



NORTON PRIMARY ACADEMY

HEALTH AND SAFETY DOCUMENT OF POLICIES



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POLICY ON HEALTH AND SAFETY AT WORK REFERENCE HEALTH AND SAFETY AT WORK ACT 1974

1. Definition: Norton Primary Academy is the employer.

2. Aims and Objectives:

Norton Primary Academy is committed to establishing and implementing arrangements which will ensure that staff and students in the Academy will be safeguarded when on academy premises or engaged in off-site activities; and that the premises for which they are responsible are safe for visitors, as well as for students and staff.

Arrangements will comply as necessary with Local Authority guidelines and Health & Safety Policy statements, in addition to guidelines and recommendations set out by the Health & Safety Executive.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as needed for this purpose. We also accept responsibility for the health and safety of other people who may be affected by our activities. Norton Primary Academy has therefore agreed to:

- (a) Maintain necessary, current knowledge and keep contact with outside bodies to comply with any developments affecting legislation, codes of practice or other technical or guidance material relating to Norton Primary Academy's activities.
- (b) Circulate this information within Norton Primary Academy.
- (c) Ensure that all UK & EC legal requirements are met and that steps are taken to comply with changes in these requirements.
- (d) Train the Site Supervisor in accident prevention so that safe methods are used and training needs are systematically reviewed.
- (e) Ensure that all Health and Safety factors and construction, design and management regulations are taken fully into account when new methods or premises are being planned, or when changes in existing methods are considered.
- (f) All employees will receive the appropriate training relevant to their duties and/or assignment, which will include the availability and use of medical facilities and details of authorised first aid personnel.
- (g) All employees will receive the appropriate Health and Safety training, in accordance with current UK and EC legislation.

Monitoring to ensure that all employees comply with this policy will be undertaken by managers and also by regular audit procedures.

The responsibilities for Health and Safety matters and the particular arrangements which are made to implement the policy are set out below.

The policy will be reviewed annually, or when best practice has been identified or when legislation changes, to reflect the effect of the policy on Norton Primary Academy.

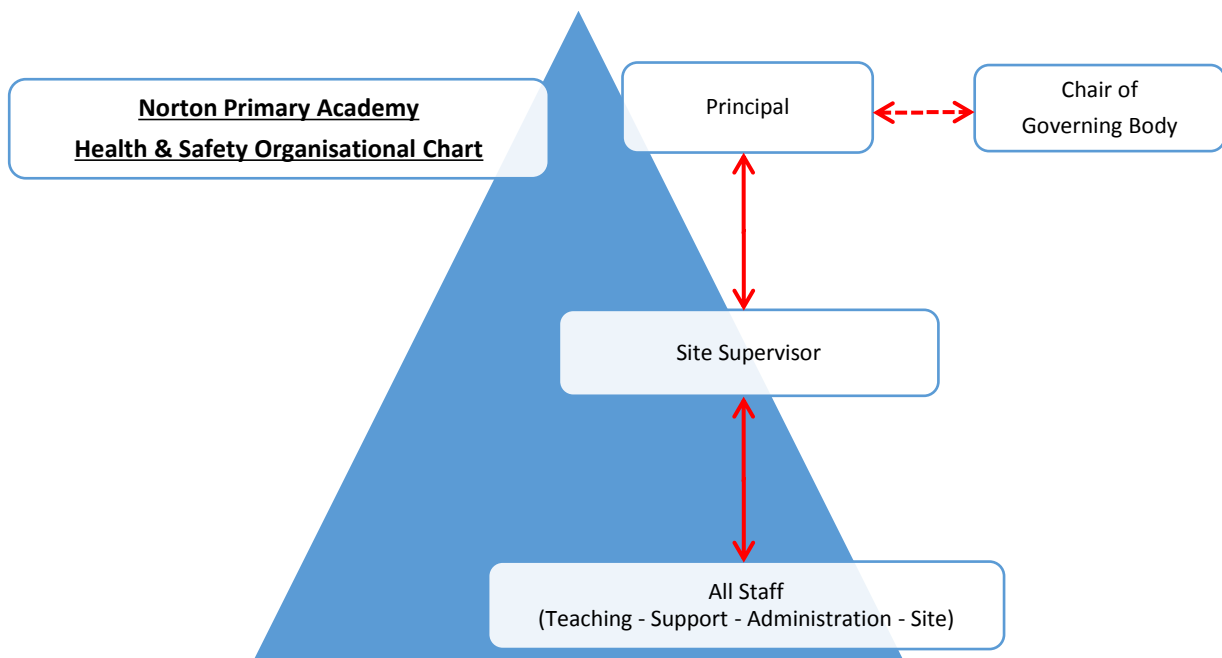
3. Responsibilities and table of organisation:

Overall and ultimate responsibility for Health and Safety Policy and related matters rests with the Principal. Day-to-day responsibility for implementation of this policy is that of the Site Supervisor.

The Health and Safety at Work Act (HASAW) places a duty on employees to take reasonable care for the Health and Safety of themselves and any other people who might be affected by their acts or omissions. They are also under a duty to co-operate with their employer and others to enable them to comply with statutory duties and requirements. In addition, employees must not intentionally or recklessly misuse anything provided by the employer or anyone else in the interests of Health and Safety or Welfare.

All employees will be made aware of Norton Primary Academy's Health and Safety Policy statement.

Whenever an employee becomes aware of a Health and Safety hazard or potential hazard which they are not able to put right, they should report this to the Site Supervisor.



4. General Arrangements:

Review of Policy

The Norton Primary Academy will review the General Policy of Health, Safety & Welfare whenever appropriate but this will not exceed 12 months.

Accidents and Illnesses

Appropriate areas will display details of the arrangements in place to deal with accidents occurring within the Academy. First Aid will be administered by a competent person who will enter details of the



incident into the Accident Book; this competent person will also take responsibility for ensuring that adequate supplies are maintained in the first aid box. First Aid boxes will be held at various appropriate locations.

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be complied with.

In order to record and/or report, it may be necessary to undertake proportional and appropriate incident investigations.

Lone & Vulnerable Workers

Assessments will be made to identify the measures required to protect employees from risks associated with working in remote areas of the Academy site, working outside 'normal' hours, working in a physical condition which may put them at increased risk or working by themselves. This will extend to working with others who may pose a threat to the wellbeing of the employee.

General Fire Safety

Appropriate areas will display a notice detailing the arrangements covering fire alerts.

Training

Employees will receive all the training necessary to ensure that they are able to undertake their role safely. Records of such training will be maintained by Norton Primary Academy.

Specialist Training

The training will be specified through Training Needs Analysis with the Site Supervisor.

Contractors and Visitors

Within the Academy, the employee being visited will take full responsibility for ensuring that visitors act in a safety conscious manner and in accordance with this Policy.

Hazards

Whenever hazards or potential hazards are detected, it is the Site Supervisor responsibility to initially investigate such reports and to take the necessary corrective action. Records of the action taken will be maintained and appropriate responsible persons informed.

Housekeeping and Premises

Cleanliness - Employees are responsible for ensuring the cleanliness and tidiness of their own areas of work.

Waste Disposal - All waste will be placed in bins provided, and disposed of in accordance with current legislation.

Safe Stacking and Storage – All items, materials and substances will be stored in an appropriate manner. All infringements will be reported immediately to the Site Supervisor.



Marking and keeping clear gangways, exits etc. - All infringements will be reported immediately to the Site Supervisor. All fire exits will be kept clear at all times.

Electrical Equipment

Only electrical equipment provided and authorised by Norton Primary Academy may be used. The Site Supervisor must check its suitability.

Machinery

Instruction for the use of equipment will be given by the Site Supervisor or the delegated representative. Potentially dangerous equipment will have operating instructions/safety instructions prominently displayed. Employees will have undergone appropriate training before operating such equipment or machinery. Records of such training will be maintained.

Substances Hazardous to Health (COSHH)

Procedures for dealing with substances hazardous to health will be detailed in accordance with current legislation.

Management of Health and Safety

Risk Assessments will be carried out in the workplace to identify any hazard. Hazards will be prioritised in terms of risk and corrective measures taken to reduce that risk. The results of assessments and the action taken will be recorded in such a manner as to be retrievable upon request.

Display Screens

DSE Assessments will be carried out at workstations of employees who are "computer users" and the Assessment will be recorded.

Current legislation will be complied with.

The Provision and Use of Work Equipment (PUWER)

All current legislation regarding tools or plant must be compliant with PUWER to ensure it is safe.

Assessments will be carried out under the responsibility of the Site Supervisor. All tools and equipment will be inspected as to its suitability for use. This will include refurbished tools and equipment.

Personal Protective Equipment at Work (PPE)

The use of PPE as a means of protecting persons from injury must be 'as a last resort'. Every other means available to the Norton Primary Academy to eliminate or reduce possible causes of harm must be considered first. A risk assessment will be completed in line with the Academy Policy.

Manual Handling

All areas of manual handling will be assessed for risk. The assessments will take into account the task, the load, the working environment and individual capability. Specialist training will be given when the need is identified.

The Workplace (Health and Safety and Welfare)



Continual assessment and monitoring will ensure that the workplace complies with all Health and Safety legislation; procedures shall consider the effects on the workforce in general. All workplace systems, devices and any other equipment shall be properly maintained.

Construction (Design and Management)

All persons employed or retained will be competent. Adequate safety resources and training will be allocated to reflect CDM Regulations. These duties will extend to the control of asbestos and reflect the requirements for the Control of Asbestos Regulations.

Health and Safety Consultation with Employees

The Norton Primary Academy will consult with employees regarding matters arising out of Health, Safety and Welfare.

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COSHH POLICY

The objective of this Policy is to ensure that the Norton Primary Academy is compliant with the requirements as laid down within the Control of Substances Hazardous to Health Regulations 2002 (COSHH). The responsibility for ensuring that the provisions of this Policy are adhered to lies with the Principal as specified within the Academy's Health and Safety Policy.

Areas Covered

COSHH refers to substances, which can cause injury and ill health. They are:

- Substances or mixtures of substances classified as dangerous to health under the current Chemicals (Hazard, Information and Packaging) Regulations 2009 (CHIP). Their warning label can identify these.
- Substances with occupational exposure limits.
- Any kind of dust in a substantial concentration.
- Any other substance, which has hazards to people's health but which for technical reasons, may not be specifically covered by CHIP.
- COSHH Assessment

A competent employee will identify hazardous substances present by carrying out an assessment. A COSHH Assessment form will be completed for all hazardous substances found. A specific storage area will be identified and clearly marked for all such substances and a copy of the assessment form will be held on file in that area.

Frequency of Assessments

Following the initial assessment, each area will be reassessed on an annual basis.

Training of Staff

All employees who are exposed to hazardous substances will receive training on the nature of the substances and the precautions to be taken. Then training will be repeated as and when it is deemed necessary.

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WORKING WITH VDU'S POLICY

The objective of this Policy is to ensure that the Norton Primary Academy is compliant with the requirements as laid down within the Health and Safety (Display Screen Equipment) Regulations 2013. The responsibility for ensuring that the provisions of this Policy are adhered to lies with the Academy.

Workstation Assessment

All workstations within the Academy will be assessed to identify any risks in respect of the hardware in use, the environment and any factors specific to the individual using the equipment.

The assessment carried out will ensure that the workstation meets the standards as laid down within the Regulations.

Training

The Norton Primary Academy will provide sufficient training to employees to ensure that they are fully aware of how to use all aspects of their workstation equipment safely and how to make best use to avoid health problems.

Planning of Work

Work will be planned within each area to provide breaks for users utilising VDU's or a change of activity to prevent constant exposure to the VDU screen.

Eyesight Tests for Employees

Display Screen Equipment users will be:

- Granted time off to undertake eye and eyesight tests.
- Have paid for eye and eyesight tests to determine the need for corrective appliances.
- To have reimbursed the cost of a corrective appliance or be provided with a financial contribution towards appliances which, for personal reasons exceed the maximum contribution.



MANAGEMENT OF HEALTH AND SAFETY AT WORK POLICY

The Norton Primary Academy recognises that priority must be given to ensure that a safe working environment is available to all employees by complying with the Management of Health & Safety at Work Regulations 2003.

Competent persons will define any hazards to identify risks and carry out assessments of the workplace or proposed workplace. The Norton Primary Academy will continually work to remove or reduce any risk to health and safety that may occur or be otherwise identified.

All assessments will be recorded and the results of such assessments or the action taken will be likewise recorded in such a manner that the information will be retrievable.

Where risks or hazards are identified, action taken will be clearly indicated to show how the risk or hazard was mitigated.

No employee will be required to work in any situation where it is assessed that there is serious or imminent risk to their well-being.

Any risk or hazard identified will be communicated to the workforce by the quickest possible means.

All employees will receive training upon their initial employment with the Norton Primary Academy. They will receive further training as and when the situation dictates, especially if their job role changes, a new process or equipment is introduced, or if their responsibilities should change.

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THE WORKPLACE (HEALTH SAFETY AND WELFARE) POLICY

The Norton Primary Academy recognises that the workplace designated for employees must be suitable for the purpose. Consideration must be given to the workplace in general and its effect on personnel.

The Norton Primary Academy shall ensure that facilities such as washing, drinking water and sanitary facilities will be provided.

The Norton Primary Academy shall ensure that sufficient amounts of fresh or purified air are available and that a reasonable temperature is maintained during working hours.

There will be sufficient lighting and so far as is reasonably practicable this will be natural light. Emergency lighting will also be in place.

All floors, walls, furniture and fittings will be kept clean and maintained in good order.

All workstations and seating will be suitable to carry out the work required and will be able to be vacated quickly in the case of an emergency.

There will be sufficient space for health and safety purposes.

All workplace systems, devices and any other equipment will be properly maintained in a safe condition.

Traffic routes, in particular emergency routes, will be maintained in good condition and clearly signposted as applicable.



MANUAL HANDLING POLICY

The Norton Primary Academy recognises that employees may be required to manually handle loads in the workplace. Where manual handling and/or the lifting of a load is part of the normal duties of an employee or a particular group of employees, the Norton Primary Academy will consider the following:

- Wherever possible manual handling will be 'avoided'.
- All areas of Manual Handling will be assessed for risk as required under the Manual Handling Operations Regulations 1992. The assessment will take into account the task, the load, the working environment and individual capability.
- All assessments and results will be recorded and monitored and reviewed when necessary.

Where a specific situation requires the manual handling and/or the lifting of loads as part of normal duties, further training relevant to the task will be provided before any employee commences manual handling and/or lifting duties.

Appropriate training will be given where mechanical devices can be substituted for manual handling.

The Norton Primary Academy recognises that where more than one employee is involved in lifting any one item, training must be delivered in the methodology of team lifting and carrying.

The Norton Primary Academy recognises that Manual Handling and/or the lifting of loads is not an ideal method and will endeavour to find alternatives before assigning employees to duties that involve manual handling techniques.

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LONE AND VULNERABLE WORKERS POLICY

The Norton Primary Academy recognises its duty to identify, consider and resolve health and safety risks before employees should be allowed to work alone. The Academy is responsible for the health and safety of those affected by their work activities.

Lone workers are those who work by themselves without close or direct supervision, including those who work separately from others and those who work outside 'normal' working hours.

Vulnerable workers are those who are exposed to risk of harm due to uncontrollable external factors.

The Norton Primary Academy will identify the potential hazards faced by lone or vulnerable workers and assess the risks involved both to the lone or vulnerable worker and to any person who may be affected by their work. The Principal will delegate this assessment task to the Site Supervisor, who will:

- Involve and consult staff during the risk assessment and ensure adequate control measures are in place (including instruction, training and personal protective equipment).
- Review risk assessments annually or when there has been a significant change in working practices.
- Provide help or support if the risk assessment shows that the work may not be carried out safely by a lone or vulnerable worker.

The Norton Primary Academy shall identify situations where staff work alone and ask such questions as:

- Does the workplace present a special risk to the lone or vulnerable worker?
- Are there any chemicals or hazardous substances being used that may pose a risk to the worker?
- Does the work involve lifting objects too large for one person?
- Is more than one person needed to operate essential controls for the safe running of equipment or transport?
- Is there a risk of violence?
- Are young, pregnant or disabled workers particularly at risk if working alone?
- Are there any other reasons why the individual may be more vulnerable than others (e.g. a trainee)?
- If the lone worker's first language is not English, are suitable arrangements in place to ensure clear communication especially in an emergency?



- If a person has a medical condition, are they able to work alone?

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ELECTRICITY AT WORK POLICY

Employees will not be involved in the installation/maintenance/repair of any electrical services unless they have received the appropriate training.

Because of the nature of the Norton Primary Academy's business, employees may be required to operate electrical equipment. Only equipment provided and/or authorised by the Academy may be used.

The Site Supervisor must check for its suitability.

Such checks of suitability may be carried out during a risk assessment.

All assessments will be recorded and the results of such assessments and action taken will be likewise recorded and the information will be retrievable.

All electrical equipment will be maintained and used in accordance with the manufacturer's specification and regular servicing will be carried out in line with this specification. Any electrical equipment found to be faulty will be immediately removed from service and clearly labelled as such. All equipment removed from service will be inspected and repaired where necessary by a competent person prior to its return to service.

The use of equipment removed for safety reasons will be considered a serious breach of discipline.

A 'competent person' will carry out regular checks of all electrical equipment and results will be recorded as appropriate.

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HEALTH AND SAFETY TRAINING POLICY

As a caring and responsible employer, the Norton Primary Academy recognises that they will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. This cannot be achieved without providing information, instruction and training to all employees regardless of their status or job description; therefore training for all employees will be delivered as required and appropriate.

Training needs will be assessed and development provided as necessary to meet the requirements of Health and Safety legislation.

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ENVIRONMENT POLICY

The Norton Primary Academy recognises that their activities impact upon the environment both through routine internal operations, infrastructure development, influence and effects on the wider community. The Norton Primary Academy acknowledges a responsibility for, and a commitment to, protection of the environment at all levels. The Norton Primary Academy will comply fully with the environmental legislation and is in addition committed to continual efforts to:

- Promote environmental management policies and practices at every level and in each area of the Norton Primary Academy.
- Increase awareness of environmental responsibilities among staff.
- Minimise waste and pollution and develop and operate environmentally sound waste management procedures.
- Continue to reduce the consumption of fossil fuels and to incorporate long term strategies for energy efficiency into planning and development.
- Continue to encourage the use of modes of transport by staff which minimise environmental impact, and to apply environmentally friendly principles to the operation of the Norton Primary Academy owned vehicles.
- Reduce water consumption.
- Promote a purchasing policy which will give preference, as far as is practicable, to those products and services which cause the least harm to the environment.
- Avoid wherever practical, the use of environmentally damaging substances, materials and processes.
- Influence the maintenance of grounds and buildings, of the Norton Primary Academy, in an environmentally sensitive way, having regard to the protection of local natural habitats and preservation of biological diversity where applicable.
- Consider environmental factors in respect of the growth of the Norton Primary Academy as far as is practical, to reduce harmful environmental impacts and to integrate new developments into the local environment.
- Work with local, national and other agencies, as appropriate, to promote environmental policies.

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INSPECTIONS AND SAFETY AUDITS

The Norton Primary Academy will routinely conduct inspections and audits.

The purpose of these inspections and audits is to ensure:

- The health and wellbeing of the employee or others that may be affected by the undertaking.
- Legislative obligations are being met.
- Deliver any on-site training or rectify any identified training needs.

All inspections will be recorded and the results of such inspections and action taken will be likewise recorded and the information will be retrievable.

Where any Health and Safety issue is identified, corrective action will be completed and recorded.

Regular risk assessments will take place and the findings recorded.

Any risk or hazard identified will be communicated to the workforce by the quickest possible means and that hazard removed or the risk minimised as far as practicably possible.

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VIOLENCE AT WORK POLICY

The Norton Primary Academy recognises that its employees should not be exposed to any form of violence in the workplace. This policy is also extended to include:

- Threats of Violence
- Intimidation
- Harassment
- Abuse
- Coercion
- Extortion

The Norton Primary Academy actively discourages all behaviour that can be construed to be 'violence' and recognises the need for employees to be able to work without threats or implied threats.

Employees, who feel that they are a victim of any form of violence in the workplace, are actively encouraged to bring it to the attention of the Site Supervisor or other person as the situation dictates. The Academy is committed to dealing with any complaint fairly, discreetly, promptly and without bias.

This Violence at Work Policy is operated in conjunction with the Academy's discipline and grievance procedures.

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FIRST AID POLICY

The Norton Primary Academy is committed to providing suitable and sufficient first aid provision. All staff will be made aware of the procedures to be adopted in the event of injury or medical emergency.

An assessment of first aid needs will be completed to ensure adequate first aid provision is available including competent persons, appropriate equipment and suitable facilities

Each appointed First Aider will be responsible for the maintenance of the first aid box and its contents.

All members of staff will be advised who their First Aider is, how to contact them and the location of first aid equipment.

All First Aiders will be required to provide first aid assistance within the limits of that which they are competent to do.

In the event of injury or illness resulting in first aid being administered, the First Aider will ensure that a record is made in respect of first aid treatment. The First Aider will ensure that any injury or illness which is required to be reported, in accordance with RIDDOR, notifies the responsible person for reporting purposes.

In the event of a child bumping their head whilst at school a phone call will be made to inform parents.

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HEALTH AND SAFETY CONSULTATION WITH EMPLOYEES POLICY

The Norton Primary Academy is committed to consulting with staff on matters arising out of Health, Safety and Welfare. These matters include the following:

- The introduction of any measure which may substantially affect their health and safety at work.
- Arrangements for getting competent people to help them comply with health and safety law.
- The Academy will give information on the hazards and risks arising from work activities. Measures to reduce or eliminate these risks will be implemented.
- The planning and organisation of health and safety training.
- The health and safety consequences of introducing new technology.

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