



Premises Management Health and Safety Policy

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Reviewed by: N Milliner/A McDonnell

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Governing Body Policy Statement

The Governing Body believes that ensuring the Health and Safety of staff, students and visitors is essential to the success of the academy.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive Health and Safety culture through communication and consultation with staffs and their representatives on Health and Safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities and support exist at the academy
- k) Ensuring adequate resources are made available for Health and Safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and students will play their part in its implementation.



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Introduction and Scope

- 1 To comply with the Governing Body's Statement of Intent the academy's normal management structure have had additional responsibilities assigned. The details relating to the additional responsibilities can be seen in the Academy's Health and Safety Policy.
- 2 The Health & Safety at Work etc. Act 1974 and subsequent health and safety legislation states that all staffs have health and safety responsibilities when at work.
- 3 This document underpins the Governing Body's commitment to fully comply with all matters relating to health and safety in the workplace.
- 4 This policy reinforces the ethos/culture of the Academy in relation to the importance of health and safety of all at President Kennedy School.

Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

Premises Management Health and Safety Objectives

- 5 It is the objective of the Site Services Team to:
 - Ensure that there is an effective system in place for the reviewing of the departmental policy on an annual basis.
 - Ensure that the Estate is efficiently and effectively managed at all times
 - Ensure that safe systems of work are in place and adopted by departmental teams
 - Ensure that the working environment is safe and fit for purpose at all times
 - Ensure that all statutory and mandatory inspections are carried out in accordance with best practice and/or industry standard and in line with the requirements of the contract with the ESFA and FES FM
 - Regularly review practices and procedures to ensure health and safety responsibilities are appropriate for departmental staff
 - Ensure the provision of information, training, instruction and supervision for all departmental staff in respect of health and safety
 - Ensure that department teams keep records of Health and Safety information, Risk Assessments, training records and up-dates to legislation
 - Ensure the provision of appropriate levels of personal protective equipment and other associated items
 - Promote positive dialogue (including half termly Health and Safety Committee meetings) between departmental staff, health and safety representatives and management on matters pertaining to health and safety
 - Actively encourage the involvement of departmental staff in health and safety matters relating to the academy environment



Operations Manager/ Facilities Manager Responsibilities

- 6 The Operations Manager/ Facilities Manager has the following responsibilities:
- To co-ordinate and manage the annual risk assessment process for the academy.
 - To make provision for the inspection and maintenance of work equipment throughout the academy.
 - To ensure that the Estate is maintained in good order at all times and that housekeeping is of a high standard across the site.
 - To ensure that all statutory and mandatory inspections are carried out and all associated remedial works are actioned appropriately, in a timely manner and in accordance with current best practice/industry standards and in line with the requirements of the contract with the ESFA and FES FM.
 - To ensure that the adequacy of first aid and portable fire safety equipment and its serviceability and availability at all times.
 - To manage the keeping of records of all health and safety related activities including management of building fabric and building services in liaison with the in-house Site Service team, third party providers and other contractors.
 - To advise the Head teacher or designated persons of situations or activities which are potentially hazardous to the health and safety of staff, students, visitors and contractors.
 - To lead Health and Safety Committee meetings on a half termly basis, circulate agendas and actions and post on the Health and Safety site on the academy portal.
 - Ensure the adequacy of health and safety training within the Site Service team, Cleaning team and those working in high risk areas, e.g. Technology, Science, PE and Art.
 - Ensure that departmental health and safety policy is up to date and reflective of current best practice including risk assessments and safe working practices.
 - To ensure as far as reasonably practicable that Subject Leaders in high risk areas have adequate health and safety control measures in place including risk assessments/ method statements and share the development of these with their department teams.
 - Ensure the provision of appropriate resources including PPE to enable safe working practices across the site.
 - Ensure the maintenance and repair of all items of equipment including disposal at end of life in line with HSE guidance.
 - Ensure that new staff receive appropriate levels of health and safety information as part of their induction. A copy of the Health and Safety Policy is included in the Induction pack for which newly appointed staff sign to confirm they have received and read. Records are kept by the HR team in personnel files.
 - To take appropriate action in respect of a situation that poses a threat to the health and safety of staff, students, visitors and/or contractors.
 - To ensure that RIDDOR incidents are reported in accordance with the requirements of the Health and Safety Executive.
 - Inform senior management of any breach in statutory legislation and/or issues of unsafe practice that require third party specialist support.
 - To respond appropriately to all concerns/hazards raised by staff in support of teaching and learning.

- To ensure the health and safety of staff, students and visitors is considered in relation to extra-curricular activities and community events.
- Carrying out any other functions devolved by the Head teacher and/or Governing Body that underpin the core principles set out within the health and safety policy of the academy.

Site Service Officer Responsibilities

7 The Site Service Officer has the following responsibilities:

- Read and familiarise themselves with the Academy's Health and Safety Policy.
- Apply the academy's Health and Safety Policy and Departmental Policy and/or relevant Health and Safety Codes of Practice that impact their department and/or area of work.
- To be directly responsible to the Facilities Manager for the application of health and safety systems, processes and procedures as they go about their daily duties.
- To take reasonable care of their own health and safety, and that of others who may be affected by their actions or omissions.
- To take part in health and safety training in support of the needs of the department and their role/duties.
- To implement instruction and training as they go about their duties in order to make a positive contribution to their own health and safety.
- To adhere to activity specific risk assessments and method statements when going about their duties.
- Ensure that safe systems of work are adopted at all times including a high standard of departmental housekeeping.
- To work proactively to identify and resolve health and safety issues and general site issues raised by staff ensuring jobs are prioritised and completed in a timely manner.
- To report issues that cannot be resolved in house on the FES FM Helpdesk: PSBPMidlands@fes-group.co.uk or 01786 458851.
- Ensuring that their area of responsibility is safe and fit for purpose at all times including reporting issues as required.
- Supporting the investigation of accidents, incidents and near misses that occur within their area of responsibility.
- To report any concerns to the Facilities Manager regarding the health and safety performance of the department, school buildings or site.
- To report all accidents, incidents, defects and dangerous occurrences to the Facilities Manager and the Operations Manager.

Facilities Staff Responsibilities (including Catering and Cleaning)

- To take reasonable care of their own health and safety, and that of others who may be affected by their actions or omissions.
- Comply with the Academy's health and safety policy and associated procedures at all times – particularly fire, first aid and other emergency procedures.
- Co-operate with the Academy's senior management by complying with all relevant health and safety law.

- Use all work equipment, substances and resources in accordance with instruction, training and information received.
- Report to the Facilities Manager any hazardous situations and defects in equipment found in their area of work.
- Report all incidents in line with the academy's incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Inform their Line Manager of what they consider to be shortcomings in the Academy's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with appointed Trade Union Health and Safety Representative(s).

Provision of Health and Safety Training

- 8 All Site Service staff will receive an introduction to health and safety training in the workplace. This will be supplemented with on-going refresher training commensurate with the role and level of responsibility. Health and Safety training is provided through FES training and ToolBox talks and records are held.

First Aid

- 9 All staff will receive first aid treatment in accordance with the nature of the injury by a qualified first aider should the need arise. If, however, during the assessment and/or treatment process further assistance is deemed necessary the first aider will contact the emergency services. Minor accidents should be recorded in a department First Aid book and reported to the academy's First Aid Officer. During extended work hours a qualified First Aider is on site working within the community team.

Emergencies on Site

- 10 Fire Alarm checks should be undertaken weekly, testing a different part of the school on each occasion. Tests are recorded and dated by the responsible SSO.
- 11 Fire alarm activation – staff are to:
- Check the fire panel and identify the point of activation
 - Inform the Operations Director of location evacuation of the building by the safest/nearest exit point(s)
 - Assist the emergency services in accessing the school site
 - Make their way to their designated post or designated assembly area.
 - Report to their designated Fire Warden.
 - Check all staff/students with PEEP's are safely evacuated from Refuge Rooms.

NB – Life comes before property. At no point in the emergency response process is a Site Service team member to re-enter a building

- 12 First Aid callout – staff are to:
- Attend the location of the incident
 - Under the direction of the first aider provide assistance as requested
 - Assist the emergency services in accessing the school site
- 13 Bomb alert – See business continuity plan
- 14 Flooding – See business continuity plan

Severe Weather (See Adverse Weather Policy)

- 15 In the event of severe weather conditions being forecast the Facilities Manager is to:
- Monitor the weather conditions
 - Ensure adequacy of resources, e.g. salt bins full, rock salt, snow shovels and the like are serviceable and available
 - Prepare resources in readiness to respond to need, e.g. attach snowplough and grit spreader to truck
 - Ensure PPE is in place and is adequate

As far as is reasonably practicable and safe to do so the Site Service team is to support the Governing Body in meeting its statutory obligation to ensure that the site is safe for staff and students to occupy.

Accidents, Incident and Near Misses (incl RIDDOR)

- 16 All accidents, incidents and near misses are to be investigated by a designated member of staff. Where reasonably practicable the Site Service team is to take steps to remedy cause at the earliest opportunity.
- 17 The Site Service team are to undertake their duties in accordance with established methods of work and agreed risk assessments so as to avoid as far as is reasonably practicable accidents, incidents and or near misses.
- 18 The Operations Manager is to report all accidents and/or incidents in accordance with RIDDOR guidance.

Method Statements and Risk Assessments

- 19 The Operations Manager and Facilities Manager are to ensure that risk assessments are in place and appropriate to the range of activities undertaken by the Site Service team.
- 20 The Operations Manager and the Facilities Manager should review all departmental risk assessments at least annually and/or following notification of a change in practice.
- 21 The Facilities Manager is to monitor the implementation of risk assessments/method statements to ensure safe working practices within the Site Service team

Access Control – Contractors on Site (including Safeguarding)

- 22 See Visitor Management Policy.

Monitoring and Control of Contractors on Site

- 23 Under the direction of the Facilities Manager the Site Service team is to ensure that all new contractors are inducted onto site prior to the commencement of any works.
- 24 Contractors are to be briefed regarding health and safety matters pertaining to the site - See sub-contractors health and safety guide, school site plan and information sheet.

- 25 The Site Service team are to monitor works in progress and report any concerns to the Facilities Manager and/or the Operations Manager.
- 26 The Operations Director will act as the first and main point of contact in relation to contractors on site linked to the second phase of the New School Build.

Management of Asbestos on Site (related to retained buildings only)

- 27 The Facilities Manager to familiarise themselves with the Local Asbestos Management Plan and share information with the rest of the team
- 28 The Site Service team are to draw to the attention of all contractors the Asbestos Management Survey prior to the commencement of intrusive works, maintenance inspections, maintenance works and the like.
- 29 The Facilities Manager to undertake 6 monthly checks of identified areas with asbestos and keep records of these checks.
- 30 It is the School's aim to ensure that:
 - Nobody is harmed by the continuing presence of ACM contained within the fabric of the buildings and/or equipment;
 - ACM remain in good condition; and
 - Nobody disturbs ACM accidentally
- 31 It is known that asbestos exists within the fabric of the buildings – See Local Asbestos Management Policy.

Control of Substances Hazardous to Health Regulations (COSHH) on Site

- 32 The Site Service team is to undertake its statutory duty to store, handle, use and dispose of all chemicals and substances in accordance with COSHH Regulations 2014.
- 33 The Facilities Manager is to ensure that all Site Service staff undergo induction training prior to handling potentially hazardous materials such pool chemicals/substances.
- 34 The Facilities Manager is to ensure that appropriate COSHH data sheets are in place, up to date and communicated to the Site Service team.

Manual Handling

- 35 All SSOs to receive training.
- 36 All Site Service staff required to handle awkward and/or heavy items of equipment and the like are to as part of their role be trained to do so in order to limit as far as is reasonably practicable the potential to cause harm or injury to themselves or others.
- 37 The Facilities Manager is to ensure that adequate resources are available for the Site Service team to handle awkward items of equipment, furniture and the like.

Plant, Equipment and Machinery Maintenance and Inspection

- 38 The Operations Manager and Facilities Manager are to oversee the academy's statutory obligation to ensure all plant, equipment and machinery is inspected in accordance statute and/or best practice.
- 39 Other routine inspections are carried out by the SSO team in accordance with best practice.
- 40 The Facilities Manager with the support of the Site Service team is to ensure that all maintenance works are carried out in accordance with best practice and/or industry standard whichever is the higher.

Electrical Maintenance Inspections (including lighting and fixed wire)

- 41 The Operations Manager and Facilities Manager are to ensure that all statutory electrical equipment inspections are actioned. This includes the following:
- PAT testing
 - Annual inspections
 - 5 Yearly electrical inspections
- 42 All new electrical equipment is to be tested within the first 12 months of being on the Academy site.
- 43 All electrical works is to be undertaken by a competent person. And all new works will be accompanied by an Electrical Test Certificate following practical completion.
- 44 Items that fail PAT testing will be safely disposed of in accordance with the site waste transfer notice.

Gas Safety

- 45 The Operations Manager and Facilities Manager are to ensure that the School complies with all its statutory duties including the inspection and maintenance of all gas appliances.

Water Hygiene

- 46 The Site Service team will endeavour to comply with all statutory requirements in respect of water management on the academy site using a specialist consultant for this purpose.
- 47 Routine flushing will be undertaken. In line with the requirements of the contract with FES FM.

Waste

- 48 The Site Service team will ensure as far as is reasonably practicable that all waste generated as a consequence of the School's activities is disposed of in accordance with established protocols and practices and the site waste transfer notice.

Permit to Work (including excavations, working at height, roof safety and hot works)

49 Permits to work are arranged through FES FM.

Asset Management

50 The Operations Manager is to ensure that the academy site is effectively managed through the Site Service team. A system of routine non-intrusive inspections is to be undertaken by the Site Service team under the direction of the Facilities Manager. All defects are to be recorded, prioritised and remedial works actioned in accordance established KPI's as set out below:

Emergency – immediate response (Area is to be made safe within 20-30 mins) and essential follow up works addressed same day

Urgent works – completed in 1 to 2 days

Routine works – completed in 3 to 5 days

Planned works – completed in 7 to 10 days or in a holiday period subject to the extent of the works

Working Environment

51 The Facilities Manager is to ensure through Demma and using the BMS system as far as is reasonably practicable that the premises are fit to be occupied (Working Place Regulations 1992 and Academy Premises Regulations 1996) and that internal room temperature meets the following criteria:

- 21°C in areas where occupants are lightly clad and inactive (e.g. medical room)
- 18°C in areas where occupants are wearing normal (Seasonal) levels of clothing (e.g. classroom)
- 15°C in areas where occupants are lightly clad and where activity is taking place (e.g. gymnasium) including circulation routes

52 Where possible the Site Service team will aim to achieve a comfortable temperature within the 22.8oC (Chartered Institute of Building Services) to 24oC (World Health Organisation) parameters.

Noise

53 The Facilities Manage is to ensure that appropriate levels of PPE (Hearing protection) are available for the Site Service team when subject to noise levels above 85db. Where the noise level exceeds 90db the Facilities Manager is to ensure the wearing of hearing protection.



Security

- 54 Under the direction of the Facilities Manager the Site Service team is to ensure as far as is reasonably practicable the safety and security of staff, students, visitors and/or contractors on site.

Lone Working

- 55 Each member of the Site Service team is to take responsibility for their safety. This includes where reasonably practicable the avoidance of lone working. If, however, lone working is unavoidable it is essential that radio contact with other personnel is possible during the duty period – see separate lone working protocol.

Monitoring

- 56 This Departmental Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by the Operations Director on an annual basis.
- 57 The Health and Safety Committee will ensure that all health and safety objectives and/or actions are carried out in a timely manner.
- 58 The Operations Director will ensure that accidents and incidents are reported and monitored in line with the Health and Safety Executive guidance and procedures. Where accidents are serious, repeated or attributable to failures of management, these will be brought to the attention of senior staff and/or Health and Safety Representatives for further advice.
- 59 The Academy will be subject to third party inspection and monitoring, as follows:
- Ofsted
 - Independent Health and Safety Audit.
- 60 Actions arising from third party audit/inspection will be incorporated within the School's Health and Safety action plan with appropriate levels of delegation and target dates for completion.