



LINCOLN ANGLICAN
ACADEMY TRUST
DIOCESE OF LINCOLN



Health and Safety Policy

Edenham C of E Primary School

Church schools serving their communities through excellence, exploration and encouragement within the love of God.

The diocese of Lincoln is called to faithful worship, confident discipleship and joyful service and our church schools bear witness to our belief that every child is made in the image of God and loved by Him. They were founded for the good of their local communities so that children can be educated through the values and stories of Christianity.

Policy Owner: LAAT CEO

Policy Date: September 2018

Policy Review Date: September 2019

Excellence Exploration Encouragement

Contents

Health & Safety Policy.....	1
Accident/ Incident Reporting Policy	3

Health & Safety Policy

We are committed to ensuring the health and safety of our staff, pupils and members of the school community and to providing a safe environment for all those attending our premises through regular assessments of risks in the workplace.

In particular we are committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities, consulting with our staff and providing appropriate information, instruction, training and supervision and taking steps to prevent accidents and cases of work-related ill health.

This policy applies to those working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff and volunteers (collectively referred to as staff in this policy).

In accordance with our health and safety duties, we are responsible for:

- Assessing risks to health and safety and identifying ways to overcome them.
- Providing and maintaining a healthy and safe place to work and a safe means of entering and leaving our premises, including emergency procedures for use when needed.
- Providing information, instruction, training and supervision in safe working methods and procedures as well as working areas and equipment that are safe and without risks to health.
- Ensuring that equipment has all necessary safety devices installed, that equipment is properly maintained and that appropriate protective clothing is provided.
- Promoting co-operation between members of staff to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation and the establishment of a safety committee, safety representatives and accident investigations where applicable.
- Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

The LAAT board of directors (the Board) has overall responsibility for health and safety and the operation of this policy. The board nominates the Headteacher in each academy or his/her representative as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

All staff must also recognise that everyone shares responsibility for achieving healthy and safe working conditions. You must consider the health and safety implications of your acts and/or omissions and take reasonable care for your health and safety and that of others. Any health and safety concerns should be reported to the Headteacher.

You must co-operate with the Headteacher, supervisors and managers on health and safety matters and comply with any health and safety instructions. You must take reasonable care of your own health and safety and that of others by observing safety rules applicable to you and following instructions for the use of equipment (including safety equipment and protective clothing). Any health and safety concern, however trivial it might seem, including any potential risk, hazard or malfunction of equipment, must be reported to the Headteacher.

You must co-operate in the investigation of any accident or incident that has led, or which we consider might have led, to injury. Failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

We are committed to providing information, instruction and supervision on health and safety matters for all staff as well as consulting with them regarding arrangements for health and safety management.

All staff must use equipment in accordance with operating instructions, instructions given by line managers and any relevant training. Any fault with, damage to or concern about any equipment or its use

Excellence Exploration Encouragement

must immediately be reported to the Headteacher. Employees must ensure that health and safety equipment is not interfered with and that any damage is immediately reported. No member of staff should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our Disciplinary Procedure.

Any accident at work involving personal injury should be reported to the Principal Health and Safety Officer so that details can be recorded in the Accident Book. All staff must cooperate with any resulting investigation. See separate Accident Investigation policy attached.

Details of first aid facilities and trained first aiders are displayed on the notice boards and available from the Headteacher.

If you suffer an accident at work you (or someone on your behalf) must report that fact to the Headteacher as soon as possible. All accidents should be reported, however trivial. The accident will be recorded in the Accident Book which is kept in the First Aid Room.

In the event of an epidemic or pandemic alert the Headteacher with support from the Local Governing Body will organise operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to the Headteacher or the LAAT Human Resources Department or the Occupational Health Department.

It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances. Failure to do so will be dealt with under our Disciplinary Procedure.

You should familiarise yourself with the instructions about what to do in the event of fire which are displayed on notice boards or available from the Headteacher. You should also know where the fire extinguishers are, ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency. Fire wardens are responsible for the effective evacuation of designated areas. In the event of a suspected fire or fire alarm you must follow their instructions. Regular fire drills will be held to ensure that our fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously.

You should notify the Headteacher as soon as possible if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the fire warden responsible for overseeing your evacuation and colleagues working in your vicinity.

If you discover a fire you should not attempt to tackle it unless you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire. On hearing the fire alarm, you should remain calm and walking quickly, not running, evacuate the building immediately following the instructions of the fire wardens. Do not stop to collect personal possessions, do not use the lifts and do not re-enter the building until you are told that it is safe to do so.

General workplace risk assessments are carried out when required or as reasonably requested by members of staff or management. Managers are responsible for ensuring that any necessary risk assessments are undertaken and that recommended changes to the workplace and working practices are implemented.

If you use a computer for prolonged periods of time you can request a workstation assessment by contacting the Headteacher. Information on the use of display screen equipment can also be obtained from the LAAT Human Resources department. Information on the regulation of manual handling can be obtained from Headteacher or the LAAT Human Resources department.

Excellence Exploration Encouragement

Accident/ Incident Reporting Policy

The Headteacher will investigate all accidents and near misses to determine their underlying cause for the purpose of ensuring that there is no recurrence and using the lessons learnt to improve health and safety performance within LAAT. LAAT adopts a no blame culture when investigating accidents for the purpose of improving health and safety performance.

The type and level of the investigation will be appropriate to the circumstances. Those involved in the accident investigation will be competent to be so and will be provided with adequate training, information and support. The investigation report will provide a factual account of the accident, draw objective conclusions and identify practical recommendations. Agreed actions will be implemented within realistic timescales.

In the event of an external investigation by the enforcement authorities, full cooperation will be provided.

Once the area has been made safe the accident should be investigated promptly by the Headteacher or by the person that he/she nominates. The decision as to who will investigate the accident will be made after consideration of the type of accident.

The level and type of investigation will depend on the circumstances and severity (or potential severity) of the accident.

The person conducting the investigation will (if necessary):

- obtain factual information regarding the accident, including the accident location, the time and date of the accident, the work activity being undertaken, the people involved and the sequence of events;
- conduct an inspection of the accident site once the area has been made safe, and take appropriate photographs;
- obtain written statements from all relevant parties;
- conduct and document interviews with relevant personnel;
- if relevant, obtain physical evidence (equipment, damaged products, etc.);
- obtain and review relevant documentation (training, inspection, maintenance records, work procedures, etc.); and
- review existing relevant risk assessments and corresponding arrangements.

Once the facts have been obtained, the investigator should draw conclusions and identify practical recommendations to ensure that the accident does not recur. Relevant risk assessments will be reviewed and, where necessary, updated following the accident report. The investigation report and form and any corresponding information will be kept for a minimum of three years.

If there is an accident connected with an employee's work, an employer may be under a duty to report this to the relevant health and safety enforcement authority. The reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requires employers to report and record certain work-related accidents. Examples are:

- the death of any person;
- a 'major injury' where there is an accident at work, a person sustains an injury and is taken to hospital;
- an accident as a result of which a person at work is incapacitated or is unable to do the full range of his or her normal duties for more than three days.