



ST PAUL'S ACADEMY

# Health and Safety Policy



*'You are God's work of art'  
Ephesians 2:10*

**Approved by: Sheila Ward  
(Principal) and Governors**

**Date: 21<sup>st</sup> February  
2024**

**Last reviewed on:**

February 2024

**Next review due by:**

February 2025

## **Statement of Intent**

The Academy recognises that ensuring the Health and Safety of staff, students and visitors is essential to the success of the academy.

We are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work-related ill-health.
- Meeting our legal responsibilities under health and safety legislation as a minimum
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing adequate information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the academy.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and Safety procedures will be adopted, and responsibilities will be appropriately assigned to ensure the aims of this policy are met. All Governors, staff and students will play their part in its implementation.

The policy applies to all relevant Academy activities and is written in compliance with all current UK health and safety legislation.

As part of the Induction Process and annual CPD all staff will be required to read this policy and sign using the My Concern platform.

## **Review Procedures**

This policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.

## **Roles and Responsibilities**

### **Introduction**

To achieve compliance with the Statement of Intent, the management team will have additional responsibilities assigned to them as detailed in this part of the policy.

### **The Governing Body**

The Governing Body is responsible for ensuring that:

- a) The health and safety policy statement is clear, and it promotes a positive attitude towards safety and health for staff and students.
- b) The Principal is aware of their health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policy and procedure revised as necessary.

### **The Principal**

To be accountable to the Governing Body for the effective implementation of this policy and to ensure the policy's objectives are fully met by:

- a) Plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) Providing final authority on matters concerning health and safety at work.
- c) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks appropriately.
- d) Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy.

### **Managers Responsible for Health and Safety**

The Business Manager and Premises Manager, working in conjunction with the appointed Health and Safety Consultants, Judicium, and will advise the Principal on Health and Safety Policy. Acting for and on behalf of the Principal, they have the responsibility for implementing and monitoring the policy, this is achieved by ensuring that:

- a) This policy is communicated and made available to all relevant persons.

- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated, and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) A report to the Governing Body on the health and safety performance of the academy is completed and reviewed termly.

### **Staff Holding Posts/Positions of Responsibility**

This includes the Senior Leadership Team, Heads of Faculty, Business Manager, Premises Manager and Office Manager. They must:

- a) Apply the Academy's Health and Safety Policy to their Faculty or area of responsibility and be directly responsible to the Principal for the application of the health and safety procedures and arrangements in their areas of responsibility.
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Business Manager.
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to Principal any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure the provision of sufficient information, instruction, training and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their health and safety.

- h) Ensure all accidents, incidents and near misses are recorded and investigated appropriately.

## **All Teaching staff**

Class teachers are responsible for:

- a) Exercise adequate supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the Health and Safety Procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Head of Faculty on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation.
- h) Regularly check their classrooms for potential hazards and report any observed to the Premises Manager, Deputy Premises Manager or the Business Manager.
- i) Report all accidents, defects and dangerous occurrences to the Principal and Premises Manager.

## **Executive Chef**

The Executive Chef is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the academy Health and Safety Policy and other associated policies.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work following policies, risk assessments, and procedures.
- d) Ensure that all food safety and hygiene training is up to date.
- e) Inform the Premises Manager, Deputy Premises Manager and Business Manager of any potential hazards or defects.
- f) Be familiar with the current Food Safety legislation including Natasha's Law and the implications so far as the academy is concerned.
- g) Ensure that non-catering staff do not use the catering facilities and equipment without the prior agreement of the Principal.

## **Health and Safety Meetings**

The Business Manager and the Premises Team meet weekly to discuss and review Health and Safety and report any concerns to the Principal.

## **All staff**

All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on Health and Safety issued by the Governing Body, or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Follow the guidance given in Health and Safety training received.
- d) Report all accidents and near misses as per the reporting procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Cooperate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager, Premises Manager and Business Manager of all potential hazards to health and safety, in particular those who are at serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify with regards to health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

## **Contractors and Visitors**

All visitors (including contractors) must report to reception and sign in on arrival.

Visitors and contractors must report any injuries to the Premises Team as soon as possible.

When the premises are used for purposes not under the direction of the Principal, then, subject to the explicit agreement of the Governing Body, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Premises Manager of any risks that may affect the premises, staff, students and visitors.

All contractors must be aware of this health and safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

## **Students**

Students are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **Academy Arrangements**

### **Introduction**

The following procedures and arrangements have been established within our academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **Accident Reporting**

All staff are required to ensure that all accidents are reported on Behaviour Watch using the first aid tab and complete an Accident Report Form which are kept in the reception office. The inclusion team will ensure that the accident is reported to the Governing Body and the Health and Safety Executive as appropriate.

### **Curriculum Safety (including off-site learning activities)**

Heads of Department are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.

The Heads of Departments will ensure that risk assessments are completed by all staff who organise and lead Educational Visits and these are checked by the Principal.

The risk assessments must be made known to all teaching and support staff and reviewed regularly. Guidance from CLEAPSS and other lead bodies should be adopted as appropriate.

### **Electrical Safety**

The Premises Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.

The Premises Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.

All staff must be familiar with school procedures and report any problems to the Premises Manager or the Deputy Premises Manager. Staff must not bring electrical equipment into the academy without the permission of the Principal.

### **Fire Precautions and Emergency Procedures**

The Principal is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually.
- b) The academy emergency plan and evacuation procedures are regularly reviewed.
- c) All staff complete Fire Safety Awareness training.
- d) A Fire drill is completed every term.
- e) The preparation of the Personal Emergency Evacuation Plan (PEEP) for staff and/or students with special needs.

The Premises Manager is responsible for:

- a) The maintenance and inspection of fire safety systems and reporting significant findings to the Business Manager and Principal.
- b) The maintenance of exit/escape routes and signage.
- c) Supervision of contractors undertaking hot work.

All staff must be familiar with the Academy Fire Emergency Procedures and the Fire Management policy.

### **First Aid**

The names of the qualified First Aiders are displayed throughout the Academy

All staff must be familiar with the arrangements for First Aid provision and the First Aid Medicines Policy.

### **Hazardous Substances**

The Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Principal. A member of staff who has completed COSHH Risk Assessment training will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision.



Substances used in D&T, Art, and science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

### **Adverse Weather Conditions**

The Adverse Weather Policy will be followed. The Premises Manager will report to the Principal and Vice principal (or Assistant Vice Principal's in their absence) daily the condition of the external areas following any heavy rain, snow and ice.

### **Inclusion**

The Academy complies with the Academy SEND and Inclusion Policy and all teaching and support staff should be familiar with this policy.

The Principal is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEND.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

Risk Assessments include consideration of needs of all students including those with SEND.

### **Lettings/use of Premises outside normal hours**

The Principal is responsible for ensuring that any use of the premises outside normal hours is managed in accordance with this policy, the Fire Safety Policy and the lettings policy.

The Assistant Principal and Business Manager are responsible for managing the arrangements for lettings.

### **Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Lone workers should not undertake any activities which present a significant risk of injury.

Premises and Senior Housekeepers may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday times. It is advisable to check in with family or another member of staff during such times, ensuring they know at regular intervals that all is well. All staff must sign in and out using the inventory system in reception.

Any member of staff working after 7.00pm must notify the Premises Team by emailing [premises@stpauls.greenwich.sch.uk](mailto:premises@stpauls.greenwich.sch.uk) their location and intended time of departure. Staff must leave the Academy by 8.45pm.

### **Managing Medicines and Drugs**

No student is allowed to bring medication into the Academy site without a letter of consent from his/her parent/carer.

Any medicine must be stored by the Academy Medical Needs co-ordinator.  
Staff must notify the Principal if they believe a student to be carrying any unauthorised medicines/drugs.

The First Aid and Administration of Medicines Policy provides detailed guidance, and all staff should be familiar with this policy and follow its requirements.

### **Maintenance and Inspection of Equipment**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Premises Manager.

Where Heads of Departments hold budgets for maintenance, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.

All faulty equipment must be taken out of use and reported to the Premises Manager. Staff must not attempt to repair the equipment themselves.

### **Manual Handling and Lifting**

The Premises Manager will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Manager, Deputy Premises Manager or Premises Officers for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

### **PE and Playground Equipment**

The Head of Department for Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

The Premises Manager is responsible for ensuring playground equipment is inspected at least annually by a competent person and regularly by the Premises team.

Risk assessments have been completed for all playground and PE activities, and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated storage area after use.

Students must not use the PE or playground equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Department and the Premises Team.

### **Risk Assessments**

The Principal is responsible for ensuring the responsibility for completing risk assessments is delegated to the person responsible for that area.

Heads of Department will undertake risk assessments for their specialist areas and provide copies to the Business Manager.

The Premises Manager will undertake risk assessments for Premises, Maintenance and Cleaning.

### **Security**

The Premises Manager and the premises Team are responsible for the security of the academy site and will undertake regular checks of the boundary fences, entrance points, outbuildings and external lighting.

Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception.

If a visitor becomes aggressive, staff should seek assistance.

Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Principal and Vice Principal.

### **Site Maintenance**

The Premises Manager is responsible for ensuring the safe maintenance of the Academy premises and grounds and ensuring cleaning standards are maintained.

The Premises team will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Business Manager.

All staff are responsible for reporting any damage or unsafe condition to the Premises Manager or Deputy Premises Manager by email [premises@stpauls.greenwich.sch.uk](mailto:premises@stpauls.greenwich.sch.uk) immediately. When the matter is urgent, this should also be communicated by phone on extension 145 or 146.

### **Smoking**

The Academy has a no smoking policy.

## **Training and Development**

The Business Manager is responsible for ensuring that all staff Health and Safety training needs are completed and provide any identified training.

All new staff will receive specific information and training as part of their induction process.

All staff will receive online Health and Safety and Fire Safety Awareness Training.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and Safety and Emergency Fire Drill Procedures will be a regular agenda item for the September INSET day in each new academic year.

## **Stress and Wellbeing**

The Governors and the Principal are responsible for taking steps to reduce the risk of stress in the Academy by taking measures to ensure colleagues are supported through:

- a) An environment in which there is good communication, support, trust and mutual respect.
- b) The provision of training to enable them to carry out their jobs competently.
- c) Control to plan their work and seek advice as required.
- d) Involvement in any significant changes.
- e) Clearly defined roles and responsibilities.
- f) Consideration of domestic or personal difficulties.
- g) Individual support, mentoring and referral to outside agencies.

## **Swimming**

External venues used by the Academy are visited by the PE department and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures.

Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices and at least one lifeguard are located around the poolside.

All teachers and students are made aware of the Swimming Pool Emergency Evacuation Procedures. This is refreshed following any change in teachers or students.

## Visitors

All visitors must sign in and out at the reception desk. This includes parents, contractors and peripatetic teachers/specialists. A badge will be issued which must be worn at all times whilst on the premises.

Visitors will be made aware of the emergency procedures and given safeguarding information.

Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area.

## Working at Height

The Premises Manager is responsible for the purchase and maintenance of all ladders on the premises.

All ladders conform to BS/EN 131 standard.

The Premises Manager is also responsible for completing risk assessments for all working at height tasks on the premises.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.

When decorations or displays need to be put at height, a small step stool must be used. Standing on desks, chairs or other furniture is **not permitted**.

## Harassment, Violence and Aggression

Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the Academy community, and all visitors can be confident that they are operating within a safe environment;

Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff;

Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault;

Individual student risk assessments or Care Plans will be completed when necessary;

Regular reviews to monitor the effectiveness of the control measures are completed;

The design of the Academy premises will take into consideration the risks of violence, aggression and harassment;

Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities;

Incidents of harassment, aggression or violence must be reported and recorded and investigated in accordance with the Accident Reporting Procedure;

If a member of staff is subject to workplace harassment, aggression or violence, the Academy will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

To enhance the learning environment and achieve a safe and secure community, the academy will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

### **New and Expectant Mothers**

Staff that is a new or expectant mother should notify their line manager as soon as practicable.

The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.

The Academy should consider these risks when completing the risk assessment:

- a) Working with hazardous substances
- b) Stressful environments
- c) Movement around the site (including stairs and distances between classrooms etc.)
- d) Doing duties that involve physical effort which might be too arduous;
- e) Standing for long periods
- f) Inherent risks in certain departments, e.g. PE, Science
- g) Manual Handling
- h) Working in a confined working space
- i) Using an unsuitable workstation
- j) Infectious diseases
- k) The provision of appropriate sanitary and rest facilities.

### **Supervision of students**

Staff will actively promote sensible, safe behaviour to students.

Dangerous or risky behaviour displayed by students will be addressed and dealt with within the Academy rules.

Students will only be allowed into or stay in classrooms with permission and under adult supervision.

Appropriate supervision of toilet access will be in place during lunch times and lesson changeovers.

### **Water hygiene management (control of Legionnaire' disease)**

The Business Manager will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the Premises Manager and specialist external contractors

The academy will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective;

The Academy will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

## **Conclusion**

This Health and Safety policy reflects the Academy's serious intent to accept its responsibilities in all matters relating to Health and Safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

## **Further Guidance and Resources**

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The Health and Safety lead in the school will keep under review to ensure links are current.

HSE

<https://www.hse.gov.uk/>

HSE - Sensible health and safety management in schools

<https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

Department for Education - Health and safety: responsibilities and duties for schools

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

- National Education Union (NEU) – Health and Safety Advice  
<https://neu.org.uk/health-and-safety-advice>

## Further Resources

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Schools and Colleges  
<https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf>