



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Health and Safety Policy

Review frequency: Annually

Approval: Governing Body

Date: April 2018

Health & Safety Policy Statement

Introduction

The L.E.A.D. Academy Trust requires this policy to be implemented by all its member academies.

- All pupils should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- It is important that all pupils learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the training they need so they can keep themselves and their pupils safe and manage risks effectively.

The L.E.A.D. Academy Trust defines the policy expectation, but the responsibility for implementation of the policy rests with the Headteacher of each academy.

Legal Framework

The main legislation covering this area is [The Health and Safety at Work Act 1974: Sections 2\(3\), 3 and 4](#).

- The employer (L.E.A.D. Academy Trust) is responsible for health and safety, though tasks may be delegated to staff.
- Employees also have a duty to look after their own and others' health and safety.
- It is very rare for academy staff to be prosecuted under criminal law with regard to accidents involving children and young people.
- Employers, academystaff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would.
- Most claims for negligence are brought against the employer (who has public liability insurance) and not individual members of staff.

Risk Assessments

[The Management of Health and Safety at Work Regulations 1999: SI 1999/3242](#). The 1999 regulations impose a duty on employers to produce a risk assessment.

Advice from the Department for Education

An advice document from the Department for Education, as published in December 2012 and subsequently updated in June 2013, summarises the existing health and safety law relevant to schools and academies.

<http://media.education.gov.uk/assets/files/pdf/h/dfe%20health%20and%20safety%20advice%2003%2006%2013.pdf>

It covers activities that take place on or off school/academy premises, including school trips. In conjunction with this advice document academies should read the following policy statement from the Health and Safety Executive (HSE) '[School trips and outdoor learning activities: Tackling the health and safety myths](#)'.

Management of Health and Safety at Work Regulations 1999 – regulation 16. This concerns the special treatment of new and expectant mothers.

Policy

Each academy must have a policy which sets out clearly:

- A general statement of policy;
- Who is responsible for doing what (delegation of tasks);
- Arrangements to establish, monitor and review measures needed to meet satisfactory health and safety standards.

Model Health and Safety Policy

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the academy
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

This policy has been brought to the attention of all employees and is kept readily available for employees in the Headteacher's office/main office.

Responsibilities

Responsibilities of the Local Governing Body

[Delete sections which are not applicable.]

The Local Governing Body acknowledge that as employer, they are ultimately responsible for health and safety in the academy.

The Governing Body is responsible for:

- Leading an effective health and safety culture
- Integration of good health and safety management with business decisions
- Ensuring that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Ensuring that the school have access to competent health and safety advice
- Employees or their representatives are involved in decisions that affect their health and safety.
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- Ensuring a safe place of work for employees and pupils, including safe means of access and egress
- Ensuring that adequate health and safety resources are available to meet health and safety requirements
- Having procurement standards for goods, equipment and services can help prevent the introduction of expensive health and safety hazards
- Ensuring health and safety appears regularly on the agenda for Governor meetings
- Considering immediate reviews in the light of major shortcomings or events.

Duties of the Headteacher

The Head Teacher is responsible for:

- Demonstrating visible, active commitment to health and safety improvement
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and academy policies are met at all times
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe

- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary
- Monitoring the standard of health and safety throughout the academy
- Ensuring that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

Duties of Line Managers/Senior Leaders

The duties of Line Managers include:

- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring risk assessments are carried out for activities as required
- Ensuring safe working conditions and safe working practices in accordance with legislation and academy policies
- Ensuring employees are 'competent' to carry out their activities
- Ensuring new employees are inducted in the safe working practices
- Ensuring safety inspections are carried out at least termly
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring that hazardous substances are correctly used, stored and labelled
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Head Teacher

Duties of the Site Manager

The Site Manager's duties include:

- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries made safely, e.g. by avoiding peak pedestrian times

- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Head Teacher and Governors with the annual health and safety inspection
- Undertaking duties in accordance with legionella management requirements
- Ensuring that relevant health and safety warning signs are displayed

Duties of the Off-Site Visits Co-ordinator (OVC)

- Follows the NCC Educational Off-Site Visits Policy where their full responsibilities are outlined.

Duties of All Employees

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with their Line Manager on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns, e.g. hazards or defects etc., to their Line Manager

Arrangements - Contents

Accident and Incident Reporting
 Administration of Medicines
 Asbestos Management
 Bodily Fluids
 Classroom activities
 Communication
 Construction work
 Consultation with Employees
 Control of Contractors
 Curriculum
 Display Screen Equipment
 Electrical Safety
 Emergency Procedures
 Fire Safety
 First Aid
 Finger Guards
 Gas equipment and appliances
 Handling Plants
 Hazardous Substances
 Health and Safety Advice
 Housekeeping

Hot Drinks
Keeping and Handling Animals
Lettings/Use Premises Out of Hours
Lone Working
Maintenance of plant and equipment
Manual Handling
Monitoring and Review
New and expectant mothers
Off-Site Educational visits
Personal Protective Equipment (PPE)
Playground Safety
Reporting of defects, hazards and near misses
Risk Assessments
Safety Education
Safety Representatives
Security Arrangements
Site Inspections
Slips, trips and falls
Storage Arrangements
Stress, Work Related
Sun Protection
Supervision
Training
Vehicles
Violence
Waste/Litter Management
Water Management Control of Legionella
Welfare facilities
Work Equipment
Workplace Transport Safety
Work Related Learning /Work experience
Working at Height

Accident Reporting and Investigation

Accidents to employees are dealt with in accordance with Guidance and Information Sheet No. 48 *using the online incident reporting system / and recorded locally.*

Accidents to pupils and other non-employees are recorded as laid down in the Children and Families Health and Safety guidance and flowchart. To summarise:

1. Minor pupil accidents as a result of play e.g. (tripping over own feet, bumping into other children) are recorded locally in a pupil accident report *book / sheet.*
2. Pupil accidents where action needs to take place to avoid reoccurrence are recorded on the *online incident reporting system/ accident report form.*
3. Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported on the *online incident reporting system / accident report form.*

4. Of those accidents that applies to, if the pupil goes directly to hospital from the academy for treatment (rather than a precaution) then these must be reported to the Health and Safety Executive (see below).

All accidents are investigated by:

Reported accidents are monitored termly to identify any trends, e.g. same pupil or accident in the same location.

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Administration of Medicines

Refer to our Administration of Short Term Medicines Policy and our Medical Conditions Policy.

All medication will only be administered with written parental consent.

Only members of staff who have volunteered and been approved by the Headteacher will be allowed to administer medicine.

For those pupils who have a particular medical condition and require specific medical intervention, all volunteer staff members will have received training by a healthcare professional in order to administer (ie, epipen, insulin etc).

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

All medical administration is recorded, dated, signed and witnessed by another member of staff,

All medicines are kept in locked containers.

Training on the administration of specific medicines is sought where required and records are kept

Asbestos Management

It is the law that asbestos-containing materials shall not be introduced into our academy. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present, and do not pose a serious risk, we shall take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Whilst asbestos containing materials remain *in situ* we shall ensure that

they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook.

The Asbestos Survey is held by the *Head Teacher / Site Manager*, and is made available to any contractors carrying out work within the school.

Bodily Fluids

All staff dealing with bodily fluids have been advised to read the appropriate information. There is a copy of these documents kept in the risk assessment file.

All staff have be instructed to:

- thoroughly washing hands before and after dealing with bodily fluids;
- ensure existing cuts and grazes are covered;
- gloves and nappies are to be put in bags and put in appropriate bin;
- complete a risk assessment for Hepatitis B
-

Suitable equipment is available i.e. hot water, soap, detergent, absorbent material e.g. paper towels, plastic bags, clinical waste bin/bag.

Breakfast Club

A risk assessment has been completed for Breakfast Club procedures.

Classroom activities

Risk assessment completed for classroom activities.

All classroom activities are appropriately assessed for risk.

Communication

Effective communication between the Headteacher and employees is undertaken either face to face or through regular staff meetings and the staff notice board.

Construction work

All construction work is carefully monitored in accordance with NCC guidance.

Consultation with Employees

Health and safety is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or to a nominated person.

The academy will consult with employees or safety representatives (where appointed) in good time:

- The introduction of any measure at the workplace which may substantially affect the health and safety of the employees.
- Information they must give their employees on risks to health and safety and preventive measures.
- The planning and organising of any health and safety training.

Control of Contractors

The Site Manager is responsible for day to day control of Contractors, although it is recognised that overall responsibility lies with the Headteacher.

Curriculum

Risk assessments are undertaken on all lessons where there is a significant risk of injury/ill health. Precautions are included in lesson plans as necessary.

Specialist guidance is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The **Association for Physical Education (afPE)**
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- Science and Technology (ages 3-12)- "Be Safe!", Association for Science Education.
- "Make it Safe", NAAIDT
-

Display Screen Equipment

The regulations are applicable to regular 'users' of display screen equipment, e.g. Office Staff in some academies. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the online assessment on the NCC intranet.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

The use of laptops is regarded as use of display screen equipment and NCC guidance will be followed.

Electrical Safety

All portable electrical appliances in the academy are checked by a 'competent' person at predetermined intervals: *every two years*. Records of PAT testing are held on site.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Site Manager so that action can be taken to take the equipment out of use.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action from the report is undertaken by the academy.

Emergency Procedures

Please refer to Out of School and In School Emergency Plans.

Fire Safety

Refer to fire management folder including risk assessment and logbook.

First Aid

First aid facilities are provided at all times whilst employees are at work during normal working hours.

First Aid Kits are available in the following locations:

First Aid supplies are available in suitable boxes [green marked with a white cross] and are situated in the areas where treatment is administered (end of yr1/2 corridor, outside staffroom and in the reception and nursery class). These areas are identified by signs on the walls. In addition, there is a portable First Aid kit available for outside sports activities and off site visits. The responsibility for maintaining the supply of First Aid materials in accordance with the regulations is delegated to the appointed person [Mrs L Dunn].

First aid trip bags are located under the sink next to the offices.

In the foundation stage, the first aid trolley is kept in Reception in Lucy Darlow's class (RLD)

The kits are kept topped-up by classroom Teaching Assistants weekly and by Linda Dunn or Georgina Frearson on a half termly basis. All new first aid provisions are located in the cupboard, under the sink, next to the offices, in an appropriately marked cupboard.

All first aid treatments are recorded on the relevant form (see Accident Reporting and Investigation).

The following arrangements are in place for the dealing with bodily fluids – please see First Aid Policy and risk assessments.

The following Personal Protective equipment is provided to deal with first aid:

Gloves, plastic aprons

'Head bumps' are reported to the injured pupil's parent/carer by note or phone call this is also logged in the school's first aid book.

- The School's First Aiders (SFA) are Rosie Benfield, Sharmila Bhogatia, Emily Charles, Michelle Carlisle, Phil Creed, Maureen Dixon, Georgina Frearson, Sophie Ferla, Michelle Goodman, Jo Hadley, Rachel Hammond, Nikki Harman, Sarah Jackson, Stacey Jackson, Linda Kennedy, Jo Pegg, Ann Partington, Gail Sharpe, Amanda Snow, Sammyjo Squires, Mel Shobowale, Mandy Thornber and Sharon Timmonee.
- The Emergency first aiders (EFAW) are Linda Dunn and Kath Smith
- The Paediatric trained First Aiders are Jo Atkinson, Zoe Ferla, Debbie Frankton, Sabina Khalifa, Laila Lingham, Jodie Lippitt, Rebecca Mundin, Stephanie Slater, Kelly Stickland, Meena Taylor, Janet Webster and Claire White.

Finger guards

Finger guard devices are installed on doors where a significant risk has been identified, particularly those which are accessed by Foundation and KS1 children. Members of staff are informed to report any breakages. When doors are replaced or new doors required those with integrated finger guard mechanisms are considered.

Gas equipment and appliances

Gas supplies are capable of being isolated and 'locked off' when not in use.

Hazardous Substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A (COSHH) risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant).

Information / COSHH assessments relating to hazardous substances in school are kept in the **academy risk assessment file**.

All chemicals are kept securely under lock and key to prevent unauthorised access.

Health and Safety Advice

Competent advice is provided through the H&S Support package from NCC Children and Families- Schools Health and Safety Team (☎ 87 64608/9) and Corporate Safety (☎ 87 64328) (accident system and training)

Housekeeping (and see also under waste / litter)

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster “Health and Safety Law- what you need to know” is displayed in the *academy staffroom / reception / office*. The name of the H&S Governor, contact details for the academy’s H&S Team and where to obtain details of the union safety representatives (intranet) are included.

Handling Plants

A risk assessment has been completed for the handling of plants.

Employees have been informed that:

- both staff and pupils must wash their hands after handling plants;
- pupils are informed not to touch their eyes when handling plants;
- no pesticides are to be used;
- staff are to be aware if plants being used, or parts of the plants e.g. berries, are poisonous and avoid.

Hot Drinks

Staff should ensure that they only transport hot drinks around the academy when it is quiet in the corridor areas, unless it has a vessel with a secure lid. Hot drinks should not be transported when large numbers of pupils are moving around the academy. If a member of staff has a hot drink in the classroom s/he should ensure that a pupil cannot reach it and it is in a safe position.

Inspections

Type	Frequency	Contractor
Air conditioning & Air Handling Units	Annual or as recommended by manufacturer	JCW Electron
Catering equipment	As required by risk assessment, recommended by manufacturer	LCC
Electrical installation	Five Yearly	School only 2:5 yrs old, was commissioned by

		Bowmer and Kirkland.
Electric Powered Gates	As required by risk assessment, recommended by manufacturer	Century Fire and security
Fire Alarm	Quarterly	Nero Systems
Fire Extinguishers	Annual	Commercial Fire
Passenger Lifts (including disabled)	3-Monthly	Calandine Lifts
PE and Play equipment	Annual	ROSPA & GM services
Portable Electrical Appliances	As required by risk assessment- see HSE guidance	PTS maintenance Electrical
Power Tools	As required by risk assessment, recommended by manufacturer	Phil Creed/Site Manager
Pressure Vessels (e.g. compressors, steam generating equipment)	Annual	AT Services
Tree Inspections	As recommended by an arboriculturist	Ground Maintenance. LCC

Keeping and Handling Animals

Risk Assessments for Keeping and Handling Animals has been carried out and relevant staff have been informed.

Employees have been informed that:

- animals are not allowed on any surface;
- staff and pupils are to wash their hands before and after contact;
- staff and pupils are to wear appropriate personal protective clothing/equipment available e.g. gloves and aprons;
- staff should be aware of possible allergic reactions to animals, bedding, feed (nuts?) and appropriate procedures;

- that first aid procedures to be followed if an animal bites and / or scratches and to seek medical advice if in doubt about the risk of infection;
- pupils are not permitted to clean cages.

Lettings / Use Premises Out of Hours

No letting or use of premise out of hours.

Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Staff working in the school after hours or in the holidays should always notify another person of their arrival and departure. Forest Lodge covers a widely spread out area and it would be advisable for at least one other person to be on the premises. It is advisable for individuals to have a mobile phone with them when working in school during holidays or after hours.

Nursery staff undertaking home visits will go out in pairs, leave addresses of proposed visits with other nursery staff, take a mobile phone and leave a contact number.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

Maintenance of plant and equipment

The Site Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment. This is covered through our ground maintenance contract.

The Site Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

Manual Handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Leaflets on safe manual handling of inanimate objects are available from the Safety Manual.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard.

Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

The health, safety and welfare policy is reviewed annually.

New and Expectant Mothers

New and expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Headteacher is made aware by the employee and reviewed as necessary.

Off-Site Educational Visits

An Educational Off-Site Visits Co-ordinator (EVC) must be a named member of staff. The EVC's for Forest Lodge Academy are Miss Georgina Frearson and Mrs Linda Dunn.

The EVC is responsible to the Headteacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Personal Protective Equipment (PPE)

PPE is issued to employees as required, e.g. to the Site Manager, Cleaners and any employee who may have to deal with bodily fluids. P.P.E. is also provided for students, e.g. in science, design and technology and PE, PPE is replaced as required.

Ponds

A risk assessment must be completed for the management of any ponds on the premises.

- Access doors to any pond area are kept locked at all times.
- No pupils are unaccompanied in the pond area.
- Appropriate hygiene measures are followed e.g. cover cuts and abrasions.
- Staff and pupils wear suitable footwear in this area.

Playground Safety

The Site Manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects/concerns directly to the Site Manager or Headteacher.

When using the outside areas, staff to check for rubbish and/ or contaminated materials. If necessary, clean the area and report to the site manager.

Playground restriction due to weather conditions will be at the Head teacher's discretion.

Play equipment is inspected annually ROSPA (The Royal society for the prevention of Accidents)

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Line Manager or Site Manager immediately so that prompt action can be taken to avoid accidents and injury.

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the staffroom

Generic risk assessments have been designed by the Safety Advisers and are available via the academy's website.

Training courses on carrying out risk assessments are provided by LCC Corporate Safety.

Safety Education

Arrangements are in place for safety education to be included in the curriculum.

Safety Representatives

Under legislation Academy employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Safety Representatives have no legal responsibilities other than those of an employee.

Security Arrangements

The Site Manager is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where applicable, e.g. in the Nursery.

The response to alarm activation is covered in the Lone Working procedures.

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Site Manager and Governors.

Employees have been instructed to report any damage/defects to the Site Manager or Headteacher.

Slips, trips and falls

Slip, trip or fall hazards e.g. damaged carpets/floor tiles, raised paving slabs etc. are reported to the Site Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident/injury or falls.

Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate/lack of access equipment, e.g. step ladders.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

Stress, Work-related

The Head Teacher is responsible for managing work-related stress within the academy.

Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and/or to wear head/neck protection as provided by parents/carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Children and parents will be advised about suitable clothing for hot weather .i.e. shoulders and midriffs must be covered – no strappy tops or tops which leave tummies exposed, no brief shorts.

Shade is provided on the school playground via trees, willow dens and play equipment.

Supervision

Pupils are supervised during all activities throughout the academy day.

It has been determined that during break time and lunch time two adult supervisors are needed to cover each of the following areas:

1. *Foundation*
2. *KS1 playground. One on the concrete play area and one on the grass when in use. Both adults on the concrete when wet.*
3. *KS2 playground. One on the concrete play area and one on the adventure playground when in use. Both adults on concrete playground when wet.*

Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation, using the checklist provided by the Safety Advisers which can be found in the Children and Families Health and Safety Guidance. New employees are adequately supervised, as required.

Vehicles

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use of employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment can be found in the on-line H&S manual.

Only employees who are currently authorised by the Headteacher and licensed by Leicester City Council Passenger Services are permitted to drive the academy or hired minibus.

Employees are instructed not to use hand held mobile phones whilst driving.

Violence

Violence, threatening behaviour and abuse against academy employees or other members of the academy community will not be tolerated.

The academy has adopted the Health & Safety Executive's (HSE) definition of violence: *'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'*.

All incidents of violence are reported on the Violent Incident Report form and investigated as required by a Line Manager/the Head teacher.

A poster is available for display in reception areas informing visitors that violence is unacceptable.

Training will be provided in de-escalation and positive handling through the Behaviour Support Service. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Further action is taken via the Police, Anti-Social Behaviour Team, or L.E.A.D. Academy Trust's legal advisor as required.

Waste/Litter Management

The Site Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around the academy, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

A 'sharps' box is available in the academy in order to deal promptly with any discarded needles / syringes being found.

Arrangements have been made for the safe storage and collection of clinical waste.

Water Management/Control of Legionella

The academy complies with the requirements of the Approved Code of Practice (L8).

Site Manager carries out the Academy's Legionella tests each month. A report is sent across to Leicester City Council.

Welfare Facilities

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing/hand drying facilities.

Pupils have access to labelled drinking water taps and/or drinking water bottles throughout the day.

There is adequate provision of heating, lighting and ventilation and is monitored and maintained by the Site Manager.

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

Work Equipment

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, trimmers, hedge cutters, pressure washers, mowing equipment, etc.

Arrangements are in place for the statutory inspection of plant / equipment, e.g. local exhaust ventilation systems, fume cupboards, gas boilers / heating systems, lifting equipment (e.g. passenger lifts, hoists for disabled children etc.), pressure systems, etc.

Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving the academy and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

Working at Height

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall/Gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site Manager. Employees are instructed not to work at height whilst lone working.

Kick stools and sets of small stepladders has been provided for teaching/office staff to access to items stored at height or to put up displays etc. Employees must not use chairs/desks/tables for this purpose. The larger stepladders are for the use of the Site Manager only and are locked away when not in use.

Appropriate training has been provided in the use of access equipment.

Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager. Employees are instructed to report damage/defects immediately to the Site Manager/Head teacher.

- The definition of a site manager in PFI terms is not clear
- The mention of PFI and any associated conditions of service/use of the building/changes to usual working practices are not mentioned in terms which make clear the impact on health and safety and how academies should respond
- Is the NCC guidance which is mentioned a bought in package by all academies? If not, what do they subscribe to?
- Reference is made to the NCC Off-site visits policy? I assume the one I have just amended supersedes this?
- Where inspections are noted as being conducted by certain companies, is this Trust wide or local?
- This feels like a 'primary academy level' H&S compliance document. It does not feel like it covers secondary, secondary PFI or Trust level compliance.