

Health and Safety Policy

Signhills Academy



Approved by:	Premises	Date: July 2025
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Next review due by:	Summer 2026
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SIGNHILLS ACADEMY HEALTH AND SAFETY POLICY

AS REQUIRED BY SECTION 2 (3) OF THE
HEALTH AND SAFETY AT WORK ETC. ACT 1974

1.0 - INTRODUCTION

Section 2 (3) of the Health and Safety at Work Act 1974 states: -

“IT SHALL BE THE DUTY OF EVERY EMPLOYER TO PREPARE AND, AS OFTEN AS MAY BE APPROPRIATE, REVISE A WRITTEN STATEMENT OF HIS GENERAL POLICY WITH RESPECT TO THE HEALTH AND SAFETY AT WORK OF HIS EMPLOYEES AND THE ORGANISATION AND ARRANGEMENTS FOR THE TIME BEING IN FORCE FOR CARRYING OUT THAT POLICY, AND TO BRING THAT STATEMENT AND ANY REVISION OF IT TO THE NOTICE OF ALL HIS EMPLOYEES”.

This policy is a statement of intent by Signhills Academy to comply with or exceed current statutory requirements and to provide a safe place of work for its employees. It will be reviewed on a regular basis, at least annually, and be revised whenever appropriate

Overall responsibility for implementing this policy lies with management at the highest level, however all employees must accept a degree of responsibility for ensuring a safe working environment.

POLICY REVIEW RECORD

Review Number	Date	Details
	23 March 2021	Initial Issue
	15 June 2021	Update
	September 2022	update
	July 2024	update
	July 2025	update



2.0 - GENERAL STATEMENT OF INTENT

Signhills Academy accepts its responsibilities under the Health and Safety at Work Act 1974 to ensure so far as is reasonably practicable, the health, safety and welfare at work of all its employees, pupils and any others who may be affected by its activities.

It is the policy of Signhills Academy to give prompt attention to all aspects of health and safety at work and the school firmly believes that these responsibilities are equally as important as its other business functions.

It is the schools' objective to minimise losses through avoidable unplanned events, systematically identify and control risks arising out of our activities, and to foster a culture supportive of health and safety within the organisation.

In particular the school will give due attention to the provision and maintenance of: -

- A safe teaching and learning environment
- Safe plant, equipment and systems of work and teaching
- Safe arrangements for the use, handling, storage and transportation of articles and substances.
- A safe place of work and learning including access and egress to and from it.
- Adequate welfare facilities.
- Adequate information, instruction, training and supervision.
- Suitable means of identifying, assessing, eliminating or controlling potential hazards.

As Headteacher of Signhills Academy I have the health, safety and welfare of its pupils and employees in mind. I am convinced that by working together and accepting our own individual levels of responsibility we shall achieve the aims of this policy; namely the health, safety and welfare of all pupils and employees, the control of risks arising from our activities, and the minimisation of avoidable losses.

Signed on behalf of;

Doreen Hollamby

Steve Carr

Betsy Wood

Charlotte Hirst

Lucy Heinzman

Laura Peggs

Sarah Winfield

Kylie Booker

Nicola Gallant

Linda Goodall

Signed _____
Headteacher

Date: 08 July 2025

Signed _____
Chair of Governors

Date: 08 July 2025

3.0 - ORGANISATION AND RESPONSIBILITIES

3.1 - BOARD OF GOVERNORS

Is the legally responsible body for health and safety policy and for compliance with health and safety legislation.

Ensuring health and safety measures remain effective and regularly reviewed and updated.

Ensuring an accurate and effective Health and Safety Policy is prepared, implemented and reviewed on a regular basis.

Ensuring Health and safety standards are monitored with required actions prioritised.

Ensuring Health and Safety remains an agenda item at all Governors meetings and a named Governor is given specific responsibility for health and safety.

Delegates to the Resources Committee the responsibility for effective implementation of all health and safety measures.

3.2 - RESOURCES COMMITTEE

Meeting on a regular basis to discuss and review all health and safety related issues, plans and concerns.

Ensuring effective and robust risk management systems are in place.

Ensuring the schools Health and Safety Policy and associated policies and procedures are reviewed and updated on a regular basis.

Ensuring suitable and sufficient risk assessments and appropriate control measures are carried out with the assistance of external support as required.

Ensuring compliance with all relevant health and safety regulations.

3.3 - HEADTEACHER

Overall responsibility for health, safety and welfare within the school, in particular for:-

- Implementing the schools policy and procedures on health and safety on a day to day basis.
- Ensuring compliance with relevant statutory requirements.
- Setting and co-ordinating standards for safe working practices.
- Providing facilities and resources for the implementation of the school safety policy.
- Technical, operational and environmental safety on all premises and operations, making use of specialist safety services available.
- Communication, through the management chain, of health and safety requirements to all employees.
- Promotion of a safety conscious attitude within the workforce.

3.4 - SCHOOL LEADERS/LINE MANAGERS

Responsible to the Headteacher for ensuring that operations within their area of responsibility are undertaken in a safe manner, and particularly for:-

- Administering the school policy and procedures on health and safety.
- Implementing and monitoring all safety precautions, procedures and operating instructions within their area of control.
- Maintaining risk assessments and safe systems of work commensurate with the tasks undertaken within their area of responsibility
- Ensuring compliance with relevant statutory requirements.
- Setting and coordinating and monitoring standards for safe working practices.
- Utilising the facilities and resources provided for the implementation of the school safety policy.
- Communication, through the management chain, of health and safety requirements to all employees.
- Promotion of a safety conscious attitude within the workforce.

3.5 - ALL EMPLOYEES

All employees have a responsibility for actively promoting a safe working environment and accepting that they have a key role in achieving the aims of this policy.

Whilst on any school property or whilst undertaking any task on behalf of the school employees will;

- Take reasonable care for their own health and safety and that of others who may be affected by their activities.
- Where appropriate, exercise effective supervision of pupils so as to minimise risks to their health and safety.
- Use any work equipment in accordance with training and instruction provided and work in a safe manner following all applicable legislative requirements and any school rules and regulations.
- Cooperate fully with school management to implement the arrangements of this policy and measures detailed in associated policies, procedures, risk assessments and safe practices.
- Promote a positive example to colleagues, pupils, visitors and any other person who they may come into contact with during their duties by maintaining excellent working, teaching and supervising practices.
- Report all accidents and/or injuries, even if they do not involve absence from work, and ensure details are accurately recorded in the accident book.

- All employees are expected to agree to, and abide with, the school's policy on alcohol and drug use outlined in Section 4.2 of this policy.
- Not indulge in horseplay, practical jokes or any other actions likely to give rise to dangerous situations or potential damage or injury.
- Ensure that they clarify H+S requirements if they are unsure about any specific situation

In addition to the foregoing responsibilities, all employees have a duty under the Health and Safety at Work Act to: -

- Take responsibility for their own health and safety and that of others who may be affected by their actions.
- Co-operate with their employer in meeting the employer's safety responsibilities.

Employees also have a duty under other legislation to: -

- Use plant, machinery, equipment or substances in accordance with any training received by him and any instruction provided.
- Inform their employer of any situation, which could reasonably be considered a serious and immediate threat to health and safety.

4.0 - ARRANGEMENTS

4.1 - ACCIDENT REPORTING & INVESTIGATION

The school recognises that the reporting and investigation of all accidents and incidents is crucial both in measuring performance and in providing information that may assist in preventing recurrence. With this in mind, all accidents and incidents, which result in personal injury or other losses, or have had the potential to do so, must be reported and be recorded on the school accident/incident report forms.

Accidents must be reported to the Business Manager who will review the circumstances and consequences of any accidents or incidents and instigate investigation as appropriate.

The Business Manager or nominated member of staff, assisted by the Headteacher and/or external safety advisors if appropriate, will then ensure that accidents are reported to third parties as appropriate, and that adequate investigation is carried out to determine the cause of any accident/incident and the measures needed to prevent recurrence.

4.2 - ALCOHOL AND DRUGS

Attending work whilst under the influence of alcohol or drugs is strictly forbidden. Persons known or strongly suspected to be under the influence of alcohol or drugs will be temporarily suspended from work pending further investigation and, depending on the outcome of the investigation, may be subject to the school disciplinary procedure.

Prescribed drugs may also have an adverse effect on performance and safety whilst at work and employees prescribed medication by their doctors are advised to consult them about any detrimental side-effects.

Non prescribed drugs (over the counter medication) may also adversely affect performance and safety. Employees are advised to read guidance and advice as provided with medication.

Employees are required to notify the Headteacher or Assistant Headteachers if any medication is likely to affect their performance at work.

4.3 - COMMUNICATION AND COOPERATION

The school accepts that it must develop a culture of cooperation and mutual support if the aims of this policy are to be achieved. This will require clear communication from all parties involved, both in making clear the schools requirements, and the reporting to management of any problems encountered in the workplace. The school will endeavour to communicate appropriate health and safety information in writing, through copies of policies, procedures and working instructions, and verbally on a day-to-day, face-to-face basis. It is expected that all employees will cooperate fully in this transfer of information and will strive to maintain a culture supportive of health and safety in the workplace. The school will maintain an open door policy in relation to health and safety issues.

4.4 - CONTRACTORS AND VISITORS

On occasions, work may be undertaken by (sub)/contractors working under the control of the school. Under these circumstances, the (sub)/contractor will be expected to comply with the requirements of this policy and any associated documents, in addition to all other prevailing legislation relating to them.

(Sub)contractors will be required to submit suitable assessments of risk and associated safe methods of working to the school prior to undertaking the work. Such documents will be discussed and approved by the school before issuing authority to proceed.

4.5 - CONSULTATION WITH EMPLOYEES

The school will consult directly with employees on health and safety matters, either collectively or on a one to one basis.

4.6 - DISPLAY SCREEN EQUIPMENT

In accordance with statutory requirements, the school will ensure that wherever employees use visual display equipment as a significant part of their work, a suitable assessment will be made of their workstation in order to identify and minimise any risks to health, which may arise from it. Where necessary, appropriate steps will be taken to arrange the workstation and work schedule in such a manner as to protect employees from unacceptable levels of risk to their health, and such training, information and instruction as is necessary will be given to allow the proper use of the workstation.

4.7 - DRIVING VEHICLES ON ACADEMY BUSINESS

Employees driving vehicles on Academy business are responsible for driving in accordance with school rules and regulations and the requirements of the Road Traffic Act and the Highway Code. Any breaches or involvement in any accident involving a vehicle operating on Academy business should be reported to the Headteacher / Assistant Headteachers as soon as reasonably possible.

Driving whilst under the influence of alcohol or drugs, or whilst excessively tired, is strictly forbidden.

All drivers should check their vehicle prior to the journey.

Extra care is to be taken when reversing. Drivers should ensure that there is adequate room for the manoeuvre and clear visibility of the area. Where visibility is restricted then use of a

competent banksman should be considered. Warning beacons and sounders should be used where fitted, especially in areas where pedestrians may be present.

4.8 - EMERGENCY PROCEDURES

The school will identify such events as may cause imminent danger for its employees, pupils and other persons in the vicinity, and will adopt procedures designed to manage such incidents and allow personnel to move to a place of safety. Information on emergency procedures will be held in the front office. In the event of an emergency arising, employees must act in accordance with these procedures, and must follow any subsequent instructions given by those in control of the emergency.

When undertaking visits away from school premises employees should familiarise themselves and comply with all rules, procedures and instructions applicable to that location.

4.9 - EMPLOYEE BEHAVIOUR & CONDUCT

All employees are expected to conduct themselves in an appropriate manner whilst at work and to comply with all health and safety procedures, rules, and systems of work that relate to them. They must also comply with the duties listed in section 3 of this policy, as applicable and all rules relating to behaviour and misconduct, which may be issued as part of the contract of employment. The school is committed to the belief that a safe working environment depends on the attitude of those persons at work within it and will treat breaches of school safety rules and regulations as equally important as other issues. Serious or repeated breaches will result in the school disciplinary procedure being implemented.

These requirements apply equally whether on the school's property or when carrying out any work related task on behalf of the school.

4.10 - EMPLOYEE WELFARE

In accordance with statutory requirements, the school will ensure that employees have access to adequate welfare facilities whilst at work. This will include suitable and sufficient sanitary conveniences, rest facilities and an adequate supply of drinking water.

4.11 - FIRE PROCEDURES

The school will identify such events as may give rise to a risk of fire breaking out in the workplace and will take such steps as are appropriate to minimise the likelihood and/or consequences of any such event. It will adopt procedures designed to give warning of any outbreak of fire and to allow personnel to move to a place of safety. Information on fire procedures will be displayed in prominent positions within the school's premises and will be brought to the attention of all employees, pupils and visitors. In the event of a fire breaking out, employees must act in accordance with these procedures, and must follow any subsequent instructions given by those in control of the situation.

When undertaking visits away from school premises employees should familiarise themselves and comply with all rules, procedures and instructions applicable to that location.

4.12 – LOCKDOWN PROCEDURES

The school will identify opportunities for unauthorised persons to access the school and will take such steps as are proportionate to minimise the likelihood and/or consequences of any such event. It will adopt procedures designed to give warning of any such event and to allow personnel to move to a place of safety. Information on lockdown procedures will be displayed in prominent positions within the school's premises and will be brought to the attention of all employees, pupils and visitors. In the event of a lockdown, employees must act in accordance with these procedures, and must follow any subsequent instructions given by those in control of the situation.

When undertaking visits away from the school premises, employees should familiarise themselves and comply with all rules, procedures and instructions applicable to that location.

4.13 - FIRST AID FACILITIES

The school will maintain suitable numbers of trained first aid personnel to deal with minor accidents and emergencies in the workplace, and for more serious instances, to provide first-aid until more qualified assistance can be summoned. These personnel will have undertaken such training as is required by statutory requirements and the identity of these first aiders will be displayed in the school in prominent positions.

The school will also maintain adequately stocked first aid kits, which will be kept in prominent clearly marked positions or readily accessible in the possession of the trained first-aiders. The school will also store and maintain an AED.

4.14 - HAZARDOUS SUBSTANCES

In accordance with statutory requirements, the school will ensure that employee and pupil exposure to hazardous substances is prevented or controlled. Suitable assessments will be made of the risks to health arising from any substances encountered during school activities and the results of these assessments will be brought to the attention of the workforce. Such assessments will be reviewed periodically, whenever there is a substantial modification to the process and if there is any reason to suspect that the assessment may no longer be valid.

Under no circumstances should teaching practices or work involving exposure to hazardous substances be commenced before the appropriate information has been received and understood.

Material Safety Data sheets will be held for all hazardous materials handled or used by employees, and copies will be appended to the relevant COSHH assessment or otherwise be made readily available.

4.15 - HEALTH AND SAFETY ASSISTANCE

The Headteacher is responsible for ensuring that statutory duties are met and that school policy is being adhered to, however, the school recognises that there may be occasions when specialist advice is required and will therefore appoint a competent advisor to offer guidance and assistance as required, and provide regular information on safety related issues.

The Business Manager will be responsible for retaining assistance and for a regular process of tendering to ensure the highest level of support is maintained.

Details of the competent advisor will be held by the Business Manager and will be available to Governors, Leaders and Employees on request.

The Competent advisor being: -

Langness Management Services Ltd
Lancaster House
Lancaster Approach
North Killingholme
DN40 3JY

Tel: (01469) 541538
Fax: (01469) 541238
E-mail: safety@langness.co.uk

4.16 - HOUSEKEEPING

The school accepts that good housekeeping practices are necessary to maintain high standards of hygiene and to minimise the likelihood and potential consequences of risks arising from other hazards. All employees will ensure that they maintain their work area in a clean and tidy condition, ensuring that access and egress routes remain clear, and that access to emergency equipment is maintained.

Appropriate facilities and receptacles will be provided for waste materials, and maintaining good housekeeping standards will be an integral part of every job.

4.17 - MANUAL HANDLING OPERATIONS

In accordance with statutory requirements, the school will ensure that manual handling operations which present a risk of personal injury will be avoided so far as is reasonably practicable. Where it is not possible to avoid such manual handling operations a suitable assessment will be made of the risks to health arising from the activity, taking account of the task, the load, the working environment and the capability of the individual. The results of the assessment will be brought to the attention of the employees concerned, and, based on the findings of the assessment; reasonably practicable measures will be implemented to reduce the risk of injury.

4.18 - OCCUPATIONAL HEALTH

The school accepts that an employee's health is equally as important as their safety or welfare, and will provide such health surveillance or periodic medical examinations as are appropriate to the activities carried on in the course of their employment. The nature and frequency of these medical and health surveillance provisions will, as a minimum, meet statutory requirements and will take consideration of relevant guidance and best practice.

Employees will be made aware of the purpose, scope and arrangements for carrying out medical examinations or health surveillance, and will be appraised of the results. Confidentiality will be maintained as is appropriate for personal medical records.

4.19 - PERSONAL PROTECTIVE EQUIPMENT

In accordance with statutory requirements, the school will ensure that where risks cannot be controlled by other means, appropriate personal protective equipment will be freely available and will be issued to those personnel requiring it. An adequate assessment of the need for PPE will be carried out along with an assessment of the suitability of any equipment selected.

All employees provided with personal protective equipment will receive appropriate training, instruction and information necessary to enable them to use the equipment in a proper manner, and understand the risks that the equipment will protect against and its limitations.

It is the employee's responsibility to use this equipment in accordance with the training given, to keep the equipment clean and well maintained as instructed, and to report any defects in the equipment or its operation.

4.20 - PROTECTION OF THE PUBLIC

The school will ensure that all necessary measures for the protection of the public will be allowed for and planned. All school employees, contractors and sub-contractors will be required to consider the health and safety of members of the public at all times. Where there is an apparent risk of injury to the general public from this school's activities, then work will cease immediately and the Bursar notified immediately.

Anyone driving in connection with Academy business will drive in a manner appropriate to the conditions and following all applicable road traffic legislation and school rules.

4.21 - RISK ASSESSMENT

The school will carry out suitable and sufficient assessments of all significant risks to which its employees, pupils and others affected by its activities may be exposed. Based on these assessments and other factors, the school will adopt a hierarchy of measures intended to reduce risk to an acceptable level. The results of these assessments will be brought to the attention of the workforce along with details of any measures to be taken to reduce risks.

Under no circumstances should work involving significant risks to health or safety be commenced before an appropriate risk assessment has been undertaken, and suitable information on safe working practices has been received and understood.

4.22 - SAFETY SIGNS AND SIGNALS

In accordance with statutory requirements, the school will ensure (where required) the use of signs to warn and instruct employees in relation to risks that cannot be adequately controlled by other means. Where such signs are provided, they will be of such design, dimensions and colour as is commensurate with the type and degree of risk involved.

4.23 - SMOKE FREE POLICY

It is the policy of Signhills Academy that all our workplaces are smoke-free, and all employees and pupils have a right to work in a smoke-free environment. Smoking is prohibited in all areas of the school site. This includes vehicles being used on Academy business.

The long term health effects of using electronic cigarettes are currently unknown. The vapours may be aggravating and could potentially provide a health risk to users and others, for example through passive consumption. Vapours from these devices can be distracting to other people and, in some circumstances, may be confused for smoke leading to accusations of smoking and raising of fire alarms etc. As such the school places the same emphasis on these devices as general smoking products. The use of electronic cigarettes and similar devices is therefore prohibited.

4.24 - TRAINING, INSTRUCTION AND INFORMATION

The school regards safety training as an indispensable part of an effective health and management system and will ensure that employees are provided with suitable and relevant training to enable them to carry out their duties safely and without risk to their health. Such training will be provided on induction and periodically throughout employment to take account of changes of role, new technology, and/or new procedures or simply as a refresher.

This training will be supported by the periodic issue of such instruction and information as may be required in relation to working practices systems of work, or any other factor.

Training records will be maintained and will record the date, provider details and a brief outline of the training content.

4.25 - WORK AT HEIGHT

The school will seek to avoid work at height. However if it is required this will be properly planned and organised by a competent person. Only persons who have been appropriately trained and are competent, will carry out works at height. Due consideration will be given to using equipment and systems which will give collective protection (e.g. guard rails) priority over personal protective measures (e.g. safety harness).

The works will be adequately supervised and equipment will be inspected by a competent person prior to commencement and at regular intervals in accordance with the relevant regulations.

4.26 - WORK EQUIPMENT AND LIFTING EQUIPMENT

In accordance with statutory requirements, the school will endeavour to ensure that all equipment provided for use in the workplace is safe and suitable for the purpose for which it is to be used, is maintained in good working order and repair, and that training is given to employees in its correct use.

Equipment will be maintained in good order and repair, be tested in accordance with statutory requirements, and all relevant reports and certificates will be readily available for inspection. The school shall ensure that all work equipment will be marked with health and safety warnings, indicators of limitations etc, where appropriate.

The use of any work or lifting equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons and it is the responsibility of those persons to use equipment provided in accordance with any instructions given, and report any defects in the equipment or its operation forthwith.

4.27 - WORK RELATED STRESS

Stress in the workplace is a growing problem and it is the policy of this school to prevent work related stress using a combination of management and task related provisions, these will include: -

Management Related: Good relationship between staff and management, achievable objectives, effective two-way communications, employee involvement, good management support and adequate pre-planning.

Task Related: Well defined tasks, clear responsibilities, proper use of skills, good control of hazards and risks and support from senior management.

Any employee displaying signs of stress will be sympathetically dealt with to discover the cause(s) of stress and every effort will be made to reduce stress levels.

4.28 - WORKPLACE INSPECTIONS

In accordance with statutory requirements, and in order to constantly monitor the performance and effectiveness of the health and safety management system, the school will ensure that regular documented inspections of the workplace are carried out. Such inspections will be carried out by members of the Leadership Team, Governing Body, and/or external safety advisors. These formal inspections will be supplemented by ongoing informal inspections undertaken by nominated members of staff to identify areas where risk control measures are ineffective, not being observed, or otherwise require improvement.