



Health & Safety Policy

(Includes No Smoking Policy)

IMPORTANT

OAKWOOD ACADEMY WILL NOT TOLERATE
ANY FORM OF ABUSE, RADICALISATION OR
EXTREMISM TOWARDS
CHILDREN OR YOUNG PEOPLE

OAKWOOD ACADEMY MISSION STATEMENT

"Promoting learning excellence - Inclusion beyond the barriers".

OAKWOOD ACADEMY : MORAL PURPOSE

"We are united in the belief that together we can inspire all learners to dream, persevere and achieve so that we can change lives for the better, now and for future generations to come"

WORRIED ABOUT A CHILD?

If you are worried About a Child or Young Person
speak to a member of staff immediately

'SAFEGUARDING IS EVERYBODY'S RESPONSIBILITY'

Date of Issue: September 2018

Date of Last Review: September 2017

Date of Next Review: September 2019

Signed by

Table of Contents

Safeguarding Policies	3
Health & Safety Introduction.....	4
Organisation.....	5
Employee responsibilities	5
The Buildings Management Companies responsibility is.....	8
Arrangements.....	10
1.0 Health and Safety Risks Arising From our Work Activity	11
2.0 Consultation with employees	11
3.0 Safe Plant and Equipment	11
4.0 Safe Handling and Use of Substances.....	12
5.0 Information, Instruction and Supervision	12
6.0 Competency for Tasks and Training	13
7.0 Accident, First Aid and Work Related Ill Health	13
8.0 Monitoring	14
9.0 Emergency Procedures - Fire and Evacuation.....	14
10.0 Visitors to Oakwood Premises	14
11.0 Contractors and Safety	16
12.0 Educational Visits / Extra Curricular Activities	16
13.0 Movement of Vehicles	17
14.0 Oakwood Security.....	18
15.0 Occupational Health Services and Stress	18
16.0 External Groups / Activities.....	18
17.0 Safety in the Community	19
18.0 Violence, Behaviour, Bullying and Harassment	19
19.0 Health and Safety in the Curriculum	19
20.0 Health and Safety in the Classroom	19
NO-SMOKING POLICY.....	21
Introduction.....	21
Aims of the Policy.....	21
Restrictions on Smoking.....	21
Visitors.....	21
Vehicles.....	22
Support for smokers.....	22
Disciplinary Action.....	22
Monitoring and reviewing	22
Appendix 1 : Fire Procedure Notice	23
Appendix 2 : List of other important documents linked to Health & Safety and, where located i.e. Emergency Scheme - Building Fire Strategy for Oakwood & Chatsworth - Business Continuity Advice & Recovery Document.....	24
Connecting Policies	25

SAFEGUARDING POLICIES CHILDREN AND YOUNG PEOPLE

The safeguarding policies (list back page) are in place to help prevent children and young people up to 18 years of age being at risk of harm. Oakwood Academy advises the safeguarding policies are read in conjunction with each other. If you have any concerns or questions regarding policies, please refer to a member of SLT.

WORRIED ABOUT A CHILD/YOUNG PERSON

If you are **worried about a child or a young person** being at risk of harm please speak to the DSL or Deputy DSL. **DO NOT IGNORE IT.**

EXTREMISM/RADICALISATION

All staff and Governors are to be familiar with the indicators of vulnerability to extremism and radicalisation and the procedures for dealing with concerns. Staff are made aware of the potential indicating factors when a child is vulnerable to being radicalised or exposed to extreme views. These include peer pressure, influence from other people or the internet, bullying, crime and anti-social behaviour, family tensions, race/hate crime, lack of self-esteem or identity, prejudicial (damaging) behaviour and personal or political grievances. Staff to report to **Single Point of Contact (SPOC)**.

SAFEGUARDING /HEALTH AND SAFETY

Oakwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At Oakwood we provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child and we strive to provide this within our classrooms. All staff follow health and safety guidelines.

SPIRITUAL, MORAL, SOCIAL & CULTURAL

Oakwood work to prevent children and young people from developing extreme and radical views by embedding SMSC principles throughout the curriculum. During lessons we strive to create a learning environment which promotes respect, diversity and self-awareness and equips all of our children and young people with the knowledge, skills, attitudes and values they will need to succeed in their future lives.

For more details/information on Safeguarding refer to the following documents:

- Keeping Children safe in education (statutory guidance for schools and colleges): September 2018
- Working together to safeguard children (A guide to inter-agency working to safeguard and promote the welfare of children: 2018
- Guidance for safer working practice for those working with children and young people in educational settings: October 2015
- Safeguarding & Child Protection Procedures (Oakwood Academy)

Important: Please refer to the list of safeguarding policies (on back page) includes specific Safeguarding/Child Protection issues towards children and young people.

Health & Safety Policy

This policy sets out our approach in identifying H&S/safeguarding risks and adequately managing them. Any questions regarding its operation should be addressed to Mrs Lisa Southwood (Associate Headteacher).

Health and Safety/Safeguarding

This Oakwood is committed to safeguarding and promoting the welfare of children and young people (early years through to sixth form up-to 18yrs of age) and expects all staff and volunteers to share this commitment. All staff believe that Oakwood should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child and they strive to provide this within their classrooms. All staff are aware of and follow health and safety guidelines. Please see the Safeguarding Policy for more details. **Please Note:** If you notice a Health hazard or concerned over a safety matter or notice a piece of equipment that is faulty report this immediately to SLT/ H&S person: Mrs Lisa Southwood (Associate Headteacher).

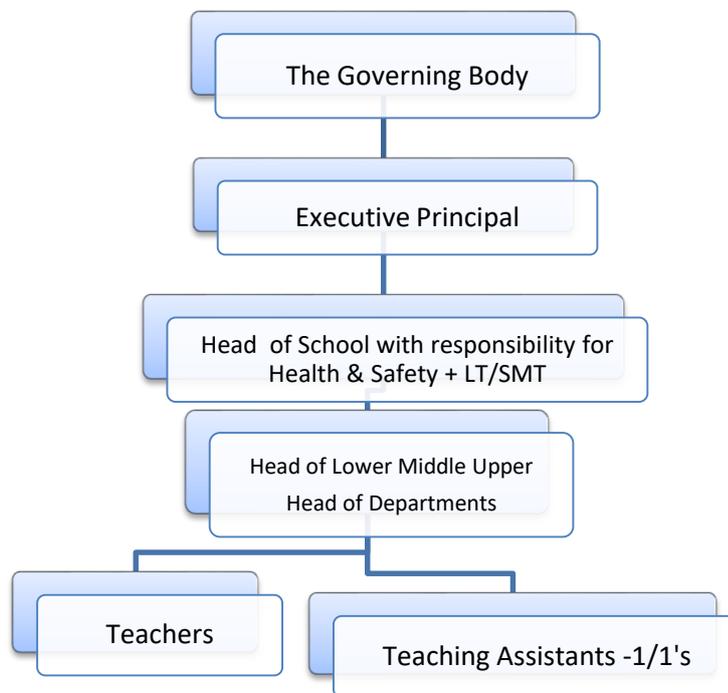
Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to ensure safe handling, use, storage and transport of articles and substances
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- To liaise with the buildings management company (PFI) in order to ensure safe procedures in case of fire or other emergency situations and procedures.
- to make arrangements within Oakwood for the reporting of all accidents/incidents to the LA;
- to provide and maintain an effective road safety provision
- to include aspects of child/personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire / matches / fireworks, no talking to strangers, bullying, smoking and drug abuse and healthy eating;
- to ensure so far as is reasonably practicable, the health and safety of visitors to Oakwood (see section 10 for example of identifiable visitors) and any other persons who may be affected by the acts or omissions of members of staff or pupils whilst taking part in Oakwood activities; and to review and revise this policy as necessary at regular intervals. (signed/dates on back page of this Policy)

Organisation

Employee responsibilities

THE EMPLOYER



To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

The Local Education Authority (Director of Children's Services) /Governing Body

- overall and ultimate responsibility for health and safety is that of the Local Authority (Director of Children's Services);
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to Oakwood Governing Bodies and Executive Principal.

The Director of Children's Services with the assistance of Oakwood Governors:

- shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other education staff;
- shall ensure so far as is reasonably practicable the health and safety of pupils in- Oakwood and on off-site visits;
- shall ensure so far as is reasonably practicable the health and safety of visitors to Oakwood, and volunteers involved in any Oakwood activity;
- shall guide and monitor the Executive Principal she keeps health and safety as a high priority in the day-to-day management of the Oakwood;

- shall appoints one of the *Governors* to be the *Governor for Health and Safety*;
- shall consider the health and safety implications of policies and guidance issued by Salford Education and Leisure Department.
- shall draw up and issue its own policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to health and safety aspects;
- shall discuss and resolve so far as is reasonably practicable, health and safety issues at meetings of the *Governing Body*; and
- shall carry out an annual appraisal of the safety performance of Oakwood and include this in its annual report to parents.

HEAD OF SCHOOL

The Head of School is responsible for the day-to-day management of Oakwood and shall so far as is reasonably practicable:

- ensure that the *Council's*, the *Local Education Authority's* and *Oakwood's Health and Safety Policy* are implemented and adhered to at all times;
- ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure that the *Governing Body* is advised of health and safety implications when undertaking the management of *Oakwood budget*;
- ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within *Oakwood* and on trips as appropriate;
- ensure that all machinery, appliances and equipment purchased by or used within *Oakwood*, conforms to a *British, European or International Standard*, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- ensure that only approved chemicals and substances are used at *Oakwood* and ensure that the appropriate safety information and risk assessment is available to the user;
- ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- ensure that adequate first aid treatment is available by the provision of a *First-Aider* or appointed person and ensure that first aid boxes are kept adequately stocked (refer to *First Aid Policy*);
- ensure that accidents are recorded and where necessary, investigated and reported to the *Council's Health and Safety Officer* as soon as possible and also reported to the

Governing Body in the Executive Principal Termly Report. In the event of a major injury, the Chairman of the Governing Body shall be informed;

- ensure that a record is kept of any contagious disease that is contracted, all acts of violence and bullying and that they are reported to the Governing Body as appropriate;
- ensure that fire procedures are planned and are rehearsed at least once per term;
- ensure that periodic safety inspections of Oakwood are carried out;
- ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare;
- ensure that in his/her absence, health and safety duties are delegated as appropriate;
- ensure that there is an annual appraisal of Oakwood's health and safety performance;
- ensure that risk assessments are undertaken and reviewed as appropriate; and
- review and up-date policy as appropriate.

TEACHING AND NON-TEACHING STAFF

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonably practicable:

- ensure that the Council's Children's Department's and Oakwood's policies are implemented at all times;
- be responsible for the health and safety of the pupils they supervise;
- ensure that equipment used at Oakwood is safe and presents no risk to health and ensure that any defects are reported immediately to the Executive Principal so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure that all pupils know the fire procedure and are evacuated safely;
- in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book;
- ensure that all classroom-based activities are carried out in a safe and healthy manner;
- ensure that playground activities are supervised as appropriate and ensure that any violent behaviour is stopped;
- ensure that pupils are adequately supervised whilst on midday dinner;
- ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- ensure that whilst transporting pupils by car, safety seatbelts are worn and the Council's guidelines are followed;
- ensure that when undertaking Oakwood trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Council's guidelines and Code of Practice. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor;

- ensure that they do not bring into Oakwood any potentially dangerous article or hazardous substance without the expressed permission of the Executive Principal /Head of School;
- take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- ensure that any agreed security provisions are carried out;
- co-operate with the Executive Principal on all aspects of health, safety and welfare; and
- co-operate with the Executive Principal in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

PUPILS

All pupils must:

- co-operate with Teachers and Oakwood staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a Teacher.

In addition, **union appointed safety representatives** are entitled to investigate any accident / incident occurring, any potential hazard reported and to carry out safety inspections at a rate of one inspection per quarter.

The Buildings Management Companies responsibility is

- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment, appliances and powered cleaning equipment and portable electrical appliances
- to make positive arrangements for fire evacuation, first-aid and other emergency situations;
- to provide and maintain a safe and healthy Oakwood building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise,

cleanliness and food hygiene and adequate protection against occupational disease and infestation;

- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;
- ensure that adequate welfare facilities are provided and maintained for staff and pupils;
- ensure that contractors working in Oakwood, report to him/her before work commences in order to ascertain work details and agree safety procedures;
- Ensure that specific caretaker duties are carried out e.g. steps checks, carrying out maintenance and minor repair work safely, monitoring communal areas etc.

Arrangements

- 1.0 Health and Safety Risks Arising from our Work Activity
- 2.0 Consultation with employees
- 3.0 Safe Plant and Equipment
- 4.0 Safe Handling and Use of Substances
- 5.0 Information, Instruction and Supervision
- 6.0 Competency for Tasks and Training
- 7.0 Accident, First Aid and Work Related Ill Health
- 8.0 Monitoring
- 9.0 Emergency Procedures - Fire and Evacuation
- 10.0 Visitors to Oakwood Premises
- 11.0 Contractors and Safety
- 12.0 Educational Visits / Extra Curricular Activities
- 13.0 Movement of Vehicles
- 14.0 Oakwood Security
- 15.0 Occupational Health Services and Stress
- 16.0 External Groups/Activities
- 17.0 Safety in the Community
- 18.0 Violence, Behaviour, Bullying and Harassment
- 19.0 Health and Safety in the curriculum
- 20.0 Health and Safety in the classroom

Appendices

1. No smoking policy

Health and Safety Risks Arising from our Work Activity

- Risk assessments will be undertaken by all heads of department
- The findings of the risk assessments will be reported to: H&S Officer:
- Action required to remove / control risks will be approved by: Head of School with responsibility for Health & Safety and responsible for ensuring the action required is implemented.
- Head of School with responsibility for health and safety plus H&S Adviser as necessary will check that the implemented actions have removed / reduced the risks.
- Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

1.0 Consultation with employees

- Employee representative(s) are chosen by staff:
Teaching staff safety representative
Support staff safety representative
- Consultation with employee is provided by **Premises & Health and Safety Committee**

2.0 Safe Plant and Equipment

- Buildings management company will be responsible for:
 - identifying all equipment / plant needing maintenance.
 - ensuring effective maintenance procedures are drawn up.
 - ensuring that all identified maintenance is carried out.
- Any problems found with plant / equipment should be reported to Buildings management company
- **Buildings Management Company** will check that new plant and equipment meets health and safety standards before it is purchased.

No unauthorised electrical equipment is to be used on Oakwood/library premises.

3.0 Safe Handling and Use of Substances

- Head of School with responsibility for health and safety will be responsible for:
 - identifying all substances used in Oakwood lessons that require COSHH (Control of Substances Hazardous to Health) assessments.
 - will be responsible for ensuring that all actions identified in the assessments are implemented.
- Use of chemicals for teaching as set out in the national curriculum, will be done so in accordance with guidance and hazard cards produced by CLEAPSS Schools Science Service.
- Head of School with responsibility for health and safety plus Head of Science will:
 - be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
 - check that new substances for Oakwood lessons can be used safely before they are purchased.
- Assessments will be reviewed every 2 years, or when the activity changes or the constituents of the product change, whichever is the sooner.

4.0 Information, Instruction and Supervision

The Health and Safety Law poster is displayed at/in: **STAFF ROOM & RECEPTION AREA**

Health & Safety Executive Manchester: 0161 952 8200

Children's Services Salford: Health & Safety information

Gemma Dowson 0161 778 0337

Paula Flynn 0161 778 0447

Educational visits coordinator: Simon Willis 0161 778 0365

Health and Safety Executive info line: 0845 345 0055

- Supervision of young workers / trainees will be arranged / undertaken / monitored by **Head of Departments and Assistant Head / Head of School with responsibility for Health and Safety including other members of the Leadership Team.**
- **Head of School with responsibility for Health and Safety** is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

5.0 Competency for Tasks and Training

- Induction training will be monitored by Head of School with responsibility for Health & Safety

Specific jobs requiring special training are:

- I.T related staff and Technicians
- Science staff
- Design & Tech staff
- PE staff
- All teachers and teaching support staff
- Training records are kept by the Executive Principal /Head of School
- Training records are located at/in Executive Principal's office
- Training will be identified, arranged and monitored by:
Head of School and Heads of Department.

6.0 Accident, First Aid (please refer to Oakwood First Aid Policy) Work Related Ill Health

- The first aiders and/or appointed persons* are:(delete as appropriate):-

Oakwood

Ms D Brookes

Mrs R Bingham

Mr J Ellis

Health Kate /F.Wood (school nurse)

Mrs B Moran

Mrs M Murden

- The first aid boxes are kept at

First aid room

Food technology department

RMT

Science department

Oakwood Hydro

- All minor accidents and cases of work-related ill health are to be recorded in the minor accident and first aid book which is kept in the **First AID room - minor injuries book**.
- All other accidents/incidents will be recorded on the Authority's internal accident reporting system by **Ms D Brookes**.

All injuries referred to hospital are telephoned through to the LA on the day or after the event of the accident by **Ms D Brookes**.

- The Human Resources Officers located within the HR Department at the Civic Centre Chorley Road Swinton and is responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- All serious accidents/incidents will be investigated in accordance with guidance set out within the LA's Health and Safety Policy, in order to prevent a recurrence of the accident/incident.

7.0 Monitoring

- To check our working conditions, and ensure our safe working practices and policies are being followed we will:
- carry out spot check visits at a frequency of **Termly**
- conduct a full workplace inspection at a frequency of **Every year**
- ensure Departmental Managers submit health and safety reports at a frequency of **annually**
- conduct health and safety audits at a frequency of **Annually**
- **Head of School** with responsibility is responsible for investigating accidents.
- Executive Principal /Head of School plus other members of the Leadership team is responsible for investigating work-related causes of sickness absences.
- Executive Principal /Head of School teacher and Governors is responsible for acting on investigation findings to prevent a recurrence.

8.0 Emergency Procedures – Fire and Evacuation

- **Buildings management company** is responsible for ensuring the fire risk assessment is undertaken and implemented including Hearing Impaired - see risk Assessment in H&S electronic file.
- **Leadership Team-PFI premises staff** have been appointed as fire wardens / search officers.
- Escape routes exits alarms and equipment is checked by **Buildings management company (PFI)** who also arrange for inspections of all fire equipment.
- Emergency evacuation / fire drills will be carried out at a frequency of **Termly**
- Records will be kept by request from Head of School /**PFI site managers**
- Refer to Oakwood's '**Emergency Scheme**' for more information on the type of Emergency or threat. And for Telephone Emergency Numbers (Situated in Executive Principal /Head of School
- Refer to '**Fire Procedures Notice**' (**appendix 1**) and situated in all teaching areas and offices.

10:00

Oakwood Safety/ Safeguarding on day-to-day basis.

Visitors, Parents/Carers to Oakwood.

- VISITORS to Oakwood must report to reception, sign in plus, CRB (now DBS) checked if working with pupils
- Visitors, parents/carers not having CRB (DBS) will have to be escorted, by staff AT ALL TIMES throughout the visit and will wear an ID badge with a **red** neck band.
- Visitors HAVING a DBS and proof of identity (drivers licence/photo type or Passport) will wear an ID badge with a green neck band.
- On leaving Oakwood all visitors, parents/carers must sign out at Oakwood reception.

Staff duties/ Escorts

- To safeguard the perimeter fence at Oakwood from intruders. Staff are situated at necessary entry points i.e. Oakwood gates during the start of the day breaks and lunches. Any suspicious persons entering Oakwood premises will be challenged, Persons making conversation with pupils immediately outside Oakwood perimeter fence will be challenged. If necessary police will be contacted.
- At the end of the day, pupils on independent transport and those travelling on Oakwood transport, taxis are escorted by staff out of the front exit door to awaiting vehicles.
- Pupils on Oakwood transport (rear-exit door) are escorted out by staff to awaiting buses.
- Any problems, concerns regarding pupils i.e. not turning up, transport or intruders please report to a member of the SLT immediately.

(Note. This information is also in the Safeguarding Policy)

Visitors to Oakwood - VERY IMPORTANT! Read the section above.

Any person visiting the premises is requested to sign in and given an ID badge (as detailed above). Identifiable visitor's and other persons who may be affected include:

- invited guests and visitors to Oakwood;
- volunteers and students who may assist with teaching;
- users of Oakwood property out of Oakwood hours such as youth clubs;
- bus drivers or other persons encountered on an external trip or holiday;

- contractors at Oakwood (other than their own work activity, which they themselves are responsible for);
 - Council employees such as peripatetic teachers, grounds maintenance staff, advisers, refuse collection operatives etc;
 - deliverers of goods, meter readers etc;
 - trespassers unless injured by their own unsafe activities.
- On entering the premises, visitors must go to the reception / main office and sign-in the visitor's book unless alternative arrangements have previously been arranged with the Head e.g. contractors may wear ID badges (see above).
 - All visitors will be issued with a visitors badge which is to be worn for the duration of the visit (as stated above).
 - On departure, visitors must sign-out the visitors book.

Contractors and Safety

11:0

- Contractors for building work are selected and monitored by the Buildings management company.
- Contractors for IT equipment are selected on the following basis:-

	<u>Y</u>	<u>N</u>
Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Production of company safety policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of Competence (e.g. production of qualification certificates)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
References	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other criteria as necessary!

Production of current public liability Insurance

Educational Visits / Extra Curricular Activities

12.1 Educational visits

THE Executive Principal HAVE A RESPONSIBILITY :

responsible for ensuring that the Education Trips and Visits Code of Practice is followed. This policy adopts the guidance set out in the Department for Education

and Skills (DfES) document entitled 'Health and Safety of Pupils on Educational Visits' and in guidance provided by the Salford Children's Services Educational Visits Co-ordinator (EVC).

- The Educational Visits Co-ordinators for Oakwood is Mrs M Murden.
- All educational visits must be authorised by the Head Teacher in advance.
- The Head Teacher or SMT will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children and that parental consent is obtained.
- Adult supervision will be as necessary off the educational site (first aid trained)
- Advice relating to educational visits can be obtained from:
Educational Visits Co-ordinator : Simon Willis
Unity House
Civic Centre
Chorley Road
Swinton
M27 5AW
Refer to the Educational Trips and Visits Code of Practice for detailed procedures and guidelines.
- Parental consent is to be sought and given in writing, where parental helpers are used. Parental and other non-employed helpers should undergo a police check if they are likely to be supervising children in the absence of a member of staff.
- To ensure that all vehicles used for the purpose of transporting children to and from specified destinations, are properly taxed, insured and have valid M.O.T. certificates.

12.2 Work Experience placements or other related out of school placement e.g internships/apprentices

- Education Business Partnership is responsible for ensuring that all work placements are:
 1. Checked for health and safety before placement.
 2. Monitored during placement.

1.0 Movement of Vehicles

- Staff and visitors should park their vehicles in the designated car park.

- A speed restriction of 5 mph is in place within Oakwood grounds.

2.0 Oakwood Security

Refer also to arrangements for 'Visitors'.

- Security of Oakwood is maintained by the Buildings Management Company.

3.0 Occupational Health Services and Stress

Occupational Health Services are provided by the Occupational Health Unit based at
Burrows House
10 Priestley Road
Worsley
M28 2LY

If a Manager feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact the Head Teacher in the first instance.

In cases of stress, if the individual concerned does not feel he/she can approach his/her line manager, he/she may contact another manager or the Executive Principal /Head of School. Refer to the related Salford Council Stress Policy that Oakwood uses.

4.0 External Groups / Activities

- External groups currently using Oakwood premise are:
 1. Adult disabilities
 2. The elderly (Help the Aged)
 3. Partner school's
- Particulars of Oakwood's health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by Oakwood **Development and Community Officer**
- All extra curricula groups using Oakwood premises must abide by Oakwood health and safety rules.
- Groups that use Oakwood premises to hold functions, will be asked to produce evidence of having carried out the necessary risk assessments and of implementing appropriate control measures to reduce any risks identified.
- All events organised by the PTA or as a joint venture between Oakwood and any other external group, should be notified to the Occupational Health and Safety Unit on Station Rd, Swinton (736 4306) to ensure the necessary health and safety guidance to be issued.

5.0 Safety in the Community

- Safety in the community is addressed by the Fire Brigade and Police: safety in the community (e.g. police talks, fire-service seminars, topics in assembly etc)
- Talks/seminars are conducted at a frequency of **as necessary**

6.0 Violence, Behaviour, Bullying and Harassment

- Efforts will be made to train all staff in how to handle violent and aggressive situations.
- If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.
- If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up, should be considered.
- Oakwood will address inappropriate behaviour, bullying and **refer to Anti Bullying Policy/Behaviour Policy**
- Oakwood will address good pupil behaviour by Merit scheme on a daily basis.
- Oakwood will address bullying and harassment involving staff by **refer to Anti Bullying Policy/Behaviour Policy**

Health and Safety in the Curriculum

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g. field trips, sports/P.E. activities, science etc., and the appropriate control measures will be implemented. Refer to section 1.0 'Health and Safety Risks Arising from Our Work Activity' and section 12.0 'Educational Visits/Extra Curricular Activities'.
- Efforts will be taken to educate pupils about health and safety issues as and when the opportunity arises throughout the course of normal teaching. For example, the opportunity to educate pupils about occupational diseases may arise during a History lesson when learning about the role of chimney sweeps, or during a Science lesson when learning about the discovery and use of asbestos.

7.0 Health and Safety in the Classroom

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with classroom activities see section 1.0 'Health and Safety Risks Arising from Our Work Activity', and the appropriate control measures will be implemented.

- A monitoring system will be set up to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out. An individual will be made responsible for each classroom. See section 8.0 'Monitoring'.
- Pupils will be encouraged to report any hazards to a Teacher e.g. a loose wire on a piece of electrical equipment (please note! - electrical PAT (socket and plug) testing is carried out by a fully qualified electrician), spilt liquid on the floor. NB Their ability to do this will obviously be dependent upon their age and their understanding of a hazard.

Any concerns regarding Health and Safety please speak to: member of the SLT

NO-SMOKING POLICY

Introduction

Second-hand smoking, breathing in other people's tobacco smoke, has been shown to cause cancers, heart and respiratory disease in non-smokers.

The Health and Safety at Work Act 1974 places a duty on employers to provide a working environment that is:

'Safe, without risks to health'

In addition, on the 14th February 2006, Parliament voted to introduce a total ban on smoking in all enclosed places by summer 2007.

Oakwood acknowledges that second hand tobacco smoke is both a public and, work place health hazard and have therefore adopted this no-smoking policy.

Aims of the Policy

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, pupils and visitors
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke
- To comply with Health & Safety Legislation and Employment Law
- Raise awareness of the dangers associated with exposure to tobacco smoke
- Take account of the needs of those who smoke and to support those who wish to stop

Restrictions on Smoking

Smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the organisation/company. This includes electronic type cigarettes.

Visitors

All visitors, contractors and deliverers are required to abide by the no-smoking policy. Staff members are expected to inform customers or visitors of the no-smoking policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

Vehicles

Smoking is not permitted in Oakwood vehicles or any vehicles being used on Oakwood business

Support for smokers

Oakwood is committed to improving the health of its employees and students. The Primary Care Trust (PCT) will provide support and facilities to assist smokers who wish to give up. The number of the PCT Stop Smoking Support Service is **0161 212 4050**.

National Don't Give Up Giving Up free-phone helpline **0800 169 0 169**.

Disciplinary Action

Oakwood senior management will be responsible for ensuring that the policy is implemented within Oakwood. Breaches of the policy will be dealt with in accordance with normal disciplinary procedures.

Monitoring and reviewing

This policy will be reviewed on an annual basis to ensure that it continues to meet the aims. Comments related to the maintenance of this policy should be directed to the No-smoking policy Co-ordinator.

FIRE PROCEDURES NOTICE

On discovering a fire

1. Sound the fire alarm.
2. All staff are responsible for ensuring that all children and visitors leave the building by the safest and nearest route.
3. Close all doors behind you.
4. Make your way to the main assembly point, situated on the playground at the front of the building
5. Designated members of staff will check all teaching bases, toilets and bathrooms to make sure their zone is clear and all occupants have evacuated the building. They must then report to the Head of School that the area is clear.
6. The class teacher will take a roll call and report to : Head of School who will then inform the relevant authority that everything is OK.
7. Do not return into the building until you have been told to do so by the Head of School.

Appendix 2

List of other important documents linked to Health & Safety

Hard paper Copies:

Safeguarding Documents

- Emergency Scheme
- Building Fire Strategy for Oakwood & Chatsworth
- Business Continuity Advice Recovery Document
- Bomb Procedure
- Health & Safety System for the use of the Hydrotherapy Pool
- Gritting Plan
- Copy of PAT (Portable Appliance Testing) Certificates

These digital documents below are accessible in: Oakwood Intranet re: Staff Shared Server: General: Policies -Risk Assess-Oak Doc's

- Emergency Scheme
- Building Fire Strategy for Oakwood & Chatsworth
- Business Continuity Advice Recovery Document
- Bomb Procedure
- Health & Safety System for the use of the Hydrotherapy Pool

For more information on Health & Safety duties refer to DofE :

Health and safety:
advice on legal duties and powers
For local authorities, school leaders,
school staff and governing bodies

February 2014

CONNECTING POLICIES FOR SAFEGUARDING PURPOSE

If you are worried about a child or young person (in relation to issues listed below) or have any concerns or questions regarding Child Protection refer to the Designated Safeguarding Lead (DSL) or Deputy DSL.

LIST OF SAFEGUARDING/CHILD PROTECTION ISSUES

child missing from education: child missing from home care: child sexual exploitation (CSE): bullying including cyber bullying: domestic violence : drugs : fabricated or induced illness : faith abuse : female genital mutilation (FGM) : forced marriage : gangs with youth violence : gender based violence against women and girls (VAWG) : mental health : private fostering : preventing radicalisation : sexting : teenage relationship abuse : trafficking.

From DfE, Keeping children safe in education: July 2018

Oakwood Academy believes it is very important that all the Safeguarding Policies are read in conjunction with one another to quickly identify and take any necessary and appropriate action to help prevent children and young people up to 18 years of age being at risk of harm.

MORE INFORMATION VISIT: NSPCC.org.uk: TES & NSPCC safeguarding: GOV.UK keeping children safe

SAFEGUARDING CONNECTING POLICIES (situated on the Oakwood website) www.oakwoodacademy.co.uk

Anti-Bullying

Anti- Cyber Bullying

Anti- Racism

Anti-Radicalisation

Attendance

Behaviour

Safeguarding & Child Protection Procedures

Care/Intimate Care/Administration of Medication /Touch

Children Missing from Home

Complaints

Child Protection (including the safeguarding of all children)

Data Protection

Drugs

e-safety (online)

FGM

First Aid

Health & Safety

ICT and Computing

Lone Worker

PSHE

Pupil Friendly Safeguarding

SRE

SMSC

Safer Recruitment

SMSC

Trafficking

Visits/Trips

Whistleblowing

The Safeguarding Policies are up-dated annually or as necessary depending on new statutory guidance or legislation.

THE GOVERNORS AGREEMENT TO POLICY

Signed (Chair of Governors) Date

The Safeguarding Policies are up-dated yearly or as necessary depending on new statutory guidance or legislation.