



Health and Safety Policy

Policy created:	November 2021
Policy reviewed and updated:	November 2021
Date of next review:	December 2023
This policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation where appropriate.	

INTRODUCTION

The Day One Trust (DOT) is committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, trainees and visitors involved in its Academy activities at East London Arts and Music (ELAM) and the London Screen Academy (LSA). DOT recognises it is also its responsibility to consider the health and safety of contractors and any other person whose health and safety may be affected by Academy activities.

The effective management of health and safety ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with their employer by following established procedures and bringing to the attention of the Senior Leadership Team any health and safety problems of which they are aware.

It is the intention of DOT that the established policies and procedures shall be followed and developed to meet the needs of the Academies, as set down in this policy statement. The aim is to ensure that health and safety becomes an integral part of Academy activities.

DOT wishes to encourage any recognised Trade Unions to exercise their legal rights to appoint safety representatives at the Academy, as provided for in the Health & Safety at Work Act 1974. DOT wishes to work in a constructive and co-operative way with such safety representatives in order to promote high standards of health and safety.

1) ORGANISATION AND RESPONSIBILITIES

1.1 GENERAL GUIDELINES

Overall responsibility for health & safety rests with the DOT Trustees. Day to day executive responsibility rests with the Principals of the Academies or in their absence with the Vice Principals.

1.2 STAFF RESPONSIBILITY

The **Principals** will:

- Ensure that this policy is complied with at all times
- Ensure that a Health & Safety Liaison Officer is appointed, is provided with appropriate training and undertakes their duties as required.
- Ensure that all accidents, dangerous occurrences, diseases, near misses and property damage are reported and that their cause is investigated and that all reasonably practicable steps have been taken to prevent its recurrence.
- Ensure the maintenance and repair of machinery, plant and equipment is carried out as appropriate, by a competent person in accordance with current procedures.
- Ensure that adequate first aid provisions are made in accordance with the first aid arrangements management guidelines.
- Ensure that all employees including new employees receive adequate health and safety information, instruction and training to enable them to work without undue risk.

- Be available to any member of staff to discuss and attempt to resolve the health and safety issues not resolved through established arrangements.
- Ensure that staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required.
- Ensure effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that fire fighting equipment is readily available and properly maintained.

The **Health and Safety Liaison Officer (HSLO)** will:

- Ensure that the health and safety policy is complied with and shall report deficiencies to the Principal.
- Undertake an annual health and safety inspection of the workplace and shall submit a written report to the Principals and the DOT Finance and Operations Committee.
- On receipt of complaints from a member of staff investigate the issue and take the appropriate action.
- Following training, to undertake risk assessments in accordance with the management guidelines.

All staff have a duty to check the general conditions of the premises and in particular the non-classroom areas, and for ensuring that health and safety hazards are dealt with or reported to the HSLO. Where action required is outside his/her authority or ability, the matter will be reported to the Principal or HSLO for appropriate action.

Cleaners will be given necessary health and safety information on safe working procedures by the contractor involved. The cleaning equipment safety checking will be carried out by the contractor; and cleaning materials will be assessed by the contractor in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 1999 and the management guidelines.

All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of ELAM/LSA, or requires financial support, then the relevant HSLO should be informed who will if possible rectify the issue, if they can't resolve the issue then they will inform the Principal.

The following shall ensure compliance with the following guidance:

All staff have health and safety responsibility to ensure that they are safe in what they are doing and their actions/activities do not cause harm/injury to others. Accordingly, all staff have to ensure that they comply with the Academy's health and safety policy, training or instructions.

Non-teaching staff shall report hazards to their immediate line manager who will report to the HSLO who shall address the issue in accordance with the policy. Teaching staff shall follow the guidance outlined in the teacher's responsibilities.

2) ARRANGEMENTS

2.1 HSLO

The HSLO is:

ELAM: Anthony Hall

LSA: Ahmad Salajee

2.2 TRAINING

The Principals of each school and the CEO of DOT will be appropriately trained in directing health and safety.

The HSLOs will be appropriately trained in managing health and safety in educational establishments.

All new employees, teaching and non-teaching, shall be provided with induction training appropriate to their health and safety needs.

In the case of volunteer helpers it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them.

All employees and volunteers shall, on their first day of employment, be informed of what to do in the event of a fire and what first aid arrangements are in place. Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Principal or HSLO.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role with any problems that need further action or a review of procedures.

3) EMERGENCY PROCEDURES (FIRE AND BOMB)

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill (see the Fire Safety Procedure). The fire alarms are tested weekly. Those staff not hearing the alarm shall report the fact to the nominated fire wardens

- ELAM Fire Wardens: Head of English, Head of Maths, Director of Music, Director of Games, Director of Film and TV, HR and Operations Manager, SLT (Principal, Vice Principals and Assistant Principals, Technicians).
- LSA Fire Wardens: Principal and Vice Principal, Principal's PA, all members of SLT

The fire evacuation drill shall be carried out once a term.

Staff are required to report defects or missing fire-fighting equipment to the HSLO immediately.

Fire exits, routes and firefighting equipment shall not be obstructed at any time.

3.1 SAFETY

Staff working in areas where a gas supply is in use shall ensure that the gas supply is switched and locked off when not in use and that the gas supply is isolated in the event of an emergency.

3.2 FIRST AID

A list of trained First Aiders and the location of first aid boxes will be posted up in the staff room and at reception in all DOT establishments. The Staff member(s) responsible for First Aid shall ensure that the contents of the First Aid boxes are replenished as necessary and comply with the contents laid down within the Regulations.

All First Aiders and staff shall ensure that accidents are reported as outlined below and that the staff member responsible for first aid is informed if items from the first aid box are used.

4) ADMINISTRATION OF MEDICINES TO STUDENTS

Guidance on the administration of medicines to students is set out in 'The Administration of Medicines to Pupils and the Management of Medical Conditions' (Sept 1998), (H98/51). The Governing Body has agreed that prescription medicines may be administered to Trainees and Students, at the specific request of the parent or guardian and in accordance with the procedures laid down in the Guidance. Medicines will be administered by a named member of staff who will undergo training in order to carry out the task. Medicines will be stored so that they are not accessible to Trainees and Students and in accordance with the Guidance.

5) ACCIDENT AND ILL HEALTH REPORTING

All staff are required to ensure that all accidents, incidents and near misses are reported to the HSLOs and Principal and that appropriate management guidelines are followed.

6) EQUIPMENT AND ELECTRICAL TESTING

The Principals will ensure that testing, inspection and maintenance of equipment as outlined in the property log book and the management guidelines within the Health and Safety Manual are undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by Trainees and Students, with the class teacher. Equipment found to be unserviceable or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported to the Principal or HSLO who will arrange for repair or replacement.

The HSLO will ensure that all electrical equipment brought into the Academy from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines.

7) ASBESTOS

There is no asbestos on the ELAM or LSA site.

8) CONSTRUCTION AND MAINTENANCE WORK

Where construction or maintenance work is being carried out on either the Academy site, the HSLO will agree with the contractors or service providers that appropriate Health and Safety plans are in place. Constructors or Service Providers will be made aware of the Health and Safety policy in place at DOT schools and will be required to integrate the requirements of the policy into their safety plans.

A pre-start meeting will be held between representatives of DOT (usually the school's HSLO) and the Contractor/Service Provider before any works commence to confirm specific Health, Safety and Welfare issues applying to the works to be carried out. Where works fall within the scope of the Construction, Design and Management (CDM) regulations 2007, the HSLO will co-operate with the Contractor/Service Provider and their appointed safety co-ordinator. The HSLO will also ensure that the Contractor/Service Provider update ELAM or LSA with respect to safety on completion of the works and conduct an appropriate handover.

9) EDUCATIONAL VISITS AND JOURNEYS

All educational visits and journeys are required to be approved by the Principal, who shall ensure compliance with the relevant policies, including risk assessments for all visits.

10) MONITORING AND REVIEW

The Trustees, CEO and Principals will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the Health and Safety welfare of all individuals using the site.

The Principals will ensure that risk assessments are reviewed annually or sooner, especially after an incident or accident.

The Trustees, CEO and Principals will implement all Health and Safety precautions required by law and those advised procedures required by Local Government.