation procedures and feel confident in implementing them
- Model safe and hygienic practice

Employees should note that their duty to act responsibly on health and safety issues is required by the Health and Safety at Work Act and is more than a locally agreed policy.

Students and Visitors

Students and visitors are responsible for following the Academy's health and safety policy, both on and off site, and for reporting any incidents to a member of staff.

Contractors

Contractors will agree health and safety practices with the BDFFI and Facilities Supervisor before commencing work.

PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been established at the Academy to eliminate or mitigate health and safety risks to an acceptable level and to comply with legal requirements;

The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the Academy. More detailed policies and written procedures for a number of these areas are also available and these will be provided as applicable to staff and visitors.

Accident Reporting

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider that deals with it and the lead First Aider informed.
- Information about injuries will also be kept in the student's educational record
- Records held in the first aid and accident book will be retained by the Academy for a minimum of 3 years, in accordance with regulations and then securely disposed of.

Significant accidents as defined in RIDDOR must also be reported to the HSE using Form 2508. Such accidents include:

- Fatal or major injuries (as listed in the RIDDOR 2013 regulations)
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done.

The lead first aider must take the following action when a significant accident occurs:

- Inform the Principal and/or BDFFI
- Complete the RIDDOR form 2508 (either online or via post) and submit as soon as is reasonably practical but within 10 days of the incident occurring.

Asbestos

- A record of the location of asbestos found on the Academy site is maintained
- Contractors are advised of the location of any asbestos on the premises to ensure that it is not disturbed by their work
- Staff are briefed on the location of asbestos in the Academy and the action to take if they disturb it.

COSHH

The Academy is required to control hazardous substances that are on the premises.

- Control of substances hazardous to health (COSHH) information is passed to the relevant department on purchase.
- Substances used in the practical curriculum will be stored and used in accordance with CLEAPSS
- The Academy has an appointed Radiation Protection Advisor to advise and assist with storage of radioactive substances

Crisis Management

The Academy has a separate Emergency Planning and Response policy which should be followed in the event of;

- People related issues e.g., major accidents, epidemics, abductions or acts of extreme violence where there is clearly a risk of serious injury
- Premises related issues e.g., fire, explosions, floods or subsidence

Equipment

All equipment will be maintained in accordance with the manufacturer's instructions and stored in the appropriate storage containers and areas. Containers are labelled with the correct hazard signs.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or when used by students, with the class teacher. Staff are responsible for reporting damage/faults to the Facilities/IT team as appropriate.

A. Display Screen Equipment

- Staff who use computers (either desktops or laptops) daily as a significant part of the normal work have a display screen equipment assessment completed.
- Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces
- Staff identified as Display Screen Equipment users are entitled to an eyesight test upon request, and then every two years afterwards, by a qualified optician.

B. Electrical Equipment

- Staff are responsible for ensuring that they use electrical equipment sensibly and safely and must supervise students under their supervision to handle electrical equipment
- Equipment found to be unserviceable, or of doubtful serviceability, is taken out of service, labelled correctly, stored away safely and the defect reported to the Facilities/IT team for arranging repair/replacement.
- Portable Appliance Testing (PAT) will be carried out by a trained person as necessary.
- Staff are reminded that they must not bring electrical equipment on the Academy premises without informing the Facilities Team and having the equipment PAT tested by a trained member of staff.

C. Specialist Equipment

- Subject Leads are responsible for ensure the maintenance and safety of all specialist equipment within their departments.
- The BDFFI will undertake regular checks to ensure that equipment is being maintained and checked in accordance with the requirements for the equipment by an appropriate trained and competent person.

Fire Procedures

Fire drills are held every term in accordance with the procedures below and the Academy's Fire Prevention assessment. All staff, students and visitors must participate in the fire drill and follow the correct procedures.

- Whoever discovers a fire should raise the alarm immediately by using the nearest fire call point
- Fire extinguishers may be used by trained staff if they are confident that they can be used without putting themselves or others at risk
- Facilities staff will check the alarm panel and investigate the reason for the alarm

- The Academy is to evacuate the building on the alarm sounding. All persons are to congregate at the assembly point, which is the school field/playground. Students are to line up in tutor group order in accordance with the fire assembly map.
- Fire marshals will check clearance of the buildings and report when cleared.
- Tutors will take registers of students and admin staff registers of staff
- Once the building is cleared the alarm may be silenced
- Everyone will remain at the assembly point until given the all clear is given to re-enter the building

All emergency exits and assembly points are clearly identified by safety signs and notices. Fire alarm testing will take place on a regular basis.

New staff will be training in fire safety and all staff annually reminded of the procedures in place.

First Aid and Medical Conditions

The Academy has a separate First Aid and Medical Conditions policy and ensures that there is ample provision of trained personnel and first aid supplies.

Infection prevention and control

The Academy follows national guidance published by Public Health England when responding to infection control issues. The Academy will encourage students and staff to follow good hygiene practice, which will include:

- Regular handwashing
- Catching coughs and sneezes
- Use of personal protective equipment in the appropriate situations as directed by the Academy. This can include gloves, goggles, face masks and aprons
- Regular cleaning of areas and classrooms
- Cleaning of blood and body fluid spillages using appropriate detergent (which is effective against bacteria and viruses and well as being suitable for the surface it will be used on) and disposable cloths
- Clinical waste to be disposed of in segregated bins and removed using a registered waste contractor.

The Academy will follow advice from Public Health England in the event of an epidemic/pandemic and take the appropriate course of action.

The Academy will follow recommended exclusion periods for diseases/infections as outlined by Public Health England: Health and Protection in Schools and Other Childcare Facilities [Health Protection for schools: exclusion Table \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/61122/Health_Protection_for_schools_exclusion_Table.pdf)

The Academy will follow the latest Public Health England and the Department of Education advice regarding Covid-19.

Gas Safety

- Installation, repair and maintenance of all gas appliances is carried out by a gas safe registered engineer.
- Gas appliances, including all boilers on the Academy premises, are inspected regularly and maintenance carried out as advised
- Classrooms with gas appliances are checked regularly to ensure adequate ventilation

Legionella

- A water risk assessment has been completed by Aquacare. The Facilities Supervisor is responsible for ensuring that the identified operational controls are conducted and recorded.
- Risks of legionella are mitigated through monthly monitoring of water temperatures and regular cleaning

Lockdown

The Academy has a separate Lockdown Procedure policy.

Lone Working

The Academy has a separate Lone Worker policy.

Manual Handling

It is the responsibility of individuals to determine whether they are fit to lift or move equipment, furniture or supplies. Individuals should request assistance to lift items where they consider it necessary.

The Academy will ensure that proper mechanical aids and lifting equipment are available in the Academy and that staff are trained how to use them safely.

Staff and students are expected to use the following basic manual handling procedure;

- Assess the load and plan the lift. Ask for assistance if required.
- Take a route which is direct and clear from obstruction.
- Ensure that the area where you plan to offload the item is hazard free.
- When lifting, bend your knees and keep your back straight. Ensure that the load is held firmly, close to the body. Lift smoothly and slowly and avoid twisting wherever possible.

Off-site visits

When students are taken off the Academy premises, the Academy will ensure that:

- Risk assessments are completed as required
- All off-site visits are appropriately staffed
- Staff will carry appropriate equipment and contact information in the event of an emergency
- The Academy Educational Visits policy is followed

Pregnancy

Risk assessments will be carried out whenever any employee or student notifies the Academy that they are pregnant. Appropriate measures will be put in place to control risks identified.

Security

The BDFFI and the Facilities Supervisor are responsible for the security of the Academy; this includes visual inspections of the site as well as the alarm systems. The Facilities Team are key holders and will respond to an emergency.

CCTV is used throughout the Academy and will be used to monitor incidents and provide evidence when investigation reports of poor/dangerous behaviour and of alleged criminal offences such as theft, damage or assault.

Smoking and Vaping

Smoking or vaping is not permitted anywhere on the Academy premises.

Stress Management

Systems are in place within the Academy for responding to individual concerns and monitoring of staff workloads. Where appropriate a risk assessment of stress in the workplace will be carried out under the management of Health and Safety at Work regulations 1992.

Working at Height

Working at height involves activities which cannot be undertaken whilst standing on the floor. The Academy will ensure that any work at height is properly planned, supervised and carried out by competent people with the skills and experience to do the work.

In addition:

- The Facilities Team retain ladders for working at height. Students are not permitted to use the ladders
- Appropriate footwear and clothing will be worn when using ladders
- Contractors are expected to provide their own equipment for working at height
- Access to high levels, e.g., roofs, is only permitted by trained persons.

TRAINING

Staff are provided with health and safety training as part of their induction process. Where staff work in higher risk areas, such as science/technology classrooms, they are given additional health and safety training as appropriate.

The Academy will regularly assess the health and safety training needs of all staff and address any identified training need.

MONITORING, EVALUATION AND REVIEW

The policy will be reviewed and updated as required every year by the BDFFI in connection with the Leadership Team.

The Governing Body will approve the policy at each review.

Policy written by the Business Director and reviewed by the Leadership Team in September 2021

Approved by the Governing Body in October 2021.