

UNIVERSITY ACADEMY OF ENGINEERING SOUTH BANK

Health & Safety Policy

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**UNIVERSITY ACADEMY OF ENGINEERING SOUTH BANK
Health & Safety Statement of Intent**

Introduction

This is a statement of policy by the University Academy of Engineering South Bank regarding its intentions, organisation and arrangements for ensuring the health and safety at work of its employees, visitors and contractors, whilst on Academy premises or conducting work elsewhere on behalf of the Academy.

Supplementary to this general Policy Statement, the Academy will be responsible for developing Workplace Risk Assessments and Site Specific H&S Procedures. These will be maintained and acted upon in order to control risks.

Statement of Intent

It is the policy of the University Academy of Engineering South Bank to ensure, so far as reasonably practicable, the health, safety and welfare of its employees whilst they are at work, also of others who may be affected by their undertakings and to comply with the Health and Safety at Work etc. Act 1974 and all other related and relevant legislation as appropriate.

Objectives

To comply with the statement of policy, the Academy will endeavour to achieve the following objectives:

- To set and maintain high standards for health and safety throughout the Academy;
- To monitor and review our policies to ensure effectiveness
- To ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe manner
- To monitor its operations with regard to health and safety management
- To ensure that the health and safety of the general public is protected, particularly related to the Academy's activities, especially in relation to children and young persons
- Comply with all statutory requirements
- To ensure that adequate consideration is given to the protection of the environment
- To ensure that these standards are communicated to all employees, associated company employees and contractors.

SIGNED: **NAME:** (Chair of Governors)

..... **NAME:** (Principal)

DATED:

SECTION A - Responsibilities

All Academy personnel and those who appoint others to carry out duties on behalf of the Academy are required to ensure that those persons are competent and have adequate resources with regard to health and safety. They are to ensure the prevention of ill health and the avoidance of accidents. In order to promote safe and healthy workplaces, the following responsibilities have been established:

A1.1 Governing Body

The Governing Body has established the overall Health and Safety Policy. They have responsibility for ensuring that the Policy is implemented and monitored at all levels and periodically assess the effectiveness of the policy and ensure necessary changes are made.

A1.2 Principal

The Principal has the general responsibility for the day to day development and the implementation of safe working practices and conditions for all staff, students and visitors. The Principal will designate a Health and Safety Officer to be responsible for the day to day implementation of the Health and safety policy. This person will also be the designated contact with the Local authority and HSE where necessary.

A1.3 All members of the Senior Leadership Team

All Academy Senior Leaders are responsible for implementing the Academy's Health & Safety Policy along with any other subsidiary Policies and Procedures within their areas of control and must ensure that risks are identified and avoided or controlled within those areas. They must ensure that adequate resources are provided and that those specifying, purchasing or hiring equipment or materials give adequate consideration to health and safety. Adequate information related to health and safety must be obtained and passed on to relevant staff, contractors, members of the public, statutory authorities and clients.

A1.4 Trust Business Manager

The Trust Business Manager will carry out periodic health & safety audits to ensure that the Facilities Manager is fulfilling their requirement to monitor, review and record safe systems of working. They will seek support and professional advice from external advisors as necessary.

A1.5 Operations Manager

The Operations Manager will undertake periodic health and safety audits to ensure the site they are responsible for are fulfilling their requirement to follow safe systems of work in the running of their area of the business.

A1.6 Heads of Department

All Heads of Department, where appointed, are responsible for:

- Being familiar with the requirements of health and safety legislation
- Ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities
- Ensuring adherence to a safe system of work by competent employees and contractors
- Ensuring that their area of responsibility is subject to risk assessment, regular inspections and adequate supervision
- Ensuring that all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary
- Making adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable.

A1.7 Individual Responsibilities

All employees are required to:

- Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures / instructions
- All staff should conduct a visual health and safety audit of the area in which they are working
- Staff will ensure that all machinery and equipment is in good working order and safe to use, including adequate guards. They will not allow improper use of such equipment
- Staff will use the correct tools and equipment for the job and any protective clothing provided
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others
- Immediately bring to the attention of their Line Manager or Site Health & Safety Representative, any situation or practice of which they are aware, which may lead to injury or ill health
- Report all accidents, incidents and dangerous occurrences in accordance with company guidelines
- Follow the advice given in Company Health & Safety Training in order to control workplace risks
- Take responsibility for their own Health & Safety and exercise good standards of housekeeping and cleanliness.

A1.8 Contractors

All Contractors working on Academy premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Academy premises, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate

resources to carry out specific hazardous work, prior to their engagement.

A1.9 Communication

The name of the persons appointed with responsibility for health and safety on Academy premises will be clearly communicated. The designated person with site responsibility will ensure that any relevant information, to ensure the control of risks at that premise, is communicated to all staff and visitors.

A1.10 Consultation and Training

The academy is committed to involving employees at all levels in the maintenance of Health and Safety standards. External Health and Safety Consultants will be used to provide professional health and safety advice as required.

A1.11 Policy Review

The Health & Safety Policy and other specific policies in use throughout the organisation will be regularly reviewed and revised as and when necessary.

A1.12 General Arrangements

The Governing Body will ensure that there are arrangements in place to cover First Aid, Fire and Emergencies, Accident Reporting, Health and Safety Monitoring and Liaison with the Enforcing Authorities.

SECTION B – Arrangements

General practices applying to all staff, and for students or visitors

B.1.1 Supervision of Students

All students shall be supervised to a level to ensure their health and safety. The Principal is responsible for ensuring that suitable arrangements are made for supervision of their students during break times. Details for supervision on activities outside the Academy site can be found in section C1.9.

B1.2 Visitors

All visitors shall be directed by clear signage and must report to the Reception, (except for parents bringing or collecting children to the Academy). There will be an appropriate arrangement for the signing in and out of visitors, noting vehicle registration number as appropriate, and for visitors to wear an identifying badge. This is important for reasons of security and fire safety.

B1.3 Fire Safety

A Fire Risk Assessment will be carried out annually for each Academy, this is a legal requirement. Each Academy will also maintain a Fire Log Book which will record fire procedures such as drills and training and include a copy of the Academy Fire Emergency Evacuation Plan.

(a) Fire Instructions

- (i) Fire Instructions are posted in every room
- (ii) Where appropriate, names of fire wardens should be known by staff. The fire wardens should be listed in Appendix 3
- (iii) Emergency Exits, Assembly Point Instructions are clearly identified by safety signs and notices.

(b) Fire Alarms

- (i) Instructions to employees are posted in every room incorporated in the Fire Instructions; these will be diagrammatic and written
- (ii) Detailed arrangements on how to raise the alarm are incorporated in the Site Specific Fire Emergency Evacuation Plan. A copy can be found in the Fire Log Book
- (iii) Regular testing of fire alarms will occur weekly. Records are detailed in the Fire Log Book
- (iv) The Fire Log Book will be kept by the Facilities Manage.
- (v) The result of each test will be properly recorded in the Fire Log Book and be available for a visiting Fire Officer.

(c) Fire Drills

- (i) Fire drills will be carried out at least three times a year
- (ii) A record of the drill must be kept in the Fire Log Book.

(d) Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

(e) Fire Hazards

Storage, of flammables and chemicals

- (i) Refer to the ***Control of Substances Hazardous to Health Regulations¹***, in section C1.5 below, which identifies the need for assessment for substances that are hazardous to health and/or whose risks need to be controlled. COSHH assessments are held departmentally.
- (ii) ***Material Safety Data Sheets ('Hazard sheets') for Chemicals and flammable substances.*** These will be attached to COSHH Assessments by all Learning Areas using substances hazardous to health.
- (iii) ***Advice may be sought from County Fire Safety Inspectors.*** The Fire Safety Service may be contacted at 020 8555 1200 x89171.
- (iv) ***Fire hazards are reduced by the carrying out of regular, routine***

¹

inspections.

(f) Maintenance of Fire Precautions.

The Site Manager will ensure regular maintenance of:

- (i) Emergency lighting and other emergency equipment
- (ii) Fire extinguishers
- (iii) Fire alarms
- (iv) Fire doors
- (v) Boiler House fusible link and fuel shut-off mechanisms (if fitted)
- (vi) Fire Safety Signs and identification of escape routes.

B1.4 Other Emergency Procedures

The Academy will have procedures for the closure on the grounds of health and safety. If a closure takes place, parents and carers will be informed.

B1.5 First Aid/Illness (See also B1.6 below)

The Academy will have an appropriate number of designated and trained First Aiders and/or Appointed Persons. Their names will be posted at appropriate places within the school to ensure ready assistance.

- (a) The Academy will hold an appropriate number of First Aid boxes (in the first year this will be in Reception), First Aid instructions and instructions for the logging of treatments. These can be found in *"First Aid"* and the DfE *"Guidance on First Aid For Schools – A good practice guide"*.
- (b) The Academy will follow the procedure for completion of incident/accident records. (See B1.7 below).
- (c) If the First Aider or member of the Academy/Senior Leadership Team considers it necessary the emergency services will be called. Parents and carers will also be informed as soon as practicably possible.
- (d) The Academy will follow the procedure for reporting of injuries as described in C1.8 below:
 - (i) removal of injured person(s) to hospital (normally by ambulance) and
 - (ii) in the case of reportable accidents, telephone HSE immediately on 0845 300 9923, or Fax: 0845 300 9924 (See guidance in B1.7).
- (e) Parents will be invited to complete the Consent Form for medical treatment in accordance with Academy policy and the document in B1.6 below.

B1.6 Administration of Medicines/Medical Treatment (See also B1.5(g) above)

Procedures will be carried out in accordance with the DfE document

- (i) DfE document *"Managing Medicines in Schools and Early Years Settings"*² and
- (ii) DfE document *"Health and safety: Advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies "Health and Safety of Pupils on Educational Visits"*³.

as agreed with the Area Health Authority.

Note: Asthma inhalers must be readily available and not locked away.

B1.7 Accident Reporting and Recording

Accident and Near Miss Reporting and Recording:

All accidents and near misses must be reported immediately on an Accident Report Form HS157. A member of staff nominated by the Academy Senior Leadership Team will investigate all accidents and near misses where necessary using an Accident Investigation Form HS160. The local Health & Safety Committee will review the data, which will be reported to the Trust Health & Safety Committee for review.

Certain types of accidents that arise out of work (Academy) activity are reportable to the HSE. Examples include students or other non-employees taken to hospital, and major injury to employees. Both categories require notification to the HSE with form F2508.

For reportable staff accidents, copies of forms HS157, F2508 and the results of an investigation to prevent recurrence (e.g., on Form HS160) will be kept together in the Accident Book kept in Reception.

B1.8 Biological Spillages

Advice on *"Control of communicable diseases"*⁴ given under Southwark Council approved code of practice for Communicable Diseases will be followed. This also gives advice to avoid the possibility of staff contracting infectious diseases such as AIDS, Hepatitis B and Gastro-Enteric diseases.

B1.9 Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment.

All staff are required to report to the Site Manager any damaged electrical apparatus or wiring, including portable equipment and permanent wiring. The Facilities Manager will arrange for a competent person to carry out repairs.

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Personal mains-powered electrical equipment must not be brought in to the Academy.

B1.10 Housekeeping

(a) Cleanliness (See also B1.12)

The Academy buildings will be cleaned by the contract cleaning company, supplemented as necessary by students/staff as part of practical lessons (for example, after craft work and cookery). Cleaning associated with the provision of school meals will be undertaken by the catering contractor or catering staff as specified in the appropriate contract where applicable.

The surrounds to the buildings will be kept clean by the caretaking staff.

(b) Waste Disposal

Normal, waste can be disposed of as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners/site team to the designated storage area prior to removal by a Refuse Service Contractor.

Hazardous Waste such as medical waste and chemicals used in laboratories, or for cleaning etc., will be removed by a specialist contractor.

(c) Stacking and Storage

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, students or visitors.

(d) Pedestrian Routes

Stairs, corridors, and exits etc., will be kept clear of obstructions (including electrical cables).

(e) Classrooms

Teachers will be alerted on a daily basis to the following and will report any hazards to the Site Manager. Teachers have a responsibility to:

- Check that classroom and work area is safe
- Check equipment is safe before use
- Ensure safe procedures are followed
- Ensure any accidents are reported and recorded
- Ensure protective equipment is used where necessary
- Ensure health and safety issues are reported to the Site Manager
- Ensure guidelines and training are followed.

B1.11 External Access

The access from the road shall be kept clear for emergency vehicles. All other emergency access points must be kept clear. The vehicle access gate must not normally be used for children's pedestrian access. If an event is being held outside of normal Academy activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

B1.12 Food and Food Hygiene

The contract caterer or catering manager is responsible for the preparation and food hygiene routines within the Academy kitchens.

B1.13 Moving and Handling

Injuries can be caused by incorrect moving and handling of objects, (which need not be large or heavy) or people.

Generic Risk Assessments are undertaken and staff engaged in the specified activities will be required to adopt the particular safe working practices outlined, after the appropriate training.

Appropriate training will be provided for all staff and the Site Manager keeps a register of this training.

SECTION C - MORE SPECIFIC/FOCUSED/PARTICULAR ARRANGEMENTS**C1.1 Inspection of Premises, Plant and Equipment**

The Academy Business Manager will arrange for regular visual inspection of the premises, plant and equipment each term.

Pro-forma on Inspections will be used. These routine checks may be undertaken by a combination of The Academy's Business Manager, Facilities Manager and caretaking staff using the checklists.

Access to store rooms, boiler rooms, tank and plant rooms should also be checked, including ladders or other equipment. These should also be suitable for the use of caretaking staff.

Where damaged asbestos is encountered or suspected, procedures as laid down in Asbestos Guidance will be followed as appropriate. Refer also to Section D1.6.

C1.2 Control of Dust and Fumes

All practical equipment will be installed and used as recommended by the manufacturer. *The Academy will undertake regular inspection and testing of fixed fume extraction systems at least every 14 months as per COSHH Regulations.*

Work in Laboratories leading to the production of fumes should only be undertaken within the recommendations of the CLEAPPS documents:

- **“L196: Managing Risk Assessment in Science”**⁵, and
- **“PS25: Model Risk Assessments for Laboratory Technician Activities”**⁶.

C1.3 Mini-Buses

Basic guidance can be found in the *“Driving a Minibus”*⁷.

C1.4 Physical Education and Games

These activities will be conducted within the recommendations of Association for Physical Education *“Safe Practice in Physical Education and School Sport” (2012 edition)*.

C1.5 Science

The latest version of CLEAPSS *“Model Science Health & Safety Policy L223”*⁸ will be followed.

Procedures recommended by **CLEAPPS** will be followed. These can be found on the CLEAPPS website or the 2010 CLEAPPS Science CD-ROM.

Radiation safety should be governed by the document, L93 *Managing Ionising Radiations and Radioactive Substances in Schools”*⁹.

C1.6 Design and Technology

Procedures recommended by **CLEAPPS** will be followed. These can be found on the CLEAPPS website or the 2010 CLEAPPS Design and Technology CD-ROM.

C1.7 Sewing Machines

Regular maintenance by the manufacturer, supplier or contractor will be carried out.

C1.8 Electrical Plant and Equipment

The Facilities Manager will arrange for all portable electrical equipment to be checked regularly and a record kept in the Facilities Manager’s office.

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The Facilities Manager will arrange for the major fixed wiring circuits to be checked periodically every 5 years.

No machine may be used unless appropriate training or refresher training has been satisfactorily completed.

C1.9 Activities outside the Academy Site

Approval must be gained for some categories of offsite visits. When organising offsite educational visits, the Academy will follow in the first instance the approval process guidance document reviewed in February 2014. This is available on the Health and Safety: Advice on Legal Duties and Powers section of the Department of Education website.
(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279429/DfE_Health_and_Safety_Advice_06_02_14.pdf)

C1.10 Extended Services

Adequate health and safety arrangements will be in place for extended services. Risk Assessments will be carried out for activities that may affect the health and safety of staff, students and others.

SECTION D - Miscellaneous Procedures

The following should be followed as and when appropriate:

D1.1 Stress

Any member of staff concerned about their own health and safety or others because of stress, should contact the Academy Business Manager. Any member of staff concerned for the wellbeing of a colleague should also contact the Academy Business Manager in confidence.

D1.2 Alcohol and Drugs

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff, student or visitor is incapacitated, this must be reported to a Principal or member of the Academy Senior Leadership Team.

D1.3 Home Visits

Home visits should not be made without the express permission of the Principal. Should the need arise, guidance should be sought for lone working and a risk assessment carried out prior to the visit.

D1.4 Display Screen Equipment (DSE)

Advice on the use of DSE is available from the Academy Business Manager or Facilities Manager.

D1.5 COSHH

Every attempt will be made to avoid, or choose the least harmful of, substances

which fall under the **“Control of Substances Hazardous to Health Regulations 2004”**¹⁰ (the “COSHH” Regulations). A departmental COSHH Risk Assessment will need to be carried out for hazardous substances.

Care will be taken in ordering supplies of hazardous substances and contractors will be asked to refrain from their use if safer alternatives are available. Where hazardous materials must be used, only the smallest practicable quantities will be brought onto the site, where they will be stored securely under the personal responsibility of a member of staff or contractor. If the substances have been brought on to site for a specific "one-off" purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely.

Regular checks will be made by Managers to ensure that no substances have been brought on to the site without his/her prior knowledge. Particular attention will be paid to cleaners' stores, science, technology areas and kitchens.

Safety Data Sheets for approved chemicals and cleaning agents used must be obtained from the supplier.

D1.6 Asbestos Management

The Asbestos Register will be held at the Reception for visiting contractors to read and sign. The location of materials containing asbestos will be drawn to the attention of a contractor working on the fabric of the building at the planning stage. All staff who deal with contractors will understand their responsibilities with regard to the management of asbestos.

D1.7 Working Alone

A generic risk assessment is carried out for the purpose of lone working. Working alone with dangerous parts of machinery, without recourse to assistance, will not be allowed and no one at high risk of injury must work alone in the Academy.

D1.8 Risk Assessments

Risk assessments shall be undertaken and recorded for all tasks with a possibility of significant risk. The responsibility for ensuring that risk assessments are carried out rests with the Facilities Manager in respect of Building, Academy Business Manager in respect of staff and Principals in respect of students and activities. The results of the risk assessments must be brought to the attention of those employees to whom they relate.

D1.9 Training

The responsibility for safety training and/or refresher training rests with the Principal, which is delegated to the member of the Academy Senior Leadership Team with responsibility in a specific area.

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Each member of staff is also responsible for drawing their Line Managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff will have some understanding of health and safety issues even if they do not go on specific courses but information will be cascaded down from others who do know. Staff will be expected to have knowledge on what to do when an accident or violent incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling.

The Academy Business Manager will keep records of the training which has been undertaken and have a system for ensuring that refresher training is undertaken within the prescribed time limits.

SECTION E – Appendices and References

Appendix 1: References

This Appendix lists the various Health and Safety documents mentioned in this document and identified by the endnote suffix numbers.

Control of Substances Hazardous to Health Regulations 1999 and 2004, COSHH Regulations.

²**Managing Medicines in Schools and Early Years Settings**, DfE, (March 2005)

³**Health and Safety of Pupils on Educational Visits**, DfE (Nov 1998)

⁴ **Control of Communicable Diseases** (June 2006).

⁵ **L196: Managing Risk Assessment in Science** CLEAPPS CD-Rom 2009, (August 2005)

⁶ **PS25: Model Risk Assessments for Laboratory Technician Activities** CLEAPPS CD-Rom 2007, (Feb 2005).

⁷ **Driving a Minibus** (Apr 2014). <https://www.gov.uk/driving-a-minibus>

⁸ **Model Science Health & Safety Policy L223 (July 2007)**

⁹ **Managing Ionising Radiations and Radioactive Substances in Schools. (January 2013)**

Appendix 2: Names of Persons referred to in Section B

University Academy of Engineering South Bank:

Principal	-	Jane Rowlands (Delegated Responsibility from Governing Body)
Business Manager	-	Daniel Smith
Facilities Manager	-	David Pereira
Fire Wardens	-	Nicola Robinson