

**WESTBOURNE ACADEMY BOURNEMOUTH**  
**HEALTH AND SAFETY POLICY**

Westbourne Academy recognises and accepts its responsibility as an employer to maintain, so far as is reasonably practicable, the safety and health of its employees, and of other persons who may be affected by its' activities.

It is your duty as an employee not to put at risk either yourself or others by your acts or omissions. You should also ensure that you are familiar with the Company health and safety arrangements. Should you feel concern over any health and safety aspects of your work, this should be brought to the attention of your line manager immediately.

**Procedure in the event of an accident**

An Accident Book is available in the office and it is the responsibility of each individual employee to report and record any accident involving personal injury. Any accident or near miss occurrence (e.g. no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to your line manager.

All employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

For any employee who suffers an injury at work which results in them being away from work, or unable to do their normal work, for three days or more (including weekends, rest days or holidays) it is important that your manager is informed as the Health and Safety Executive also need to be informed by the Company that an injury or dangerous occurrence has taken place. Employees are not expected to make this report themselves but are asked to communicate any issues in writing where possible.

**First Aid**

The Company believes that best practice is to ensure staff have access to a trained First Aider or Appointed Person (someone who can take charge in the event of an accident).

Details of these trained staff are displayed on the local notice board and in each classroom of the school; you should familiarise yourself with names and contact details on it.

In the event of a Health emergency situation which involves any person in the school, please refer to the nearest First Aid trained member of the staff who appears on this poster.

**Fire Safety**

Employees should follow these steps to help prevent fires:

- Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc are not damaged.
- Do not use any electrical equipment that shows signs of damage, even if you think it is only minor. Report any faults you find to your line manager and find an alternative appliance.
- Ensure that you place your rubbish in the proper waste bins. Do not overfill the bins, and ensure that your waste bin is accessible to the cleaners at the end of each day.

Action to take when the fire alarm goes off:

- Immediately stop what you are doing and walk (do not run) to the nearest available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the fire exits and routes in your area.
  - Direction signs should indicate the route to your fire exit. These comprise a white arrow on a green background sometimes accompanied by the words 'FIRE EXIT'. The arrows indicate the direction of the nearest fire exit.
- Follow the instructions of any designated Fire Warden.
- Do not use a lift to leave a building - always use designated stairs.
- Make your way to the appropriate assembly point.
- Once you are at the assembly point you should report to the Fire Warden, so that they can account for the people in their designated area.
- Do not leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the Fire Warden.

Action to take if you discover a fire:

- RAISE THE ALARM! This can be achieved by breaking the glass on the call points or by shouting the instruction "Fire – call the fire brigade".
- Raise the alarm even if the building is fitted with an automatic fire alarm system, which has not yet activated - you must not wait for it to do so of its own accord. The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly. In addition, modern furnishings may allow the fire to develop unnoticed, so time is of the essence if everyone is to get out safely.
- Call the fire brigade at the earliest available, and safe, opportunity and do not attempt to tackle the fire unless you have been appropriately trained and can safely do so e.g. a small fire in a waste paper basket. Unless you have been trained you could be putting yourself or somebody else at risk.

### **Personal Safety while working**

If you have to work alone, then you need to develop an awareness of the risks and how to minimise them.

Westbourne Academy has two open offices where all members of the Administration team and the Academic team work together.

Teachers, due to the nature of their role, work alone in the classrooms where there is a window in every door, for the safety and safeguarding of all students and members of the staff.

Prior to making an appointment with someone you do not know, obtain as much information as possible about the person you are meeting and arrange to meet the person in Company premises. Always ring back the telephone number you have been given to confirm that it is legitimate. If a mobile number is given you should always ask for an alternative fixed line number.

If visiting, let your colleagues or manager know where you are going, with whom and what time you are expecting to return. If you think that you are going to run over your original timescales, let your colleagues / manager know.



If you are at all concerned that you are being placed in a dangerous situation through your employment, you must discuss this with your line manager.

**Safety in Socials and Excursions Activities: Specific Risk Assessments**

Westbourne Academy creates and follows a specific Risk Assessment for each Social Activity and Excursions. These Risk Assessments together with the Activity Emergency Action Plan can be found at: <\\192.168.0.11\HomeFolders\MASTERS\Policies>