



Birmingham Ormiston Academy
imagine everything

BOA

Health & Safety Policy

Date of Issue: September 2016
Date of Review: September 2017

BOA

Health & Safety Policy

Date of Issue: September 2016

Date of Review: September 2017

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Birmingham Ormiston Academy.

General Guidelines

It is the policy of the Board of Directors, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the academy;
2. establish and maintain safe working procedures among staff and students;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the Board of Directors and Principal in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the academy premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of students' duties where appropriate.

Responsibility of the Board of Directors and Principal

The Board of Directors and Principal are responsible for implementing this policy within the academy. In particular they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the academy to the academy and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the trust;
4. make arrangements for the implementation of the academy's accident reporting procedure and draw this to the attention of all staff at the academy as necessary;
5. make arrangements for informing staff and students of relevant safety procedures. Other users of the academy will be appropriately informed;

6. ensure that regular safety inspections are undertaken;
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by an Health and Safety inspection;
8. report any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
N.B. The Board of Directors will deal with all aspects of maintenance which are under their control.
9. monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
10. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Board of Directors and Principal in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the Person Delegated to Assist in the Management of Health and Safety

The delegated person, Mr P. Darwen, shall:

1. assist the Principal in the implementation, monitoring and development of the safety policy within the academy;
2. monitor general advice on safety matters given by any relevant bodies and advise on its application to the academy;
3. co-ordinate arrangements for the design and implementation of safe working practices within the academy;
4. investigate any specific health and safety problem identified within the academy and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Board of Directors and Principal;
6. assist in carrying out regular safety inspections of the academy and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained;
9. Document student and staff inductions to the site.

Responsibilities of Staff Towards Students and Others in their Care

All members of staff are responsible for the health and safety arrangements in relation to staff, students and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. produce thorough risk assessments for student activities and manage the risk accordingly;
2. exercise effective supervision over all those for whom they are responsible, including students;
3. be aware of and implement safe working practices and to set a good example personally
4. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
5. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
6. provide written job instructions, warning notices and signs as appropriate;
7. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
8. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;

9. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
10. provide the opportunity for discussion of health and safety arrangements;
11. investigate any accident or near misses (incidents where personal injury could have arisen) and take appropriate corrective action;
12. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
13. where private vehicles are used to transport children to and from academy functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Principal.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Principal;
3. ensure that tools and equipment are in good condition and report any defects to the Principal;
4. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
5. ensure that offices, general accommodation and vehicles are kept tidy;
6. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Principal.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE PRINCIPAL.

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards by way of risk assessment;
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Students

All students are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow students;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. observe all the safety rules of the academy and in particular the instructions of the teaching staff in the event of an emergency;

4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Board of Directors and Principal will make students (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the academy's policies.

Visitors

Regular visitors will receive an induction session regarding health and safety procedures, delivered by the member of staff that they are visiting / line managed by. Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the academy.

Lettings

The Board of Directors and Principal must ensure that:

1. the means of access and egress are safe for the use of hirers, and that all equipment made available to and used by the hirers is safe. If the Principal knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. hirers using any equipment or facility provided by the academy are familiar with its safe use and, if necessary, briefed accordingly;
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.
6. Hirer bringing equipment on site must be able to demonstrate that the equipment has been tested to an acceptable standard (PAT, Loler etc)

Fire and Emergency Evacuation Procedures

1. The academy's procedures for fire and emergency evacuation are appended.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

1. First aid is available at main reception and additional first aid materials are available from the Medical Room.
2. A list of first aid trained staff is kept at BOA Reception.
3. Accident or incident reports are to be completed by the first aid trained member of staff treating the casualty, preferably at the time of the incident or as soon as reasonably possible. The accident book and report forms and the arrangements to be followed if the person injured is unable to

complete an accident report form or who is not an employee of the Authority are to be found at main reception.

4. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.