Wise Owl Trust

Health & Safety Policy

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Appendix 1 Wise Owl Trust Contact Information

Statement of intent

At The Wise Owl Trust we are committed to the health and safety of our staff, pupils and visitors at each of our Academies. Ensuring the safety of our Academies communities is of paramount importance to us and this policy reflects our dedication to creating safe Academies.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work related illness.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives on health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop on culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our Academies.
- Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.

Wise Owl Trustees
(Ensure H&S structure in place across the Trust; ensure H&S Policy in place)
↓
Chief Executive Officer
(Responsible for reporting to Trustees and overall Health & Safety of Academies)
↓
Executive Principal
(Responsible for reporting to CEO/Trustees and Health & Safety of Academies)
↓
Individual Academy's H&S Governor
(Ensure H&S structure in place in their Academy; receiving reports; monitoring and lead Governor to meet with HR Business Manager)
↓
Individual Academy's Principals
(Fire alarm tests/ evacuation procedures and day to day implementation of policies and procedures)
↓
WOT Finance Director
(Management of Business Continuity, Legal + Insurance Risk Management, H&S Budget)
↓
HR Business Manager
(Risk Assessments, Update of Business Continuity Plans; H&S Policies: half termly reporting to Governors; Annual Fire Risk Assessment; half termly reviews of FRAs; half termly checks of SCR; staff training, incl. First Aid; investigation of all Accidents and Violent Incidents and Fire Audit)
↓
Individual Academy's Finance Officers
(H&S Budget; H&S Contract management; monitoring EVERY reporting and KiT meetings with Caretakers)
↓
Individual Academy's Caretakers
(Day-to-day Health & Safety Officer; named Fire Marshall in their Academy; weekly grounds/buildings checks - to be recorded on EVERY, receive requests through EVERY and carry out reported repairs/maintenance; report and manage other items and repairs; manage EVERY documentation, Termly manual classroom risk assessment)
↓
Teachers and Teaching Assistants
(Daily visual classroom risk assessment)
↓
All Staff and Volunteers
(Responsibility for and have a duty of own and others safety; ensure all fire doors are kept closed; challenge persons not wearing red, blue or yellow lanyard; report all violent incidents, accidents and near misses and understand/adhere to H&S policies; make selves aware of who safeguarding designated persons are in your academy.
↓
Pupils
(Responsibility for and have a duty of own and others safety; ensure all fire doors are kept closed; challenge persons not wearing red, blue or yellow lanyard; report all violent incidents, accidents and near misses and understand/adhere to H&S policies.

1. Duties of the Trust and each Academy Governing Body

The Trust and relevant Governing Bodies, in consultation with the Principals will:

1.1 Ensure familiarity with requirements of the appropriate legislation and codes of practice
1.2 Create and monitor a management structure responsible for Health & Safety in their Academy.
1.3 Ensure there is a detailed and enforceable policy for Health & Safety and that the policy is implemented by all.
1.4 Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
1.5 Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.

The Trust and relevant Governing Bodies endeavors to provide the following:

1.6 A safe place for all users of their site, including staff, pupils, volunteers and visitors.
1.7 Safe means of entry and exit for all site users.
1.8 Equipment, grounds and systems of work which are safe.
1.9 Safe arrangements for the handling, storage and transportation of any articles and substances.
1.10 Safe and healthy working conditions that comply with statutory requirements, code of practice and guidance.
1.11 Supervision, training and instruction so all staff can perform their duties in a healthy and safe manner.
1.12 Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction.

2. Duties of The Principals

2.1 The Principal of each Academy has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
2.2 The Principals will take all reasonable practicable steps to ensure the Health & Safety policy is implemented through the Key Stage Leaders, Line Managers and other members of staff.

3. Duties of the Senior Leadership Team

3.1 SLT staff will be familiar with the requirements of Health & Safety legislation.
3.2 In addition to general duties, SLT staff will be responsible for the implementation and Operation of their Academy's Health & Safety Policy in their areas of responsibility as delegated by the Principal.
3.3 SLT staff will take a keen interest in their Academies Health & Safety Policy and assist in ensuring all staff, pupils, volunteers and visitors comply with its requirements.

4. Duties of members of staff

4.1 All staff will familiarise themselves with the Health & Safety Policy and aspects of their work and responsibilities related to health and safety.
4.2 Staff will avoid any conduct which puts themselves or others at risk.
4.3 Staff will be familiar with all requirements laid down by their Governing Body.
4.4 **All s**taff members have a duty to ensure other staff, pupils, volunteers and visitors are applying Health & Safety regulations and adhering to any rules, routines and procedures in place.
4.5 Staff should ensure that all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
4.6 Staff will use the correct equipment and tools for the job and any protective clothing supplied.
4.7 All staff members will ensure any toxic, hazardous or flammable substances are used correctly and stored and labeled as appropriate.
4.8 All staff will report any defects in equipment or facilities to the designated Health & Safety Officer within their Academy.
4.9 All staff will also take an interest in Health & Safety matters and suggest any changes they feel are appropriate.
4.10 Staff will make suggestions as to how the Academy can reduce the risk of injuries, illness and accidents.
4.11 Staff will exercise good standards of housekeeping and cleanliness.

5. Obligations of Contractors

5.1 When an Academy is used for purposes not under the direction of their Principal, then, subject to the agreement of that Academy, the primary person in charge of the activities will take responsibility for safe practice in the areas under their control.
5.2 Contractors working on any Academy premises are required to identify and control risks arising from their activities.
5.3 Contractors will inform the Principal of all potential risks to staff, pupils, volunteers and visitors.

6. Pupils

6.1 Pupils will exercise personal responsibility for the health and safety of themselves and others.
6.2 Pupils will dress consistent with safety and hygiene standards and adhere to Academy dress policies.
6.3 Pupils will respond to the instruction of staff given in an emergency.
6.4 Pupils will observe the Health and Safety rules of their Academy.
6.5 Pupils will not misuse, neglect or interfere with items supplied for their, and other pupils' Health and safety.

7. First Aid

7.1 Each Academy will ensure ample provision is made for both trained personnel and first aid equipment on site.

8. Contacting the Emergency Services

8.1 Following an accident/injury, the first aider will contact the emergency services as necessary or direct another staff member to do so while they tend to the victim.

8.2 If there is no first aider immediately available a common sense judgment will be made by those attending the injured party regarding whether to contact the emergency services.

9. Fire Safety

9.1 Procedures for ensuring safety precautions are properly managed will be discussed, Formulated and effectively disseminated to all staff.

9.2 The procedure for fire drills and the use of fire extinguishers will be clear an understood by all staff.

9.3 Fire evacuation procedures should be visible in **all rooms** in each Academy.

9.4 Each Academy will test evacuation procedures each term.

9.5 The evacuation of visitors and contracts will be the responsibility of the person they are visiting or working for.

9.6 Fire fighting equipment will be checked on an annual basis by an approved contractor.

9.7 Fire alarms will be tested weekly from different 'break glass' fire points around each Academy and records will be maintained.

9.8 Emergency lighting will be tested on a six-monthly basis and records will be maintained and held in the finance office.

10. Accident Reporting

10.1 All accidents, violent incidents and other incidents (ie near misses or dangerous occurrences), will be reported as soon as possible to the nominated Health & Safety Officer using the standard Accident or Violent Incident Report Forms (these are available from the main office).

10.2 The Health & Safety Officer will be responsible for informing the Principal if the accident is 'fatal' or a 'major injury' as outlined by the Health & Safety Executive (HSE).

11. Reporting Procedure

11.1 Should an incident require reporting to the Incident Control Centre (part of the HSE) the Health & Safety Officer or other person appointed on their behalf will file a report as soon as reasonably possible.

11.2 The person will complete the RIDDOR form 2508 online here: (how to make a RIDDOR report) http://www.hse.gov.uk/riddor/report.htm

11.3 A telephone service is also provided for reporting fatal/specified and major incidents **Only**. 0345 300 9923 (opening hours Monday to Friday 08:30 – 17:00)

12. Notification to the Health & Safety Executive

12.1 Significant accidents as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 must be reported to the HSE as soon as possible by email or telephone. Such accidents are as follows:

12.1.1 Accidents to employees causing either death or major injury
12.1.2 Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days. This seven day period does not include the day of the accident.
12.1.3 Fractures, other than to digits, ie fingers, thumbs and toes
12.1.4 Amputation of an arm, hand, finger, thumb, leg, foot or toe
12.1.5 Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
12.1.6 Any crush injury to the head or torso, causing damage to the brain or internal organs.
12.1.7 Any burn injury (including scalding) which covers more than 10% of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
12.1.8 Any degree of scalding, requiring hospital treatment.
12.1.9 Any loss of consciousness caused by head injury or asphyxia.
12.1.10 Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
12.1.11 The collapse, overturning or failure or any load-bearing part of any lifting equipment
12.1.12 The explosion, collapse or bursting of any closed vessel or pipe work.
12.1.13 Electrical short circuit or overload, resulting in a fire or explosion.
12.1.14 Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
12.1.15 Any accidental release of a biological agent likely to cause severe human Illness
12.1.16 Any collapse or partial collapse of scaffolding over 5 metres in height.
12.1.17 When a dangerous substance being conveyed by road is involved in a fire or released. Unintended collapse of any building or structure under construction, alteration or demolition including walls or floors.
12.1.18 Any explosion or fire resulting in the suspension of normal work for over 24 hours.
12.1.19 Any sudden, uncontrolled release in a building of : 200kg or more of flammable liquid, 10kg or more of flammable liquid above it's boiling point, 10kg or more of flammable gas or 500kg or more of these substances if the release is in the open air.
12.1.20 Accidental release of any substances which may damage health.
12.1.21 Serious gas incidents.
12.1.22 Poisoning's
12.1.23 Skin diseases including but not limited to occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
12.1.24 Lung diseases including but not limited to occupational asthma, farmer's lung, asbestosis, mesothelioma.
12.1.25 Infections including but not limited to leptospirosis, hepatitis, anthrax, legionellosis, and tetanus.

13. Reporting Hazards

13.1 Staff, pupils, volunteers, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
13.2 In the main, reporting should be verbal to the main office as soon as possible who will inform the Caretaker and/or Principal and/or named Health & Safety person as appropriate.
13.3 Serious hazards will be reported using the appropriate form available in the Academy office.

14. Accident Investigation

14.1 All accidents, however small, will be investigated and the outcomes recorded.
14.2 The length of time dedicated to each investigation will vary on the seriousness of the accident/incident.
14.3 After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
14.4 The Health & Safety Officer will undertake regular evaluations of all reported incidents both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimize the reoccurrence of any incidents/illness.

15. Our Monitoring System

15.1 It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place. This involves checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system/s includes:

15.1.1 Regularly examining/updating documents to ensure compliance to standards.
15.1.2 Regularly inspecting premises, plants and equipment.
15.1.3 Annual audits including Fire Risk Assessment and Health & Safety Audits
15.1.4 Regular reports and updates to the Principal/Governing Bodies.
15.1.5 External measures such as surveys be contractors and service providers along with visits from Environmental Health and Ofsted

16. Visitors to Wise Owl Trust Academies

16.1 All visitors must sign in at reception
16.2 Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of Academy concerned.
16.3. Temporary or supply staff should sign in as 'visitors'.
16.4 Visitors who have a cleared Disclosure & Barring Certificate are given a YELLOW lanyard and are asked to return this to reception when they leave the premises.
16.5 Visitors who do not have a Disclosure & Barring Certificate are given a RED lanyard and are accompanied throughout their stay by a member of staff.
16.6 No contractor will execute work on the Academy site without the express permission of the Principal, other than in an emergency or to make safe following theft or vandalism.
16.7 Contracts will be responsible for the Health and Safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the Academy.
16.8 Anyone hiring an Academy, or part of an Academy's premises, will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their Health and Safety obligations when making the booking.
16.9 Staff members who encounter an unidentifiable visitor will approach and ask who they are, offer assistance and accompany to reception to ensure they have signed in and to collect a lanyard.
16.10 For uncooperative visitors, staff or parents threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call to the police.

17. Maintaining equipment

17.1 Inspectors or a trained Health and Safety Technician will inspect the following equipment for health and safety issues annually:

17.1.1 All electrical appliances
17.1.2 All fixed gymnasium equipment
17.1.3 All external play or other fixed equipment

17.2 It is the responsibility of the Principal to ensure new equipment meets the appropriate Standards and conforms to all Health and Safety requirements.

18. Hazardous Materials

18.1 All equipment, materials and chemicals must be held in appropriate containers and areas conforming to Health and Safety regulations.
18.2 Hazardous substances must be labelled with the correct hazard sign and contents label.
18.3 The Catering Manager or Cleaning Manager and Caretakers are responsible for ensuring all products that may be hazardous to health are risk assessed before being used.
18.4 No hazardous substances will be used without the permission of the Principal.
18.5 Low toxic products such as corrective fluid and aerosol paints will be stored securely and only used under supervision in a well-ventilated area.
18.6 Dust and fumes must be safely controlled by LEV regulations.
18.7 No staff member or pupils should ever be put at risk through exposure to any hazardous Substance used in our practical curriculum.

19. Medicine and Drugs

19.1 No pupil may take medication on Academy premises without their parent/carer completing the appropriate consent form/s within their Academy.
19.2 Staff members have a duty to report any suspicion of unauthorised medicines or drugs being taken or carried.
19.3 The Wise Owl Trust's policy with regard to administering medicines to pupils will be Distributed and understood by all staff.

20. Smoking

20.1 All Academy buildings and grounds are non-smoking premises and no smoking will be permitted on the grounds or in any building at any time.

21. Housekeeping and Cleanliness

21.1 Cleaning staff will be monitored by the Academy Caretaker or Cleaning Company named person.
21.2 Special consideration will be given to hygiene areas.
21.3 Waste collection services will be monitored by the Caretakers.
21.4 Special consideration will be given to the disposal of laboratory materials and clinical waste

22. Risk Assessment

22.1 The Principals have overall responsibility for ensuring potential hazards are identified and for ensuring risk assessments are completed for all areas of risk in their Academy.
22.2 Annual risk assessments will be conducted for all other areas of the Academy.
22.3 Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
22.4 The Governing Bodies and the Academy Trust will be informed of risk assessments allowing issues to be prioritized and actions to be authorized along with funds and resources.
22.5 A designated staff member will ensure risk assessments are completed by staff leading day trips or residential stays.

23. Security and Theft

23.1 CCTV systems will be used to monitor events and identify incidents taking place.
23.2 CCTV systems may be used as evidence when investigating reports or incidents.
23.3 Money must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.
23.4 Money should be counted in an appropriate location, out of site of the general public and staff should not be placed at risk of robbery.
23.5 Staff and pupils are responsible for their personal belongings and the Academy/Wise Owl Trust accepts no responsibility for loss or damage.
23.6 Thefts may be reported to the policy and staff members are expected to assist police with their investigation.
23.7 All members of staff are expected to take reasonable measures to ensure the security of Academy equipment being used.
23.8 Missing or believed stolen equipment must be reported immediately to the Principal or named person.
23.9 Staff are asked to sign a 'loaned items guidance notes/agreement form' accepting responsibility of 'loaned' items, ie laptops, mobiles, uniform and other clothing/footwear.

24. Severe Weather

24.1 The Principal, in liaison with their Governing Body and the Executive Principal, makes a decision on Academy closure on the grounds of Health and Safety. If a closure takes place, the Governing Body and Trust must be informed.

25. Workplace Health and Safety : Stress Management

25.1 Staff will be aware of the symptoms of stress that include: sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.
25.2 It is the responsibility of individual staff who perceives they may be suffering from stress in the workplace, to contact the HR Manager at the Wise Owl Trust and arrange to carry out a Stress at Work Risk Assessment as soon as possible.

26. Workplace Health and Safety : Display Equipment

26.1 DSE assessments will be carried out for staff who regularly use laptops or desktop computers.

27. Safe use of Minibuses

27.1 A minibus is a motor vehicle with between 9-16 passenger seats (not including the driver's seat) and is described as a category D1vehicle by the DVLA.

27.1.1 Drivers who hold a full D1 (or D) PCV entitlement can drive minibuses.
27.1.2 Drivers who passed their Category B (car) driving test before January 1st 1997 can also drive a minibus which is not being used for hire or reward
27.1.3 Drivers who passed their Category B (car) driving tests on or after January 1st 1997, may also drive a minibus that is not being used for hire or reward if the following conditions are met:

27.1.3.1 The driver is over 21 and held a Category B licence for at least 2 years
27.1.3.2 The minibus is used by a non-commercial body for social purposes
27.1.3.3 The driver receives no payment other than out of pocket expenses, ie fuel and parking costs.
27.1.3.4 The driver provides the service on a voluntary basis
27.1.3.5 The gross vehicle weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers)
27.1.3.6 You do not tow a trailer

27.2 Staff volunteering to drive a minibus should complete a form available from the Finance Director, before carrying out any driving duties.
27.3 Staff volunteering to drive a minibus should complete a short course of MIDAS training, before carrying out any driving duties.

For more information refer to HM Government 'Driving school minibuses – advice for Schools and local authorities – September 2013'
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/494266/Driving_school_minibuses_and_advice_for_schools_and_local_authorities.pdf

28. Crisis Incidents : Bomb Threat Procedure

28.1 Telephone threats:
28.1.1 Staff who 'receive' a telephone call from someone who claims to have information about the placement of a bomb on their or any other Academy premises/grounds should remain calm and talk to the caller.
28.1.2 Offices/staff who are likely to receive a call, where they are a direct line in from outside the Academy, have been given written 'Instructions' and should try to physically and mentally record as much information as possible by filling out the Instructions document which is located near their telephone.

28.1.3 Whilst the 'receiver' is still talking to the caller, another member of staff should call 999 and speak to the police

28.1.4 The Principal will sound the 'alarm' to signify that staff should evacuate the Building

28.1.5 Academy procedures should be followed with regards to evacuating the building/premises.

28.2 Email or Social Media threats:

28.2.1 Staff who 'receive' an email or social media message from someone who Claims to have information about the placement of a bomb on their or any Other Academy premises/grounds should remain calm and alert the Principal or another senior member of the leadership team.

28.2.2 The message **should not** be replied to, forwarded or deleted. A note should be made of the email address or if via social media, what application has been used and username/id.

28.2.3 The Principal will sound the 'alarm' to signify that staff should evacuate the Building

28.2.4 Academy procedures should be followed with regards to evacuating the building/premises.

28.2.5 All web log files must be preserved to help a police investigation

29. Evacuation and Lockdown

29.1 See Evacuation/Lockdown Policy

Appendix 1

List of Wise Owl Trust Health & Safety Contact Names

	Wise Owl Trust	Briscoe Lane Academy	Seymour Road Academy	Old Hall Drive Academy
Chief Executive Officer	Chris O'Shaughnessy			
Executive Principal	Sophie Murfin			
Trustees	Ian Chadwick Graham Larder David Savage			
Principals		Claire Hall	Jane Dennis	Hayley Brooker
H&S Governor		Amy Ashurst		Rev. Craig Smith
Finance Director	Debbie Ollerenshaw			
HR Business Manager	Jennie Baxter			
Location of Accident/ Violent Incident forms		Office at Entrance 2	Main Reception Office	Finance/HR Office
Safer Recruitment trained staff		Claire Hall	Jane Dennis	Hayley Brooker Jennie Baxter
Manager of Single Central Record		Cathy Beresford	Christine Thomas	Mina Suder
Safeguarding Designated Persons		Claire Hall Precious Mike Catherine Wilkinson Caroline Ross	Jane Dennis Debbie Frater Rebecca Payne Louise DeCourcey	Hayley Brooker Valerie Byrne Denise Hughes Jeanette Turner Amanda Hatton Joe Pritchard Carolyn Manock Paul Roberts
Staff with designated First Aid responsibility		Toni Baxter Ann Wallwork Hayley Jones Jodie Hislop Tracy Shields Catherine Wilkinson Simon Bramble	Christine Thomas Samantha Martin Anna Trowell Sonia Parker Kerry Walton	Patricia Higgins Christina Howard Ayesha Asif Claire Austin Jo Atherton Clare Bardgett Carolyn Manock Hannah Wilson
Staff trained to use Defibrillator		Toni Baxter Lee-Anne Jackson Anne Wallwork Louise Carter Giannia Roberts Tracy Shields Kitty Short	Linda Gartside Tracy Potter Becky Payne Kerry Walton Anna Trowell Sandra Holmes Jayne Boardman	Lynn Morrow Christina Howard Victoria Singleton Patricia Higgins Valerie Byrne Denise Hughes Ayesha Asif Melissa Travis-Brady Jeanette Turner Joanna Norbury