



## Health and Safety Policy

### Aim of the policy

This policy is intended to set out the values, principles and policies underpinning ID Academy's approach to safe working practices.

### General statement

The school recognises and accepts the responsibilities placed on it by the Health and Safety at Work Act 1974 and other subsequent relevant legislation in establishing a minimum standard of compliance and will therefore provide and maintain safe and healthy learning conditions, equipment and systems of work for all pupils and employees. It will provide the necessary information, instruction, training and supervision as is necessary to achieve these standards.

It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient and well-run school. The school therefore requires that a high standard of safety be achieved and maintained at all times by all pupils and employees.

The active participation of all employees is essential to maintain the highest practical standards of accident prevention.

### Management Statement

- The Proprietor will hold final responsibility for Health and Safety.
- It is the responsibility of the Designated Health and Safety Officer to lead on Health and Safety and have day to day responsibility when present at the school premises, 3-5 Brenkley Way, Blezard Business Park, Seaton Burn, NE13 6DS.
- The Headteacher is responsible for ensuring the completion of an initial needs and risk assessment for new pupils.
- The Health and Safety Officer will ensure that accident reports are completed, submitted and monitored
- Teachers are required to contribute to and report any changes in the pupil's abilities or the teaching environment in order that risk assessments can be updated.

**ID Academy will take the following steps to ensure that its statutory duties are met at all times:**

### Staff Awareness

Each member of staff will be given the necessary information, instruction and training to enable the safe performance of work activity. Each employee will be given training during their initial induction which fully meets all legislative standards, along with recognition of the requirements of the Disability Discrimination Act 1995. Each employee will receive provision specific induction to include the knowledge and practical requirements of each aspect of teaching provision. Training will be updated as necessary and will include:

- Induction training to include Health and Safety legislation and practices
- COSHH (Control of Substances Hazardous to Health)
- First Aid Awareness



- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
- PUWER (Provision and Use of Work Equipment Regulations )
- Fire Prevention
- PPE (Personal Protective equipment)
- Full use will be made of any guidance and/or training available either in-house or through the Local Authority, professional associations, professional bodies and others as and when appropriate.

### **Adequate facilities and arrangements will be maintained to enable employees to raise issues of Health and Safety**

- H&S is an agenda item for all team meetings
- All issues are referred to Senior Management meetings
- There is a weekly Health and Safety Meeting where issues of concern that have been raised by staff are addressed. Minutes from the Health and Safety meetings are available to all staff on request
- Staff will be informed of how to report H&S issues during their induction training and be given relevant contact details
- Accident and Information documentation to be monitored and reviewed
- Investigations into accidents will take place immediately and reviewed for common factors every 6 months
- Accidents will be reported within RIDDOR requirements

The policy will be reviewed annually or in line with legislative changes and/or requirements.

### **ID Academy will**

1. Carry out risk assessments which are required within each pupil's learning plan
2. Identify and negotiate risk management measures to reduce any risks or hazards for both individual pupils and staff and implement control measures as required.
3. Communicate agreed risk management measures to everyone and ensure regular monitoring of risk levels, ensure appropriate formats which include verbal explanations are used to enable understanding by the pupils
4. Provide, check and maintain equipment so that it is safe to use, by ensuring regular servicing and safety checks are undertaken by the appropriately qualified staff and / or appropriately registered servicing engineers a minimum of annually.
5. Provide the relevant training and ongoing supervision to ensure all staff's competence in using equipment.
6. Provide any relevant and appropriate protective equipment or clothing required by staff to perform their teaching role safely.
7. Arrange for the safe use, handling, storage and transport of articles and substances as required by COSHH Regulations 2005.
8. Control and maintain the school and adjoining offices in a safe condition with appropriate risk assessments and management
9. Provide a safe means of access to and exit from the school



10. In the event of any accident or incident or near-miss involving injury to anybody ID will make a full investigation and comply with RIDDOR.

11. The company will, where relevant, abide by the Data Protection Act.

### Pupil Responsibilities

Each pupil has an obligation to take reasonable care for their own health and safety and for the safety of other pupils by:

- Act responsibly and not to put themselves or others at risk by their acts or omissions.
- Report any unsafe conditions to the teacher
- Supporting in keeping the school clean and tidy.

Written by: S Park, Headteacher July 2018

Review Date: April 2021

Next Review Date: April 2022

Authorised by Gordon Quince (Director)

A handwritten signature in black ink, appearing to read 'Gordon Quince', is written over a faint, larger version of the same signature.