



ACET HEALTH & SAFETY POLICY

PHASE	SECONDARY : ASTON ACADEMY
POLICY LEAD	CHRIS ARTHUR (ACET ENVIRONMENT MANAGER)
DATE OF APPROVAL BY TRUSTEES	29TH APRIL 2019
DATE OF RECEIPT BY LOCAL GOVERNING BODY	MAY 2019
FREQUENCY DATE	ANNUALLY
NEXT REVIEW DATE	MARCH 2020

This is the Health and Safety Policy of:

Aston Academy
Aughton Road
Swallownest
Sheffield
South Yorkshire
S26 4SF.

Mission Statement

At Aston Academy we are committed to providing high quality learning and teaching, enabling everyone to reach their full potential, whatever their age, ability, gender or ethnicity.

We believe that every person is unique and we work together in an inclusive environment of mutual respect and consideration, valuing everyone's contribution.

Through our partnership with the local and wider community we aim to support our young people in successfully taking their place in society.

With your commitment we will make a difference.

All adults in the academy have a responsibility to safeguard and promote the welfare of children.

ASTON ACADEMY HEALTH AND SAFETY GUIDANCE

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Policy Statement (of Intent)

The Principal, Governors and Staff of our Academy Trust are committed to providing a safe and healthy environment for all users of our academy.

As an academy, our educational priorities aim to:-

- Encourage all students to achieve their full academic and social potential;
- Provide students with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives.
- Provide a sense of community in which individuals feel safe, valued and are actively encouraged to value, respect and help others;
- Create an atmosphere and environment in which students enjoy and take pride in their achievements.

Our Health and Safety Aims:

- To ensure that the academy is considered as a safe and healthy place in which to work.
- To provide plant, equipment and systems of work that are safe and minimise the risk to health as far as reasonably practical.
- To raise awareness among all users of the academy as to their responsibility for managing the health and safety of themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
- To ensure the dissemination of all relevant information from relevant bodies and organisations to the correct users(s).
- To regularly monitor and review safety procedures throughout the academy.
- To create, maintain and update a central repository of relevant health and safety information.

This safety policy will be regularly reviewed and updated

Signed Chair of Local Governing Body Principal
Date
Review Date

RESPONSIBILITIES / REFERRAL

TRUSTEES
LOCAL GOVERNING BODY including HEALTH AND SAFETY GOVERNOR
CEO
ACTING CHIEF FINANCE OFFICER
PRINCIPAL / ACET ENVIRONMENT MANAGER
ASSISTANT PREMISES MANAGER / PREMISES ADMINISTRATORS

Responsibilities of the Local Governing Body

To receive and monitor half termly Health and Safety reports

Responsibilities of the Health and Safety Governor

- 1 Will assist the Local Governing Body and the Principal to discharge their responsibilities under the Health and Safety at Work Acts, in collaboration with the LA.
- 2 Will provide support and guidance for the Principal on all matters relating to Health and Safety.
- 3 Consider with the Principal and the ACET Environment Manager, the academy insurers and LA policies on Health and Safety and recommend a policy to the academy for adoption by the Local Governing Body.
- 4 Discuss with the Principal the arrangements for ensuring that the necessary academy management organisation is in place to implement the policy.
- 5 Ensure arrangements are in place to monitor the effectiveness of the academy's Health and Safety arrangements.
- 6 Ensure that the reports of any Health and Safety audit arranged by the academy insurers are considered by the Local Governing Body.
- 7 Ensure that reports of any inspections undertaken by the academy's safety representative are considered by the Local Governing Body.
- 8 Be aware of when such inspections are being carried out, and to participate in such inspections when able.
- 9 Meet with ACET Environment Manager on a more frequent basis to keep up to date with academy specific issues, and any changes in Health and Safety regulations.
- 10 To receive information on all accidents to staff and students from ACET Environment Manager and ensure they are considered by the Local Governing Body.
- 11 To investigate possible Health and Safety disputes.

Responsibilities of the Principal

- 1 Will be available to staff to discuss and to seek to resolve Health and Safety issues, which have not been resolved satisfactorily by the ACET Environment Manager.**
- 2 Will ensure that all Health and Safety instructions and advice issued by the LA/Appropriate Regulatory Body are noted and brought to the attention of all staff.**
- 3 Will be readily available to the Health and Safety/Union Representative to co-operate with them to carry out their functions.**
- 4 Ensure regular consultation with the Professional Association on Health and Safety matters via the Joint Professional Association Meetings.**
- 5 Will ensure that consideration is given to the possible effect of maintenance work on staff and students.**
- 6 Will ensure that the Health Protection Agency / LA guidance regarding the outbreak of infectious diseases are followed.**
- 7 Ensure that the Health and Safety Policy is carried out.**
- 8 Report to the Local Governing Body.**
- 9 To contact parents / carers, the CEO, Chair of Trust/Local Governing Body; the LA office and academy insurers in the event of a disaster occurring on an excursion or trip.**
- 10 To advise the senior member of staff responsible for an excursion/trip, on the immediate action to be taken in the event of a disaster.**
- 11 To contact parents/carers, the CEO, Chair of Trust/ Local Governing Body; the LA office and academy insurers in the event of any other serious incident (e.g. academy transport incidents/accidents).**
- 12 To receive and maintain reports in respect of accidents occurring to employees, members of the general public, clients, visitors and contractors whilst on academy premises.**
- 13 To identify any risk of violence, advise on action to be taken and maintain a record of all known violent people, in the context of the academy.**
- 14 Will ensure that new staff undergo, all relevant child protection screening in accordance with ACET Policy.**
- 15 To monitor that the Educational Visit Co-ordinator ensures all trips are suitably staffed and safety procedures are in place.**

Responsibilities of ACET Environment Manager

- 1. An annual review of the Health and Safety Policy in conjunction/consultation with the Health and Safety Governor.**
- 2 Will be available to any member of staff to discuss and seek to resolve Health and Safety problems and provide advice and support to ensure continued implementation and documentation of all risk assessment procedures.**
- 3 Will ensure any accidents, which occur, are investigated and accurate records of all incidents and outcomes are maintained and forwarded, if appropriate, to other relevant agencies.**
- 4 Will report to the Principal any problems, which may arise.**
- 5 Undertake regular reviews of the system for reporting Health and Safety matters to the LA and the academy insurers.**
- 6 In conjunction with the LA's Building Manager, conduct regular inspections of the academy site to identify potential/actual hazards and maintain up to date accurate records including actions arising.**
- 7 Will ensure that arrangements are in place for recording the presence of all visitors, including contractors.**
- 8 Will ensure that effective arrangements are in place to facilitate the evacuation of buildings in the case of fire or other emergency.**
- 9 Will ensure that relevant risk assessments are carried out.**
- 10 Will present a summary report to the Local Governing Body and to Trustees at each meeting.**
- 11 Will periodically check Site Team records of all Health and Safety and electrical equipment to include testing records.**
- 12 Will periodically check the emergency evacuation of the building pack is maintained and made readily available.**
- 13 Brief new colleagues on the policy.**
- 14 Monitor academy Health & Safety and arrangements.**

Responsibilities of all employees & authorised volunteers

All employees & authorised volunteers have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.

All employees, authorised volunteers have to:-

1. co-operate with supervisors and managers on Health and Safety matters;
2. not interfere with anything provided to safeguard their Health and Safety;
3. take reasonable care of their own health and safety; and
4. report all Health and Safety concerns to an appropriate person (as detailed in this policy statement).
5. attend Health and Safety Training courses/events as appropriate.
6. familiarise themselves with the academy's Health and Safety Policy and supporting guidance, Department / Faculty Policy in relation to Health and Safety and any other safety information;
7. be aware of their responsibility to their employers and to their colleagues to report any hazards or safety defects, which they cannot eliminate themselves. Ensure that hazards or defects are made safe or isolated from further use until repair or removal;
8. report Health and Safety matters immediately via the Premises Administrators/Site Team;
9. refuse to carry out any procedures or activity, which in their opinion is unsafe or carries an unacceptable risk.

Other personnel using the site on a daily basis (i.e. catering/cleaning staff) are expected to consider these points alongside the Health & Safety requirements of their employers.

General Health & Safety Information for Personnel

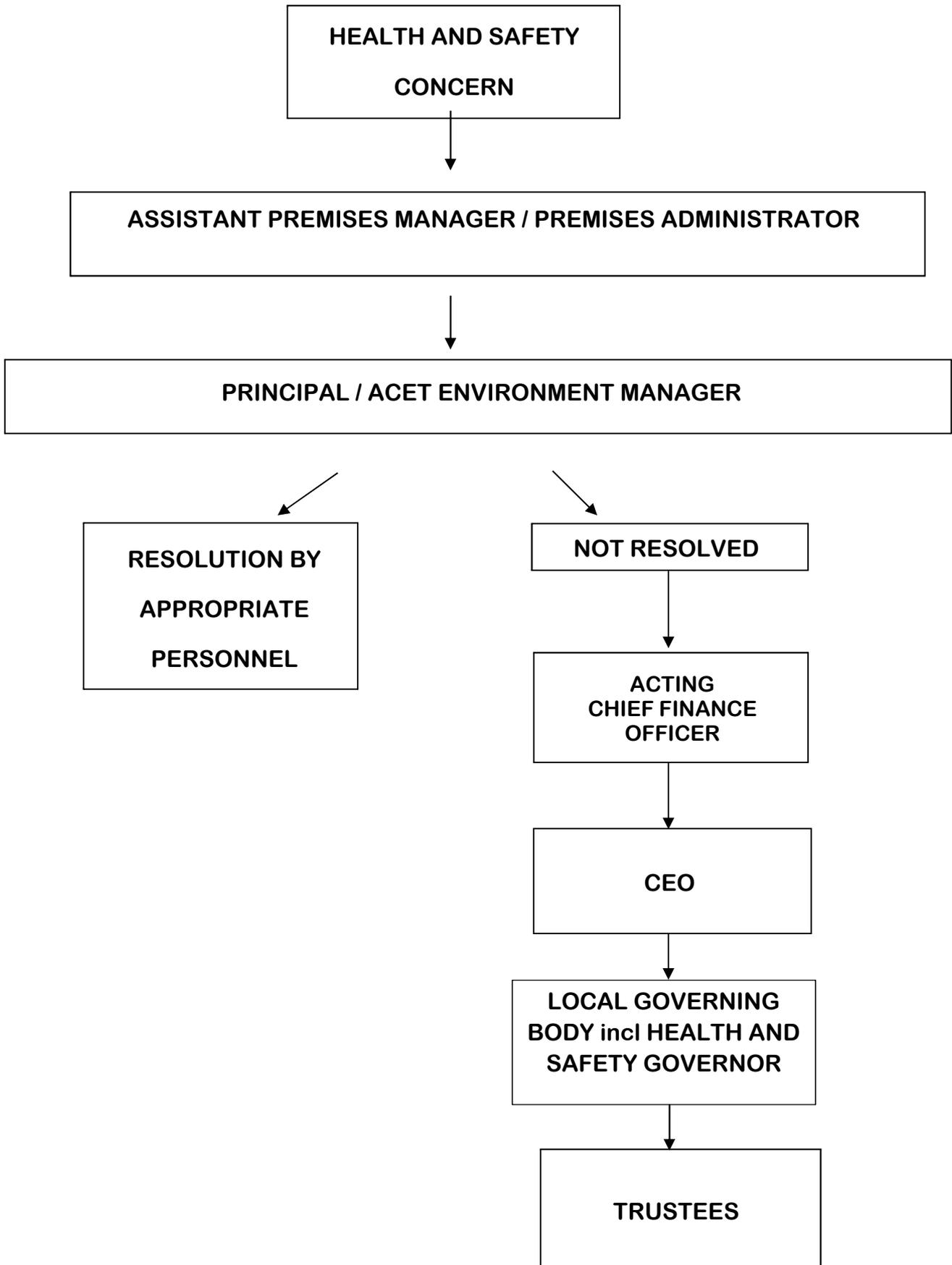
- 1. It is the responsibility of all adults to be vigilant in the identification of actual and/or potential Health and Safety hazards in all areas of the academy.**
- 2. Any hazard should be brought to the attention of the appropriate personnel at the earliest opportunity.**
- 3. Emphasise to pupils the proper use of chairs and tables.**
- 4. Large equipment must not be carried between rooms.**
- 5. TVs must be secured appropriately.**
- 6. Ensure that trailing leads from computers and other electrical equipment are channelled or secured in such a way as to prevent them causing hazards.**
- 7. Report/make requests for repairs, replacement fluorescent tubes, broken glass etc. to the Premises Administrator.**
- 8. Instances of damaged plugs, wall sockets, cables, worn electric wiring, etc. should be reported to the Premises Administrators immediately. Repairs will be carried out by an authorized person.**
- 9. Carry out a visual check of all electrical equipment in line with academy procedures - see Electrical Appliance Visual User Check Guidelines.**
- 10. Any portable electrical appliance which does not have a current PAT test pass sticker should not be used until appropriately tested.**
- 11. Turn off/shut down electrical equipment when not in use (unless it is designed to be permanently connected).**
- 12. Be vigilant of pupils sitting near electrical sockets, heaters, etc. and reinforce good behaviour.**
- 13. Ensure that new equipment/machinery is ordered from a reputable supplier and is suitable for its intended purpose.**
- 14. Check that any second hand equipment/machinery purchased is serviceable and safety checked before use and has been approved by the ACET Environment Manager prior to introduction to the Academy.**
- 15. All equipment/machinery should be used for its intended purpose and in accordance with the manufacturer's instructions and not modified in any way.**
- 16. Make sure that machinery of office equipment is well ventilated and arrangements are in place for regular cleaning.**
- 17. Ensure that risk assessments are in place for any equipment/machinery introduced into the academy and that a copy of the risk assessment is given to the ACET Environment Manager via the Premises Administrators/Site Team for overview before use.**
- 18. No new electrical equipment should be introduced to the Academy without the approval of the ACET Environment Manager.**

19. Appropriate safety signage must be clearly displayed next to machinery/equipment.
20. Store heavy objects at low level to reduce the risk of falling.
21. Identify any substance requiring a COSHH assessment and ensure that an assessment is in place. A copy of each COSHH assessment should be given to the ACET Environment Manager for overview before use.
22. Use Personal Protective Equipment (PPE) appropriately and keep accessible and in good condition.
23. Approved CLEAPSS, COSHH, Academy and LA procedures relating to the storage, handling and disposal of chemicals and substances harmful to health must be followed.
24. Ensure contractors carrying out repairs/work in the building sign in at reception and out again when they leave. Wherever possible the area in which they have been working should be inspected immediately on their departure.
25. Use appropriate equipment when working at height.
26. Work areas should be kept clean and tidy.
27. Do not allow combustible waste to accumulate in any area of the academy or leave combustible materials near a source of heat.
28. Store flammable materials and substances safely and keep quantities to a minimum (as per CLEAPSS guidance for chemicals).
29. Ensure Fire Doors are not wedged open and fire vision panels are kept clear and not covered.
30. Keep all halls, corridors and staircase enclosures unobstructed.
31. Deliveries of materials and equipment should not be allowed to remain in locations where they will obstruct exits or the routes leading to them.
32. Report any partially discharged fire extinguishers to the Premises Administrator immediately.

Responsibilities of Middle Leaders / Team Managers

- 1 Ensure the department/section has a written Health and Safety Policy that is reviewed regularly. Items concerning Health and Safety should be discussed at department / faculty meetings.**
- 2 In liaison with the ACET Environment Manager provide information to allow the formulation of risk assessments and their update and review.**
- 3 Brief new staff on department / faculty policy.**
- 4 Monitor department / faculty policy implementation.**
- 5 Bring to the attention of the ACET Environment Manager any information regarding any damage and advise on any measures needed to prevent further damage.**
- 6 Arrange for repair of equipment via the ACET Environment Manager.**
- 7 Be aware the regular inspections of their area will be made by the ACET Health and Safety Team.**
- 8 Bring to the attention of the Health and Safety Committee any issues which may require attention.**

Reporting Procedure



Named Personnel

CEO:	Eunice Newton
Principal:	Dominic Curran
Acting Chief Finance Officer:	Margaret Catling
Health and Safety Governor:	John Swift
ACET Environment Manager:	Chris Arthur
ACET Assistant Premises Manager:	Mark Arthur
Premises Administrators:	Lynne Schofield Donna Jebson

GLOSSARY

ACET	Aston Community Education Trust
LA	Local Authority
COSHH	Control of Substances Hazardous to Health
CLEAPSS	Consortium of Local Education Authorities for the provision of Science Services.

SMOKING POLICY

Smoking in the Workplace

Aston Academy is a designated no smoking site. Staff, visitors and students will not be allowed to smoke in any area within the academy boundaries.

Any instances of staff or visitors smoking on site should be reported to the ACET Environment Manager.

Any instances of students smoking on site should be reported to the Principal.

Where part of Aston Academy is hired for a private function, the no smoking rules still apply.

The minibus, or on any coach hired to take children on an approved visit, is considered to be part of the academy and smoking therefore will not be permitted.

Staff should not smoke in private cars or other vehicles when carrying students and staff on approved visits.

This policy also applies to E-Cigarettes.

Electrical Appliance Visual User Check Guidelines



PLEASE NOTE: Users should not be opening appliances or plugs or undertaking any investigations beyond their level of competency.

A visual check should be carried out on portable electrical equipment prior to each usage

Definition of portable equipment – An appliance that is intended to be moved whilst in operation or an appliance which can easily be moved from one place to another, e.g. vacuum cleaner, toaster, food mixer, etc.

Any portable electrical appliance which does not have a current PAT test Pass sticker should not be used until appropriately tested

Make sure the appliance is unplugged from the electrical supply before checking any flexes, plugs or the appliance casings, etc.

- Inspection of Flex – is it in good condition? Is it free from any damage, i.e. cuts, fraying, melting?
- The Plug – is it free from cracks or damage? Are there any signs of overheating? Is the cable securely fixed?
- The Socket Outlet – are there any signs of overheating? Is it securely fixed? Is it free from cracks or damage? (Extension cables must be switched off at the wall before plugging in/unplugging appliances).
- The Portable Appliance – does it actually work as it should? Is there any damage to the appliance that may expose live parts? Are there strange noises or smells coming from the appliance?
- Where students are collecting / returning laptops to laptop trolleys, the trolley must first be switched off at the mains by a member of staff.
- Environment – is the appliance suitable for its purpose, i.e. can it be used outdoors or in damp conditions etc.?
- Suitability – is the appliance suitable for the work for which it is required – is it powerful enough or too powerful, or is it just designed for occasional use?

If an appliance is found to be faulty then the procedure outlined below should be followed:

1. Make sure the appliance is switched off and unplugged from the power supply.
2. Where possible remove the appliance from use to a secure area.
3. Clearly label the appliance to identify that it must not be used.
4. Report the fault to the ACET Environment Manager via the Premises Administrator (Ext 227).

Students should also be taught the above guidelines and to report any problems immediately to their teacher/supervising member of staff before use. There must be adequate supervision of students while using electrical equipment.

