

Policies & Procedures

Health & Safety Policy

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Approving body	Local Governing Body
Next review date	Spring 2021
Previous review date	



Part of



Holy Trinity CE Primary Academy, Rothwell

HEALTH AND SAFETY POLICY

The Academy will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The Academy will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of The Academy.

The Academy is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety at Work etc Act 1974 (HASWA) and associated Regulations.

The Academy will, so far as is reasonably practicable:

- ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the Academy's activities;
- ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- ensure that suitable and sufficient assessments are undertaken and record all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures.
- provide and maintain plant and systems of work that are safe and without risks to health;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- maintain any place of work under its control in a condition that is safe and without risks to health;
- provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees, pupils and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working on Academy premises;
- provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- give special consideration to employees or visitors (including pupils) with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- monitor health and safety performance to verify that The Academy's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
- develop and maintain a positive and proactive health and safety culture;
- ensure the management team affords health and safety matters equal priority to other management functions;

- Provide an organisation structure that ensures that this Health and Safety Policy will be implemented in full, regularly monitored, reviewed and revised to ensure its objectives are achieved in respect of legislation or organisational change;
- Regularly monitor, inspect and audit our systems and procedures to ensure continuous improvement;
- Ensure the co-operation of all staff in the operation of this policy;
- Ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters;
- provide appropriate systems to develop and maintain effective communication of health and safety matters throughout The Academy.

The Academy is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Principal and the Local Governing Body.

This Policy requires the commitment, co-operation and active involvement of all Academy employees to ensure its success and effectiveness.

All contractors and consultants working for The Academy are required to comply with this Policy.

The Academy will ensure that procedures are established for appointing and monitoring the competency of contractors.

The Academy will review this Policy Statement at least annually.

The Academy will ensure that this Policy is effectively communicated to all staff.

Failure on the part of any Academy employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action.

SIGNED:	DATE:
PRINCIPAL	
SIGNED:	DATE:
ON BEHALF OF GOVERNORS	

Employer's Responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, pupils, visitors and sub-contractors who may be in our workplace or using equipment provided by the Academy. Consideration must also be given to our neighbours and the public.

Management will ensure they:

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees
- Provide safe plant and equipment that is suitably maintained
- Provide a safe place of work with adequate facilities and safe access and egress
- Provide adequate training and information to all employees regardless of their position within the Academy
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner
- Provide health surveillance to employees where it is deemed necessary
- Appoint competent persons to help comply with health and safety law

The Management of Health and Safety at Work Regulations requires the employer to have suitable arrangements in place to cover health and safety risks. These arrangements should, where possible, be integrated within the management system that is already in place for the Academy.

This health and safety policy includes a management structure and arrangements developed for the Academy to ensure compliance with the law and can be integrated within the present company management system.

The Governing Body

The Governors shall ensure that when undertaking the management of the Academy budget, all health and safety implications are taken into account. They shall also include in their annual report an appraisal of the Academy health and safety performance by considering all reported accidents, incidents and near misses. Furthermore, their main functions are:

- Monitoring the Academy safety performance (including consideration of inspection reports)
- Prioritising actions where resources are required
- Ensuring actions are carried out
- Including health and safety on the governors' meeting agenda
- Ensuring that health and safety is included in their annual report
- Ratifying this health and safety policy

Principal/ Head of School

The day-to-day responsibility for all Academy health, safety and welfare organisation and activity rests with the Principal, who will:

- Ensure the effective implementation of the health and safety policy
- Demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their Academy
- Ensure all Academy business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning
- Ensure that Academy staff recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions
- Ensure that this Policy is brought to the attention of all staff
- Ensure that Academy health & safety policies or procedures are reviewed annually, or when significant changes occur, and that these are brought to the attention of all employees (including revisions)
- Ensure that health and safety is adequately resourced with both time and finances
- Ensure that the job descriptions contain specific areas of responsibility for health and safety management
- Ensure suitable persons are nominated to undertake key health and safety functions
- Ensuring that within the Academy, adequate provision is made for consultation with employees
- Bring to the attention of the governing body any significant health and safety issues, will involve the governors in any policy matters and bring to their attention health and safety guidance received from the Trust's External H&S Advisors

Vice Principal

The Vice Principal will ensure:

- They lead by example
- All levels of the Academy fully understand the arrangements for the implementation of the safety policy
- The policy is reviewed for compliance in line with the Academy's objectives for health and safety
- Details of safe systems of work, rules and procedures are communicated to all relevant staff with suitable records kept
- Qualified first aid personnel and facilities are provided to address potential hazards on the site
- Arrangements for fire safety are implemented and that all relevant checks are carried out

- Risk assessments are carried out and reviewed on a regular basis
- Contractors are suitably vetted and systems are in place to ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities
- All welfare facilities are adequate and arrangements are in place for the safe disposal of waste

Superintendent

The Superintendent will:

- Ensure any temporary rules, such as exclusions from parts of the premises, are made known to all staff, pupils and visitors to the premises
- Ensure contractors are briefed on site safety before any work takes place and prior to each working session
- Make contractors aware of the Academy health and safety policy, fire and emergency procedures
- Relevant statutory signs and notices are provided and displayed in prominent positions
- Procedures are in place for site security along with details for contacting emergency services
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced
- Contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities
- All welfare facilities are adequate and arrangements are in place for the safe disposal of waste
- Safe access and egress is provided and maintained at all times throughout the site
- Arrangements for fire safety are implemented and that all relevant checks are carried out for the Academy

Class Teachers

The safety of pupils in all learning environments on and off site is the responsibility of the class teacher. ***In addition to the general responsibilities of an employee, a class teacher is expected to:***

- Raise any health and safety concerns outside their control related to their class area with their immediate manager;
- Exercise effective supervision of pupils and where appropriate ensure they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- Know the particular health and safety measures to be adopted in their own teaching areas and to ensure they are applied;
- Ensure that appropriate and direct supervision is provided for pupils;
- Give clear instructions and warnings to pupils as often as necessary

- Ensure that the Academy's behaviour policy is followed in all activities
- Assess risk when planning activities and ensure that measures are in place to minimise the risks identified
- Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety and specific guidance to members of staff
- Set a good example and follow safe working procedures personally
- Ensure the use of protective clothing and guards where necessary
- Ensure that staff, volunteers and visitors within their teaching jurisdiction are familiar with and follow all relevant aspects of this health and safety policy, and other policies, procedures and guidance documents
- Alert more senior staff to any health and safety concerns
- Build in safety education in curriculum planning
- Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use

NB. Supervisory Teaching Assistants and Teaching Assistants in charge of groups are responsible for the safety of pupils and for carrying out the duties noted above, even when under remote direction from a teacher.

All Employees

All employees are expected to:

- Take due care of their own health and safety and that of other persons working with them
- Take due care of pupils' safety, taking account of the pupils' ability to manage risk and guard against common dangers
- Co-operate with the governing body so far as is necessary to enable it to meet its responsibilities for health and safety
- Use work equipment provided correctly in accordance with manufacturers instructions and training
- Report promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill
- Report any damage to the site or any fixtures, fittings or equipment
- Raise any concerns or problems which may have health and safety implications with their line manager or if they are unavailable the Academy's health and safety co-ordinator
- Comply with the health and safety instructions in force at any other establishments which they are required to visit in the course of their duties, so long as they do not compromise higher standards of health and safety set at the Academy
- Co-operate fully with their Line Manager or Responsible Person on all matters pertaining to their health and safety at work
- Not recklessly or intentionally interfere with, or misuse any equipment, safety devices etc. that has been provided in the interest of their health and safety at work

- Wear any protective clothing or equipment and use any safety devices that have been provided for their health and safety while at work
- Observe safety rules, comply with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency
- Attend health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them
- Attend local health and safety and safety induction on their first day of employment
- Wear any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst in corporate buildings

ARRANGEMENTS FOR HEALTH AND SAFETY

1. ACCESS AND EGRESS

The Academy is committed to providing a safe place of work and a safe means of access and egress within all parts of premises where work is being undertaken.

To achieve this, the Academy will ensure, so far as is reasonably possible, that:

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately
- Safe systems of work are implemented in all areas where there is significant risk
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises

To ensure that safe access and egress is maintained in all areas the Superintendent will ensure that regular inspections are undertaken.

All visitors must report to Reception on arrival. The door must be opened in person or remotely by a member of staff. Visitors will be required to sign in and then they will be issued with a visitors badge. Yellow lanyards will be issued to those visitors who have had a DBS check and are identified on the Academy's Single Central Register; red lanyards will be issued to visitors who have not had a DBS check.

2. ACCIDENT REPORTING PROCEDURES

The Academy defines an *accident* as:

An unplanned or unforeseen event which causes injury to persons, damage to property or a combination of both, i.e. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

The Academy defines a *near miss* as:

An unplanned or unforeseen event that does not cause injury or damage, but could have done so, i.e. items falling near to personnel; short-circuits on electrical equipment.

The Academy defines a *dangerous occurrence* as:

An unplanned or unforeseen incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. Lists of dangerous occurrences that must be reported are shown the RIDDOR flowchart.

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention the competent person present will dial 999 call and request an ambulance/paramedic.

When the casualty has received suitable medical/first aid treatment details of the accident should be recorded in the accident file for future reference.

In order to determine what corrective action is necessary to prevent a repetition it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations are carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances will such investigations be used as a mechanism to apportion blame. Investigations are primarily a management tool to identify suitable measures to prevent a recurrence.

All accident information for employees that is entered into the accident file will be kept for a minimum of three years.

Accidents that occur to contractors on site must be reported to the Academy office and the contractor company.

Near misses are defined as incidents that almost become accidents, but only missing by a very small margin of error. All near misses should be reported and recorded because a series of near misses could very easily become a hit or an accident.

Relevant risk assessments and safe systems of work may require revision following a near miss incident.

RIDDOR and employees

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) require employers report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. Under RIDDOR the responsible person must report the following work-related accidents, including those resulting from physical violence, if an employee or self-employed person is injured while working at the premises:

- Accidents which result in death or major injury must be reported immediately
- Accidents which prevent the injured person from continuing their normal work for more than seven days must be reported within 15 days of the accident

Major injuries include:

- A fracture, other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent

See Riddor website for a full list of major injuries or contact the Trust H&S Lead.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, major injury or a person being incapacitated for over 7 days are reportable. In the case of an over 7-day injury, the incapacity must arise from a physical injury and not as a result of a psychological reaction to the act of violence. Violent incidents between pupils, should be dealt with in accordance with the Academy's policy for behaviour management.

Reportable diseases

Employers must report occupational diseases (listed at www.hse.gov.uk/riddor) when they have received a written diagnosis from a doctor that they, or their employee, have one of the conditions and the sufferer has undertaken activities that correspond with the condition listed in RIDDOR

Accidents involving contractors working on Academy premises are normally reportable by their employer.

It is the responsibility of the Principal to investigate the accident/dangerous occurrence and contact the national incident centre immediately when necessary. If there is any doubt about reporting accidents or dangerous occurrences the Principal will seek advice from their S2B Risk Consultant or via the HSE website www.hse.gov.uk.

RIDDOR and Pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at Academy or an activity organised by the Academy are only reportable under RIDDOR if:

- The accident results in the death of the person and arose out of or in connection with the work activity; or
- The accident results in an injury that arose out of or in connection with a work activity and the person is taken from the scene of the accident to hospital

Major injuries and diseases only apply to employees. If a pupil is absent from Academy following an incident this is not reportable.

How to decide if an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the Academy should consider whether the incident is caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip),
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc),
- The condition of the premises (e.g. poorly maintained or slippery floors).

The above are only reportable if they occur and if the accident results in a pupil's death or they are taken from the scene of the accident to hospital.

PE

Not all sports injuries to pupils are reportable. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or as a result of inadequate arrangements for supervision of an activity.

Examples of reportable incidents would include:

- The condition of the premises or sports equipment being a factor in the incident, for example a pupil slips and fractures an arm because a member of staff had used the wrong polish and left the sports hall floor too slippery for sports; or

- There was inadequate supervision to prevent an incident, or failings in the organisation and management of an event. For example, pupil's arm being struck by a trampoline whilst folding the equipment away and member of staff was not actively involved

Records Management

All accident information that is entered onto an accident form will be kept for a minimum of four years for employees and up until the age of 21 for pupils. Accidents that occur on the Academy premises or while undertaking work on behalf of the Academy must be reported to the Principal.

Near misses are defined as incidents that almost become accidents, but only missing by a very small margin of error. All near misses should be reported and recorded because a series of near misses could very easily become a hit or an accident. Relevant risk assessments, method statements or safe operating instructions may require revision following a near miss incident.

3. ASBESTOS

The Academy is responsible for ensuring that a copy of the Asbestos Survey is kept within the Academy. The Principal is the responsible person for the Asbestos Survey and its upkeep, as this person has received the relevant training. A copy of the Asbestos survey is kept by the Superintendent and contractors must read and understand it BEFORE starting work in an area that is known to have Asbestos containing material.

Staff should be instructed not to drill holes or affix things to walls without obtaining approval from the Principal.

For more information see the Asbestos Management Plan.

4. CONSULTATION WITH EMPLOYEES

We acknowledge that we have a duty to consult with our employees regarding matters affecting their health and safety whilst at work. This will be done through staff meetings, 1-1 meetings and surveys.

5. CONTRACTORS

As site occupiers we will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to our employees, other persons on our site and the public. Contractors work activities will be monitored by the relevant Principal and Superintendent. The SLT are authorised to 'stop' any works considered to be unsafe. In certain circumstances contractors may be asked to leave the site.

Precautions should be taken to ensure the safety of visitors and pupils to site as far as is reasonably practicable. Suitable precautions will be put into place to prevent access to the site by unauthorised persons.

The Academy will carry out the following precautions:

- All visitors will be required to sign an attendance register indicating the time of arrival and departure
- Work will take place during the holidays/ out of normal Academy hours where possible
- Sites display the appropriate warning and information signs prominently

- All vehicle and pedestrian routes will be kept clean and clear of obstructions and will be regularly inspected
- Ladders will be blocked off at the bottom and loose ladders will either be secured (i.e. chained) or removed to prevent unauthorised use
- All electrical equipment will either be securely locked away or effectively locked off
- All plant and machinery will be immobilised and energy source positively locked off
- Petroleum spirit, compressed gas and chemicals will be locked away when not in use
- Materials should not be stacked too high and should be stable
- Lighting will be used where required to ensure the safe movement around the site during darkness

The Academy need to satisfy themselves that contractors are competent (i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done. The contractors Safety questionnaire must be completed by contractors prior to undertaking any works.

Contractors should provide copies of risk assessments and subsequent method statements, detailing the safe systems of work to be used prior to works commencing on site. Such risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The Academy, contractors and any subcontractors involved should agree the risk assessments and be part of this discussion and agreement.

6. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) ASSESSMENTS

It is the intention of the Academy to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

The Academy acknowledges that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within the statutory limits.

The Academy recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

To enable the Academy to comply with the control of substances hazardous to health regulations (COSHH) the Academy will endeavour to hold all the material safety data sheets (MSDS).

A copy of each relevant COSHH risk assessment will be held within the health and safety file and a copy will be provided to all those persons considered to be at risk.

The Academy's approach to the regulations is to:

- Familiarise itself with the legal requirements
- Identify and list what substances are used within the Academy
- Use outside agency advice (i.e. CLEAPSS) on matters around micro-organisms, animals and plants
- Assess the risks to health from working with the substance

- Introduce all the necessary control measures to safeguard all employees and other persons who may be affected by the Academy's undertakings
- Decide what additional precautions may be required
- Implement the precautions that have been decided
- Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety

All employees have a duty under the COSHH regulations to:

- Take part in training programmes
- Read container labels
- Practise safe working
- Report any hazard or defect to the Manager
- Use personal protective equipment provided
- Store equipment and tools properly
- Return all substances to their secure location after use
- Use control measures properly

7. CURRICULUM SAFETY

Health and safety is the responsibility of all staff, teachers and support staff and in particular for the prevention of dangerous practices. Faulty equipment, which includes the fabric of the building, furniture and fencing, gates and playground surfaces, etc., which may cause injury to pupils, other members of staff, parents or visitors should be noted and reported to the Superintendent or Principal.

Classrooms should be set out so that easy access is available to all equipment and so that there is a safe route between tables, chairs and other furniture. Any technology tooling, staple guns or glue guns should be stored safely.

8. DISPLAY SCREEN EQUIPMENT (DSE)

The Academy recognises that the incorrect use of display screen equipment may result in some users suffering from upper limb disorders. The Academy will endeavour to eliminate these issues through good workplace and job design, information and training.

Employees will be encouraged to follow any system developed by the Academy for display screen equipment. If the DSE user requests an eye test the Academy will meet the cost. If the test highlights the need for corrective lenses for VDU (visual display unit) use the Academy will meet the cost for the basic corrective lenses required.

Office based employees will report any display screen equipment issues to their respective Manager.

9. EDUCATIONAL VISITS

All educational visits are carefully planned in advance with staff visits if possible and full risk assessments completed in line with the Academy trip procedure. The Exeant system is used. A letter is sent home with the child for the parents/carer explaining what the trip is about and what might be expected of their child.

Children are asked to wear appropriate clothing for the activity planned. The correct adult to child ratio, as determined by the Academy, is to be observed. Staff should have a first aid kit with them and preferably be first aid trained, they should also carry a mobile phone in case of emergency.

For more information see the Educational Visits policy.

10. ELECTRICITY/APPLIANCES

All electrical equipment used by the Academy will be selected carefully to ensure it is safe and suitable for the environment in which it is used.

Movable and portable electrical equipment will be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item and all employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions. Employees must not bring electrical equipment into Academy unless authorised by the Principal.

Any defective equipment will be removed from use immediately until such time as it can be repaired. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The Academy acknowledges that work on electrical equipment can be hazardous and therefore the Academy will take steps to reduce the risks so far as possible. The implementation of this policy requires the co-operation of everyone on site either directly employed by the Academy or by another contracted company.

12. FIRE SAFETY

The Academy are committed to ensuring that any risk of fire at our premises are minimised so far as is reasonably practicable.

In particular we will ensure that:

- A Risk Assessment is carried out to highlight potential fire risks
- Procedures are in place to deal with a break out of fire
- Means of escape are maintained at all times
- Fire alarm systems and firefighting equipment are regularly tested, serviced and maintained in accordance with the requirements laid down in our Risk Assessment
- Planned emergency evacuations are carried out termly

Fire procedures

In the event of fire, the safety of life shall override all other considerations. If a fire is discovered, the alarm should be raised immediately by the appropriate method. The raising of the alarm should be the first action taken on discovery of any fire however small.

The first Academy employee notified of the incident will take the following action:

- Call the emergency services
- If the incident is in normal working hours, notify the senior person present
- If the incident is outside normal working hours, call the nominated member of the SLT

The most senior Academy representative on site will:

- Attend the scene and ensure the emergency services have been called
- Take position of controller
- Liaise between the emergency services and the staff and pupils
- Preserve and secure the scene, take photographs and if appropriate contain pollution spread or make safe
- Prevent entry to unauthorised persons
- Notify the Principal if the incident is out of office hours.
- Provide a witness interview room and temporary means of communications (landline, mobile telephone, radio, etc.)
- Instruct operatives not to speak to the media
- Begin the investigation
- Obtain the details of witnesses (name, home and business address, telephone numbers, employer)

If the incident is being controlled by another person or the authorities, relay all relevant information to that person.

We do not require our employees to attempt to extinguish a fire, but extinguishing action may be taken if the employee feels competent, has been trained and it is safe to do so.

Record keeping

The following records will be kept:

- Details of maintenance checks of firefighting apparatus and warning and detection equipment
- Records of fire alarm tests and practice evacuations
- A copy of the safety evacuation plan
- Records of all information, instruction and training provided

Fire prevention

All electric equipment will be maintained in a safe condition and be cleaned to ensure that dust etc does not block up the ventilation points.

The use of electrical extension leads will be kept to the minimum and they must not be channelled through doorways unless adequately protected from damage.

Electrical faults must be reported to your management as soon as possible.

At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

13. FIRST AID

First Aiders are qualified personnel who have received training and passed an examination in accordance with health and safety executive requirements. First Aiders will be provided with re-training at regular intervals in order to ensure that their skills are maintained.

After all accidents, details must be recorded in the accident log. To ensure compliance with data protection legislation the completed accident forms will be removed and filed in the main offices.

ALL accidents, no matter how small, must be required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is followed:

- 1 Seek medical attention from the Academy's First Aider or Appointed Person
- 2 The names of the First Aiders or Appointed Persons are written on the first aid notices, which can be found in prominent locations around the Academy
- 3 All first aid incidents will be recorded by the person administering first aid treatment. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment are available at the workplace:

- First aid personnel must inform the Principal when their training certification period is nearing expiry, (3 months prior to expiry) or if they wish to be taken off the approved First Aiders list
- Management must ensure that employees are familiar with the identity and location of their nearest First Aider and first aid box
- Management must ensure that easy access to first aid equipment is available at all times.
- Professional medical assistance must be summoned where necessary
- Ensure that details of all accidents are reported and entered into the accident book. All major injuries must be reported to the health and safety department as soon as possible.

14. GAS SAFETY

The Gas Safety (Installation and Use) Regulations and related legislation require standards of competency and care which seek to ensure that everyone is protected from injury, fire, explosion or other damage arising from work on a gas installation, fittings or appliances. Therefore, the Academy will only employ competent GAS SAFE registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.

All gas appliances will be periodically serviced to ensure that it is safe for use at all times and an appropriate service certificate will be retained on file for future reference.

Wherever possible the Academy will ensure that the Servicing Engineer will suitably mark the appliance with the date of the service for ease of identification.

Where necessary, appliances and meters will be adequately protected and guarded to prevent access by children or unauthorised persons.

15. GLAZING

All glass in the door panels to be safety glass and fire retardant in line with the location of door.

All windows are to be in line with EN standards wherever possible.

If any glazing is damaged this must be reported to the Superintendent as soon as possible who will make safe and take steps to repair as soon as possible.

Periodic checks of the Academy glazing will be done by the Superintendent and the findings recorded.

16. HOUSEKEEPING

It is Academy policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work.

Poor standards of housekeeping often cause employees to 'slip, trip or fall' and are consequently one of the most common causes of accident and injury at work.

We recognise the need to ensure that good standards of housekeeping are achieved and maintained at all times and a policy of 'clean-up as you go' will always be the preferred option.

17. INFORMATION, INSTRUCTION AND TRAINING

It is the Academy's policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure the Academy complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the Academy's undertakings.

Training is provided for all employees:

- On recruitment into the Academy
- When moved to another task or when promoted
- When the process, equipment or system of work is changed
- All health and safety training will be undertaken during working hours wherever possible

It is the Academy's policy to ensure all management are suitably trained to implement the health and safety policy as well as being trained to undertake specific tasks.

All training will be recorded and retained on each individual employee's personal file for future reference by the Principal.

Employees will report any problems to the Principal.

18. JEWELLERY

It is the policy of the Academy that in the interests of health and safety of all pupils, the wearing of jewellery in all PE and games shall be forbidden.

Pupils wearing jewellery will be required to remove it before the PE lesson and replace it after lesson. Members of staff may not remove or replace jewellery.

The class teacher will provide a place to keep the jewellery during the lesson and will make every effort to ensure it is stored securely but will not be responsible for its safety. If parents are

concerned about the safekeeping of jewellery, children should not wear it on days when they are due to take part in PE lessons.

Where a child is too young or otherwise incapable of removing and replacing their own jewellery the parents should ensure they do not wear it on those days when PE or Games are on the timetable.

Although the procedure is intended for PE and games only, it is obvious that children play with great energy at playtimes in the playground and consequently there may be similar risks during that time. Parents should consider this when giving children permission to wear jewellery at Academy at any time, but should ensure that if jewellery is worn, it is only in the form of studs or sleepers.

19. LADDERS AND STEPLADDERS

Due to the inherent danger of falls from height whilst using ladders, the use of ladders within the organisation will only be authorised if there is no suitable alternative e.g. mobile tower. The practicality of using access equipment such as mobile towers, scaffolding and elevating working platforms, etc. will be considered by risk assessment.

The Academy accepts that it is necessary for some operations to use a ladder or stepladder.

Ladder users must be trained and instructed in their use.

Ladders must be:

- In sound condition and checked by the user for freedom from defects
- Of sufficient length for the work in hand, extending at least 1 metre beyond the highest point to which access is required
- Erected on a firm and level base at and supported by the stiles only
- Set at the correct angle- 4 metres of vertical rise for every 1 metre of horizontal displacement
- Either firmly secured near the top or footed at the bottom by a second person or 'ladder stopper' device

Only ladders constructed to a national or international industrial standard e.g. BS2037 Class 1 ladder may be used within the Academy.

Site-specific risk assessments on the use of ladders will be carried out prior to activity by and the results communicated to Principal.

The Principal will ensure that employees are following the systems laid down for their safety.

The Academy provides alternatives to the use of ladders. Employers will not be instructed in the use of ladders unless a full risk assessment has been completed and it is determined the least risk option.

20. LEGIONELLA

The Approved Code of Practice (ACOP) for the control of legionella bacteria in water systems requires an assessment being conducted for all organisations where water is used or stored and where there is a means of creating and transmitting water droplets that may be inhaled, possibly causing a foreseeable risk of exposure to the bacteria.

A water system includes all plant/equipment and components associated with that system, e.g. all associated pipework, pumps, feed tanks, valves, showers, heat exchangers, quench tanks, chillers, etc. It is very important that the system is considered in its entirety.

The Academy will take all reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards.

Where employees are concerned about the risk of an outbreak of legionnaire's disease, they should report their concerns to a senior member of staff so that the Academy can take the appropriate measures to eliminate or reduce the risk.

A suitable and sufficient assessment will be undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the Academy's premises. The assessment will be completed by a person who is competent to do so.

As far as practicable the Academy will operate water systems at temperatures that do not favour the growth of legionella. For example, 60°C is recommended for hot water storage and either above 50°C or below 20°C for distribution (care will be taken to protect people from exposure to very hot water). All water storage tanks will be fitted with secure lids and will be regularly inspected for corrosion, scale deposition and build-up of bio-films and sediments.

21. LIFTING EQUIPMENT AND LIFTING OPERATIONS

The Academy defines lifting equipment as any plant certified for lifting, this includes, Passenger lifts, scissor lift, etc.

Regulations require that lifting equipment be:

- Strong and stable and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely, i.e., the work is planned, organised and performed by competent people
- Thoroughly examined and inspected by competent people

The Academy may use equipment of this type for various activities to be carried out during the course of the work; therefore, the Academy will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner
- Lifting equipment used to lift people is clearly marked and safe for such a purpose
- All lifting equipment is thoroughly examined before being used for the first time
- Equipment used for lifting people, e.g. Scissor Lift, is thoroughly examined every six months.
- All other lifting equipment is examined annually

Risk assessments will be carried out by the Principal to identify what risks arise for the use of lifting equipment and these will be made available to all employees and be available for inspection. When making these assessments the following points will be considered:

- The types of load being lifted
- The risk of the load or equipment falling and striking a person or object

- The risk of the lifting equipment falling or falling over whilst in use

Where necessary, the Academy will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures.

Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed and employees will be informed of any changes.

22. LIGHTING

The Academy regards the provision of a safe and well-lit working environment as fundamental to the health, safety and the wellbeing of all members of staff and visitors to the premises.

All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

Lighting is an important environmental criterion, which makes a safe and effective working environment for the workforce.

In order to ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below:

- Report failures of lighting or any defects observed to a responsible person
- Request additional lighting if existing lighting is not sufficient for the task
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property
- Keep the workplace tidy and do not let items accumulate on windowsills

Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect. Any stroboscopic effect can make rotating machinery appear stationary and therefore create a hazard for the machine operator.

23. LONE WORKING

The Academy recognises that with few exceptions it is not illegal to lone work. The Academy accepts some employees will be classed as lone workers if they work by themselves without close or direct supervision in a wide range of situations. Lone workers are encouraged not to carry out high risk activities whilst on site alone. The decision to lone work will be based on risk assessment.

Results of assessments will be made available to all employees and will be readily available for inspection. Staff who are required to undertake lone working activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. The results of the lone working risk assessments will be communicated to relevant employees.

24. MANUAL HANDLING

The Manual Handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders. The Academy accepts that some manual handling activities may be necessary during their operations.

The need for employees to undertake manual handling operations will be avoided wherever possible. Risk assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

Employees will be encouraged to follow any system developed by the Academy for safe manual handling operations.

Results of manual handling assessments will be made available to all employees and will be readily available for inspection. Staff who are required to undertake manual handling activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. The results of the manual handling risk assessments will be communicated to relevant employees. Employees will report hazardous handling activities to the Principal.

25. MEDICATION

For more information see the Policy for supporting Pupils with Medical Conditions

26. MOBILE TELEPHONES

In order to ensure the safety of all members of staff who are supplied and required to use mobile telephones whilst working away from the Academy's premises, the following safety procedure has been compiled:

- Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary
- To comply with the regulations all outgoing calls must be made when the vehicle is stationary with the engine switched off. Ensure that the telephone is removed from the vehicle when it is unoccupied
- When calling a colleague on a mobile phone always ask whether it is safe to speak
- Only acknowledge incoming calls on a hands-free system, where answering is automatic or one touch button use short responses and indicate that you will return the call when it is safe to do so
- When driving never begin a call or a text message even whilst waiting in a traffic queue or at traffic lights
- Never use your mobile phone on a petrol station forecourt or any potentially explosive atmospheres
- Wherever possible encourage colleagues to consider your safety and request that they place non-urgent phone calls to an answering service or take a message on your behalf rather than giving your number to a third party

Hand-held Telephones

The Academy does not permit any use of a hand-held mobile telephone to make or receive calls whilst driving a vehicle or whilst the engine is in operation.

27. NEW AND EXPECTANT MOTHERS

It is the policy of the Academy to establish and maintain, as far as reasonably practicable, non-hazardous working conditions for all aspects of health and safety at work including the commitment to allocate appropriate resources. The Academy is committed to ensuring that new and expectant mothers are not exposed to any significant risk. Risks include those to the unborn child or child of a mother, who is breastfeeding, not just risks to the mother herself.

Until the Academy has received written notification from the member of staff, they are not obliged to take any action other than those resulting from the risk assessment for all their employees. The Academy can also ask for a certificate from your GP or your midwife showing that you are pregnant.

Upon written notification the Academy will carry out a specific risk assessment. The member of staff will be asked to help with this and it is important that any advice they have received from their doctor or midwife, that could impact on the assessment, is passed on to the Academy.

Some of the more common risks might be:

- lifting/carrying of heavy loads
- standing or sitting for long lengths of time
- exposure to infectious diseases
- work-related stress
- workstations and posture
- threat of violence in the workplace
- long working hours
- excessively noisy workplace

28. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Academy will risk assessment tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate employees. All PPE provided will be evaluated to ensure that it complies with current standards of suitability, appertaining to the foreseeable risk exposure, and will be affixed with the CE conformity mark, which denotes manufactures standards.

All employees who are required to wear personal protective equipment will be provided with suitable recorded instruction and training on how to correctly use the equipment along with the procedures for replacing any damaged or defective equipment. Employees are not to use PPE, which has been identified with patent defects, or is inappropriate for the task. The Principal will be responsible for replacing any defective PPE upon request.

29. PLAYGROUND/PE EQUIPMENT

The playground is inspected on a termly basis by the Superintendent who will endeavour to carry out any repairs necessary as he seems fit and record the date of repair and location.

Any defects found by a member of staff should be reported to the Head/Superintendent as soon as possible.

There will be a minimum of two lunchtime supervisors per key stage. Any defects will be rectified as soon as possible to limit the chances of a child being injured. Any defects found by a member of staff should be reported to the Superintendent as soon as possible.

The internal PE equipment is inspected on an annual basis with a report being provided by the inspection company. The report is kept by the Superintendent and any actions/defects found are rectified as soon as possible or if the budget allows.

None of the equipment is to be left in an unsafe condition.

30. RISK ASSESSMENTS

The Academy accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore, in order to comply with the Management of Health and Safety at Work and to safeguard the health, safety and welfare of employees and others, the Academy will take all reasonably practicable measures to reduce those risks to an acceptable level.

This is achieved by undertaking suitable and sufficient risk assessments for all work activities undertaken within the Academy.

The aim of the risk assessment process is to:

- Identify hazards associated with the Academy's undertaking and any hazards associated with the premises
- Identify any person who may be affected or injured by the hazards
- Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level

Trained personnel will complete risk assessments for all work activities undertaken by the Academy and will strive to ensure that the documentation is reviewed if circumstances change. It is Academy policy to ensure that all persons who are required to compile the assessments attend an appropriate training course to ensure they are competent to undertake risk assessments.

The training that is given to employees will enable them to:

- Identify all hazards associated with the Academy's activities
- Identify when generic assessments are not appropriate, due to the lack of control measures that would only be determined by a site-specific assessment
- Enable them to implement the necessary control measures prior to anyone being placed in danger due to the hazard
- Document the assessment process to enable the control measures to be disseminated to all relevant people

The management will ensure that all employees and other interested parties are informed and instructed of the risks to which they may be exposed, in order that the work activities be completed in a safe manner as documented in the assessment.

31. SAFETY OF PERSONS WITH DISABILITIES

The Academy has a responsibility to ensure that all persons who visit the Academy's premises or work on site are safe at all times and is fully compliant under the Equalities Act. In order that this is done effectively, the Principal will ensure that disabled visitors are protected from everyday hazards within the Academy, as well as more urgent issues such as emergency evacuation.

It is in the interest of disabled visitors to inform the Academy prior to their visit in order that any special arrangements can be made. This is especially important in the event of a disabled person wishing to visit a construction site. In this unlikely event the Principal will make the necessary arrangements.

The Academy will aim to make as many rooms as accessible and safe as possible for disabled visitors, where this is not reasonably possible an appropriate decision will be made based upon the Academy's disability policy.

The Principal ensure that all staff are aware of their responsibilities in ensuring that disabled visitors are safe at all times and where necessary ensure that suitable training is given to staff.

32. WORKING AT HEIGHT

If there is a risk of a fall liable to cause personal injury, this is classified as at height, even if it is below ground. In accordance with The Working at Height Regulations the Academy shall conduct a risk assessment to identify the hazards and controls in order to complete the task in a safe manner. The Academy will do all that is reasonably practicable to prevent anyone falling.

The hierarchy below will be used for managing and selecting suitable ways for work at height:

- a. Use work equipment or other measures to PREVENT falls where we cannot avoid the task
- b. Where we cannot eliminate the risk of a fall, work equipment or other measures to minimize the distance and consequences for a fall should one occur should be used.

The Academy has a duty as an employer to ensure that the risk of injury is removed or minimized.

The essential part of this is to plan and organize the work taking into consideration weather conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained. In addition, there is a requirement when working with scaffolding (depending on its' complexity) for an assembly, use and dismantling plan.

In order to ensure that the work is properly planned, appropriately supervised and carried out in a safe manner the following points will be considered within the risk assessment:

- Competence of people, including those involved in the planning of the task
- Selection of work equipment considering the distance to be travelled for access & egress, duration and frequency of use, practicalities for quick and easy evacuation in an emergency
- Retaining the hierarchy of controls e.g. guardrails/barriers; scaffold and working platforms; collective fall arrest (nets); PPE/harness & warning signs (last resort)

- Prevention of falling objects and elimination of throwing/tipping from height. Remembering to include the correct storage of materials and objects and load bearing capacity
- Exclusion zones below the activity if there is no reasonably practicable way of removing the risk of falling objects
- If personal fall arrest systems are to be used, where appropriate, they will incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body

33. WORK RELATED DRIVING

The Academy will take all reasonable steps to secure the health and safety of our employees who drive vehicles on company business.

The Academy will require all drivers to submit their driving licence for inspection annually, the Academy reserve the right to contact the DVLA in order to monitor the status of individual licences

Employees are reminded that, despite familiarity, driving on the roads may be by far the most hazardous activity they undertake. The following precautions should be taken by each employee to minimise the risk:

- Plan work to minimise driving requirements
- Ensure that the vehicle is maintained in accordance with the manufacturer's instructions, including specific winter and summer precautions
- On a long journey take regular breaks to help you relax and reduce tiredness, but remember you cannot stop on the hard shoulder of a motorway except in an emergency
- Seek to avoid overlong days of work and driving. The Academy will pay the reasonable cost of overnight accommodation should particularly long business journeys need to be undertaken involving overlong days of work. Seek advice from the Principal
- When reporting accidents and other incidents you should contact the emergency services as quickly as possible if an accident or incident needs immediate action
- Stop your vehicle when and where it is safe to do so or ask a passenger to make the call for you
- On a motorway, it is best to use a roadside emergency telephone, as the emergency services will be able to locate you easily. If you have to use a mobile phone, first make sure you know your location from the numbers on the marker posts on the side of the hard shoulder
- Report the development of any health problem that may limit or prevent driving e.g. epilepsy or heart condition

34. YOUNG PERSONS AT WORK

The Health and Safety Executive classify all people under the age of 18 years of age, as a young person including children under the age of 16. This definition applies to students, trainees and children on work experience and classify them as employees regardless of the number of hours worked or the period of employment.

Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on the Academy's premises. When the assessment

has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience.

Children under the age of 13 years of age are prohibited from any form of employment; however, children between 13 and the Minimum Academy Leaving Age (MSLA) can undertake work experience schemes approved by local education authorities. If the Academy offers placements to students, trainees or children they will be treated as employees and will be provided with the same health and safety protection as any other employee.

Before engaging any young employees the Academy will complete specific risk assessments, these will include:

- The fitting out and layout of the workplace and the location of where the individual will work
- The type of work equipment that will be used and how it is to be handled
- How various work and processes being undertaken are organised
- The extent of training that has been provided or that will need to be provided to the individual concerned

Before any children are employed or they are offered work experience, the Academy will notify the parental guardians of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring.

All young people who start work with the Academy will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. The Academy view this training as a bare minimum and will ensure that the individuals are fully supervised at all times to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept with regard to young persons.

- Specific risk assessment records for the tasks that young people within the Academy are required to undertake
- Details of training and information that has been given to the young person along with records to show that the individuals have accomplished an acceptable standard of competence
- Where the young person has not reached minimum Academy leaving age a record will be kept of any correspondence and information that is communicated to the parents/parental guardian

35. TRAFFIC MANAGEMENT

Authorised staff and visitors may park with care in the designated car park. It should be noted that the Academy, does not take any responsibility for damage to vehicles whilst on the Academy's property.

The speed limit of 10mph must be observed at all times and pedestrians have right of way on Academy property without exception.