

# Madeley Academy



## Health & Safety Policy

<b>Prepared by:</b>	<b>Jonathan Boyle</b>
<b>Date:</b>	<b>October 2016</b>
<b>Approved by governing body:</b>	<b>22 November 2016</b>
<b>Review Date:</b>	<b>October 2017</b>

### **Policy Statement**

The Governors/Head recognise their responsibility to provide a safe and healthy environment for teaching, administrative, professional, technical & clerical staff, students and visitors to the premises and will take all reasonably practicable steps within their power to fulfil this responsibility.

It is the intention that for health and safety purposes the Academy will operate within the framework of the authority's Health and Safety Policy Statement and advice issued by the Education Authority.

### **Organisation**

#### **Responsibilities**

Several members of the Academy staff have particular health and safety responsibilities as detailed in their role description. However, all members of staff have a general responsibility for health and safety matters.

#### **Headteacher**

The Headteacher has day to day responsibility for safety matters and will ensure that Health and Safety legislation, regulations and Academy rules are implemented and that staff and students are operating safe working practices.

The Headteacher should also be prepared to –

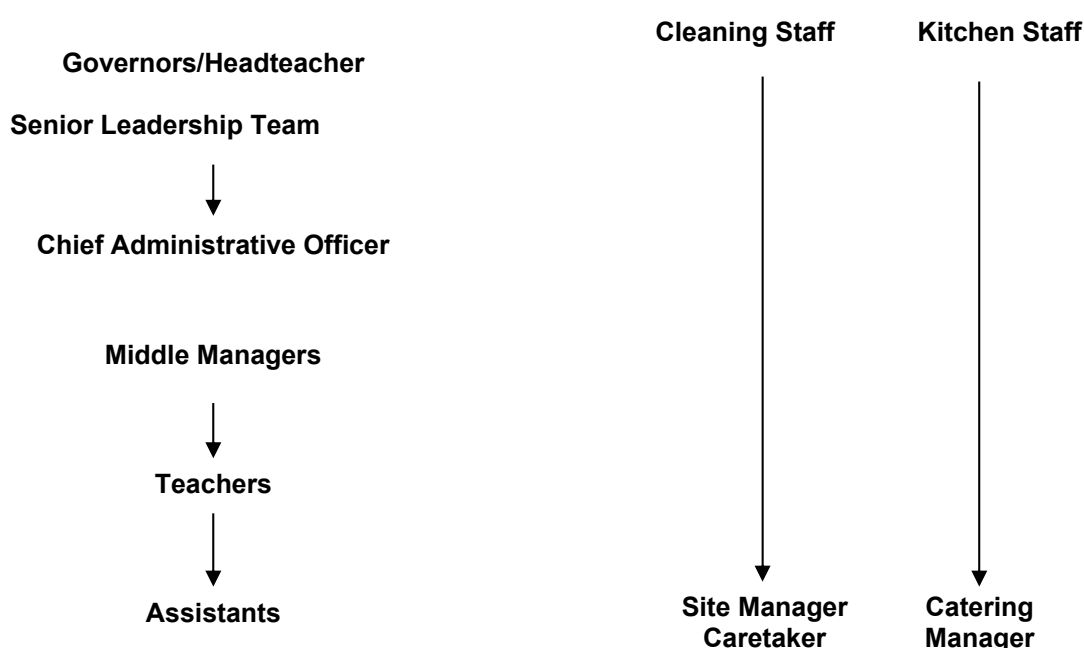
1. Be available to any member of Academy staff to discuss and seek to resolve any health and safety problems not solved through established arrangements. Slips are available in resources for staff to report any defects around the Academy site to Jonathan Boyle , Senior Leader responsible for action – (slips to be kept)
2. Note all health and safety instructions and advice and to make these available to all staff
3. Establish an Academy Safety Committee within 3 months of a written request from 2 safety representatives of staff of the Academy
4. Ensure a system is established for reporting, recording accidents and reasonable steps taken to prevent recurrence
5. Ensure all visitors, including contractors, are informed of any hazards on site of which they may be unaware and to ensure consideration is given to the effect of maintenance work on staff and students
6. Ensure new employees are briefed about safety arrangements

### Senior Leader Responsible for Health & Safety

Will be responsible for overall co-ordination of health & safety reviews.

- Slips returned from members of staff activated
- Liaison with Site Manager
- Oversight of all procedures

### Responsibility/Structure



### Arrangements

- **Accidents** should be dealt with as they arise with Senior Management over-seeing the completion of the necessary documents.
- **First Aid** can be administered by the Academy first aider. First Aid boxes are available in the Science Prep room, D&T, PE, Student Support, Maths, Performing Arts, Kitchen, Restaurant and Site Manager’s office. Further assistance regarding contact with parents, hospital, ambulances etc can be sought via Senior Management.
- **Fire** – please see Emergency Evacuation Procedures
- **Hazards** – should be reported to Jonathan Boyle via email
- **Electrical Safety** matters are the remit of the Site Manager

- **COSHH** matters are dealt with, in the first instance, by the Site Manager, and Heads of relevant departments
- **Staff Duties** form part of the safety precaution of the Academy
- **Visitors and Contractors** should report to either Reception or the Site Manager and sign in and out of the premises
- The following departments have a statement on Health & Safety procedures within their department handbooks:

Art	Hair & Beauty	Social Services
Construction	ICT	IT Services
Design & Technology	Maths	Library
English	Performing Arts	Duke of Edinburgh

### Emergencies and Accidents

Please follow the following guidelines:

- If you feel unable to cope, send a runner for assistance
- Assistance to be requested from the Academy first aider
- If the diagnosis is deemed extremely serious an ambulance will be requested and parents informed. In other cases when hospital or doctor's treatment is thought necessary parents should be informed and if possible, asked to collect the child.
- Staff to make sure that the necessary documentation has been completed following any accident. In the case of damage to clothing or equipment, please record in writing.
- No injured person should be left unattended

### Emergency Closure of the Academy

#### Procedure

This may occur due to adverse weather conditions eg snow. There is an excellent advice line through Radio Shropshire and Free Radio. Morning programmes maintain an accurate update on the Academy closures and advice. Details will also be posted on the Academy's website [www.madeleyacademy.com](http://www.madeleyacademy.com).

The Headteacher or one of the Senior Leaders will inform the radio as soon as possible with the necessary information.

All staff must do their utmost to reach the Academy during adverse weather conditions and are advised to allow for a longer travelling time than normal.

### **Damage**

Care of the buildings, furniture and furnishings is of paramount importance and an important part of education. Positively encourage youngsters to sit properly on chairs as opposed to side benches and tables.

Damage to the buildings or furniture should be immediately reported to the Site Manager and to the teacher responsible for the upkeep of such items. (Assistant Head/Head of Department).

Occasionally, accidents will occur. However, where damage is the result of unacceptable behaviour, then the students responsible are expected to pay for damage. Tutors, Year Managers, Heads of Departments and appropriate members of the management team will pursue claims against parents in whatever way is suitable for the particular incident.

The caretakers operate a Defect Report system on Yellow A5 slips. Any points in need of attention (faulty locks, damaged cupboards etc) should be briefly entered onto a slip and pigeon holed for the caretakers.

### **Academy Security**

#### **Introduction**

Academy security is now a central concern of all those concerned with Academies, students, staff, parents, governors, etc

The tragic events of 1996, in both Dunblane and Wolverhampton, have raised the need for Academies to strike a balance between being secure and safe in the pursuit of their aims whilst remaining open and accessible to the communities that they serve.

#### **Aims & Objectives**

The general aim of the Academy security is to provide a safe and secure environment which will facilitate the teaching, learning and general work of the Academy and its personnel. To achieve that aim, a number of objectives have been identified:

- Establishing and making known relevant procedures
- Liaising, as necessary, with other agencies
- Installing appropriate equipment
- Providing staff and when necessary, students with suitable equipment
- Allocating monies to Academy security
- Organising systems of supervision
- Liaising, as necessary with other campus users
- Monitoring, reviewing and updating the policy on a regular basis

### **Implementation**

The following actions help Academy security and are either standard in the life of the Academy or have been adopted as a response to the recent concerns.

- Registration, absence checks, fire drills, allocation of keys, first aid (named personnel), visitor access system and clear labelling to doors
- Police involvement eg intruders, crime prevention eg advice, legal services eg advice 'warning' letters
- Burglar alarms, intercom systems, outdoor lighting, panic alarm, notices and CCTV
- Radios to lunchtime supervisors
- Staff duties, lunchtime supervision, visitors' book and badges for on site visitors

### **Conclusion**

The issue of Academy security now attracts considerable attention, particularly from staff and parents. It is a prime purpose of the implementation of this policy to assure everyone concerned with Madeley Academy that all reasonable actions have been, and will continue to be, taken to ensure that the Academy remains a safe and secure place in which to work and be educated.

### **Academy Trips**

#### **Procedure**

There is now a full procedure for staff to go through in planning, organising, undertaking and reporting on a trip, short-term or long-term. The procedure involves checklists and proformas. All documentation is available from Resources.

Dorian Williams, Assistant Head, is responsible on behalf of the Headteacher for overseeing the procedure for Academy trips and should be approached for guidelines. A copy of the guidelines is also available from Resources. Additional forms have to be completed for:

- Foreign visits
- Hazardous environments