



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

# Forest Lodge Academy

# Health and

# Safety

# Policy

## Health and Safety Policy Statement

### FOREST LODGE ACADEMY

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 so far as reasonably practicable
- 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 academy 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



**SIGNED:** ..... **DATE:** **June 2018** .....

(Headteacher)

This policy has been brought to the attention of all employees and is kept readily available for employees in the Head Teachers office and on SharePoint.

## Responsibilities

### L.E.A.D. Academy Trust (The MAT)

As the employer, the ultimate responsibility for health and safety rests with the Trust Board although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Headteachers. Other responsibilities are delegated to the Trust Executive Team, Committees or other Senior Staff.

The Trust will create and maintain a Health & Safety Manual which will include generic risk assessments for selected areas / activities and model policies / procedures.

- Monitor academies' compliance with legislation and Trust policies
- Provide direction/s as necessary to academy management in the interests of health and safety
- Ensure academy management are appropriately trained in health and safety principles
- Ensure that trust-wide purchasing and contracting procedures are in place that consider health and safety compliance and performance
- Provide competent health and advice available according to Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- Manage academy construction/refurbishment projects on behalf of the academy
- Consult with employees on matters affecting their health and safety according to the Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996

The L.E.A.D. Academy Trust defines the policy expectation, but the responsibility for implementation and tailoring the policy to suit local needs rests with the Headteacher of each academy.

### Duties of the Academy Advisory Body (AAB)

- The role of the AAB is to ensure that the core principles of L.E.A.D. are adhered to and, within the delegations agreed by the MAT Board from time to time, provide oversight and challenge to the performance of the academy. A key function of the AAB is to represent the educational and related interests of pupils and the voice of parents and the community.
- The AAB is not responsible for operational matters – these are the responsibility of each Headteacher. In the event that Governors have concerns regarding the performance of the academy these should be raised by Governors at formal AAB meetings so that concerns are captured in the minutes of the meeting and in that way, brought to the attention of the Trust.

### Duties of the Headteacher

The Headteacher 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.
- Ensuring that competent health and advice available according to Regulation 7 of the Management of Health and Safety at Work Regulations 1999 is provided.

### Duties of the Business Manager

The Business Manager is responsible for:

- Management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed
- Ensuring staff and visitors are aware of the onsite procedures and the precautions to follow
- Preparation of reports and returns for the academy leadership team
- Safeguarding of all pupils

### Duties of Line Managers / Phase Leader

The duties of Department / 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 academy's health and safety arrangements
- Ensuring all machinery and equipment is inspected and maintained in safe working order
- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- 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 that relevant health and safety warning signs are displayed
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Headteacher

### Duties of the Site Manager

The Site Manager's duties include:

- Keeping the building and site in good order and repair and management 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. hoists), passenger / stair 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 are made safely, e.g. by avoiding peak pedestrian times if possible
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Headteacher with the annual health and safety inspection
- Undertaking duties in accordance with legionella management requirements

### Duties of the Off-Sites Visit Co-Ordinator (OVC)

- Follows the Trust 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 the academy 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. in line with local procedures
- To participate in health and safety related training as necessary (e.g. Fire safety)

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Many of these subject areas have associated SPA's. These are effectively specific sub-policies of this policy document. They provide a much greater level of detail for those who have a particular interest. SPA's can be found in the relevant section of the Health & Safety area of SharePoint. Once there, go into the required folder (e.g. Asbestos) and if an SPA has been produced, it will be found in the "Policy and Arrangements" section.

## 1. Arrangements

### Accident Reporting and Investigation

SPA available

Accidents to employees are reported using the appropriate report forms.

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

Accidents to pupils and other non-employees are recorded as laid down in the 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.
3. Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported to the Central Trust.
4. Of those accidents that applies to, if the pupil goes directly to hospital from site for treatment (rather than a precaution) then these must be reported to the Health and Safety Executive (see below).
5. As much detail as possible will be supplied when reporting an accident
6. Information about injuries will also be kept in the pupil's educational record
7. Records held in the first aid and accident book will be retained by the academy, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979 and the Trusts Data Retention Policy.

All accidents are investigated by: Claire Caldwell, Head Teacher.

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

The Headteacher 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.

## 2. Administration of Medicines

Make reference to any standalone medication policy.

The academy has a dedicated policy relating to Supporting pupils with medical conditions. This can be found on SharePoint. Local procedures for this academy are also available in staff share.

All medication will only be administered with written parental consent.

Members of staff have volunteered to administer medicine: and will be provided with appropriate training.

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

Records are kept of all administration of medication.

### 3. Asbestos Management

SPA available

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, the academy will 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* the academy will 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.

The condition of known asbestos in the building is monitored by the Site Manager on a monthly basis...] and recorded in the Asbestos logbook. An annual check of asbestos management compliance is undertaken by site manager.

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

Management surveys will be undertaken by a Trust appointed surveyor on a 5 yearly basis. The academy will organise any work required as a result of the survey with the assistance of the Estates Manager.

The Asbestos Survey and logbook is held in the Headteacher / Site Manager / Main Office and is made available to any contractors prior to their carrying out work within the school.

**FOREST LODGE ACADEMY HAS NO ASBESTOS LOCATED ON THE PREMISES.**

### 4. 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 relevant staff have be instructed to:

- thoroughly wash hands before and after dealing with bodily fluids;
- ensure existing cuts and grazes are covered;



- Place contaminated gloves and nappies in bags and put in an 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. An SPA relating to Hepatitis B is available.

## 5. Construction Work

SPA available

All construction work is monitored in accordance with academy procedures.

## 6. Consultation with Employees

SPA available

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

Any local procedure, policy or decision that may have a significant effect on colleagues' health and safety is brought to the attention of staff so that their views can be heard before implementation.

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

## 7. Contractors

SPA available

The academy recognises the shared responsibility that any work is undertaken by contractors is done so in a safe manner. The contractors' health and safety compliance and performance are considered as awarding factors for the tendering of all locally managed contract work.

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

## 8. Control of Substances Hazardous to Health (COSHH)

SPA available

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

Risk assessments are carried out for the use of any hazardous substances used / stored on site, i.e. chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant).

Information / COSHH assessments relating to hazardous substances on the premises are kept in the Site Managers office. Staff will be provided with protective equipment, where necessary.

All chemicals are kept securely under lock and key to prevent unauthorised access. An SPA relating to Infection Control is available.

Our staff use hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

## 9. Curriculum Safety

SPA available

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

Specialist guidance is provided by:

- 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.

## 10. Display Screen Equipment

SPA available

The regulations are applicable to regular 'users' of display screen equipment, e.g. Office Staff. This includes laptops. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user'. The use of laptops is regarded as use of display screen equipment.

It is recognised, however, that 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.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## 11. Electrical Safety

SPA available

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All portable electrical appliances are checked by a 'competent' person appointed by the Academy on an annual basis. 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 appointed by the Trust. Remedial action/s from the report is undertaken by the academy.

## 12. Emergency Procedures

SPA available

Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process.

Fire Drills will be held a minimum of three times per year. A record must be kept of each drill to include evacuation time, observations and follow up required. This is the responsibility of the Phil Creed, Site Manager.

For further information, refer to Academy's Emergency Plan.

## 13. Fire Safety

SPA available

All fire appliances and installed fire safety systems will be checked in line with recognised best practice and British Standards by specialist personnel. Responsibility for arranging such checks and maintenance rests with Phil Creed, Site Manager

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell

Fire alarm testing will take place once a week every Friday between 7:00 am and 7:30am.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly point. This is the playground.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Office Manager, Teresa Shellard will take a register of all staff and visitors
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
- 

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Fire risk assessments will be carried out with the assistance of a competent fire engineers.

Inspections and testing will be recorded on the SmartLog system and manually in a dedicated logbook

### 13a Invacuation Procedures

see appendix B

## 14. First Aid

First Aid Policy available

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

First Aid Kits are available in the following locations:

- End of year 1/2 corridor
- Outside the Staffroom
- In Reception (RHF)

The kits are kept topped-up and checked by Linda Dunn on a weekly basis. All first aid treatments are recorded on the relevant form (see Accident Reporting and Investigation). 'Head bumps' are reported to the injured child's parent /carer. A more detailed briefing on this will be provided to relevant staff who may be required to deal with such incidents.

- The First Aiders (FAW) are Linda Dunn and Kath Smith
- The Emergency first aiders (EFAW) are see appendix A
- The Paediatric trained First Aiders are see appendix A

A specific First Aid Policy has been to explain the Trust-wide approach in more detail.

## 15. Gas Equipment and Appliances

All gas boilers / appliances are inspected annually by a 'competent' contractor from the Gas Safe Register™ .

The academy is responsible for any action required as a result of the inspections or any reactive repairs.

## 16. 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

## 17. Health and Safety Advice

In the first instance contact your line manager, you may then be signposted on to the Site Manager, Health and Safety Managers or Head Teacher.

For more complex issues the academy can obtain Competent advice, guidance and generic risk assessments from the Trust Health and Safety Team (☎0115 8225448).

## 18. 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.

Arrangements are in place for regular inspections to be carried out of the building and site, at least annually, by the Head Teacher, Health and Safety Managers and Site Manager.

## 19. 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 reception.

The name of the Headteacher, contact details for the Trust Health & Safety Team and where to obtain details of the union safety representatives are included.

## 20. Maintenance of Plant and Equipment

The Site Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment. The Site Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

## 21. 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
- Trust guidance has been produced on the keeping of animals (based on RSPCA advice)

## 22. Lettings / Use of Premises out of Hours

The academy obtains legal and insurance advice regarding any lettings. A contract with conditions of hire needs to be completed, signed and approved as necessary.

- Conditions for lettings must be set out on the Letting Form which must be completed accordingly
- Details of the key emergency contact details are provided to the hirer
- Emergency procedures and arrangements must in place and both parties must be aware of individual responsibility in the event of an emergency
- Hirers’ risk assessments may be requested along with copies of insurance certificates
- The hirer must inform the academy of any damage, equipment failure or faults with the fabric of the building

## 23. Lone Working

SPA available

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.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

## 24. Legionella / Water Management

SPA available

The Trust employs an external contractor to carry out assessments and some of the key requirements of water testing under L8 guidance.

- A copy of the Legionella Risk Assessment is held by the Site Manager
- The site team carries out regular checks such as flushing and temperature recording.

## 25. Manual Handling

SPA available

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded. Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

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

Staff must:-

- Avoid hazardous manual handling operations so far as is reasonably practicable
- Act according to any medical advice
- All staff whose duties could include manual handling / lifting must be provided with suitable information and training
- Ensure they are physically capable of safely completing a manual handling task
- Use mechanical aids whenever possible and/or undertake team manual handling

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided in the Trust Safety Manual.

## 26. Monitoring and Review

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

A programme of health and safety audits and site inspections will be undertaken each year by the Trust Health and Safety Team. This health, safety and welfare policy is reviewed annually.

## 27. New and Expectant Mothers

SPA available

A risk assessment is carried out as soon as the Headteacher is made aware by the employee. This is a legal requirement. As part of that process, the assessment will be monitored and reviewed, taking into account possible risks that may occur at different stages of pregnancy.

## 28. Off-Site Educational Visits

The Off-Site Visits Co-ordinator (OVC) are Linda Dunn and Georgina Frearson.

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

Advice and guidance is also provided by the Evolve, the L.E.A.D. Award Team and the Trust Health & Safety Team. Refer to the Educational Off-Site Visits Policy for further guidance.

Activities will be led by appropriate Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary Risk Assessments before departing. The Trust uses the Evolve system to manage the necessary documentation and permissions involved.

### 29. Personal Protective Equipment (PPE)

SPA available

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. PPE is also provided for students, e.g. in science, design and technology and PE. The issuing of PPE is recorded on a record sheet and replaced as required.

Personal Protective Equipment (PPE) will be provided free of charge and must be used where it is identified as a control measure. An SPA relating to Head Protection is available.

### 30. Positive Handling / De-escalation

Positive Handling Policy available

In all L.E.A.D. Academy Trust schools we ensure our staff are equipped with skills and knowledge to make good decisions – that they can positively handle potentially difficult situations.

It is not illegal to touch a pupil. There are occasions when physical contact, other than reasonable force, with a pupil is proper and necessary. This is explained in more detail in the trust-wide positive Handling policy.

Training will be provided in de-escalation and positive handling through Team Teach strategies.

### 31. 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

Fixed outdoor/ indoor play equipment is inspected annually by G.M services and Rospa.

### 32. Reporting of Defects, Hazards and Near Misses

All employees have been instructed to report defects, hazards, near misses via Smartlog™ or verbally to the Site Manager (if urgent) who will ensure that appropriate action is taken to avoid accident / injury.

### 33. Risk Assessments

SPA available

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the Health and Safety folder in the year 3/4 stock cupboard.

Generic risk assessments are also available via the Trust Safety Manual

### 34. Safety Representatives

SPA available

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

### 35. Security Arrangements

SPA available

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 or accessing restricted parts of the site.

The response to alarm activation is covered in the lone working procedures.

Key holders are: Regent Samsic- Security  
Phil Creed- Site Manager  
Claire Caldwell- Head Teacher  
Umrana Malik- Deputy Head Teacher

### 36. Slips and Trips

SPA available

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

### 37. 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.

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

### 38. Stress, Work Related

SPA available

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.



The Headteacher is responsible for managing work-related stress within the academy. A stress toolkit is used by management. If employees are experiencing any problems in relation to stress they are encouraged to report this to their Head Teacher.

### 39. 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.

### 40. Supervision

You may wish to cross-reference to a local Supervision procedure if your arrangements are too lengthy to include in this policy.

Pupils are supervised during all activities throughout the school day.

It has been determined that during break time adult supervisors are needed to cover the following areas:

1. Big Play
2. Playground
3. Court yard

All rotas are agreed at the beginning of each academic year.

### 41. Training

SPA available

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, evacuation, security and reporting of concerns. This is recorded and kept of the employee's personal file. New employees are adequately supervised, as required.

### 42. Vehicles, Use of

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 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 Head Teacher or School Business Manager are permitted to drive the school minibus.

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

### 43. Violence

SPA available

Violence, threatening behaviour and abuse against employees or other members of the school 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 and investigated as required by your Line Manager / Headteacher. Training will be provided in de-escalation and positive handling where required. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

#### **44. 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 premises, which are emptied daily. External waste bins are secured away from buildings to reduce the risk of damage by arson.

A 'sharps' box is available in school 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.

#### **45. 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.

The academy is a non-smoking site.

#### **46. Work Equipment**

SPA available

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, strimmers, hedge cutters, pressure washers, mowing equipment, etc.

Training is carried out, where applicable; in the safe use of certain work equipment, e.g. abrasive wheels, circular saws, etc. Appropriate training records are maintained by the academy.

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.

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

## 47. 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 school 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.

## 48. Working at Height

SPA available

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

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, 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 have 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.

## **Appendix 1      Safety Policy and Arrangements (SPA's)      Full List**

SPA's are effectively specific sub-policies of this policy document. They provide a much greater level of detail on certain subject areas. The SPA's listed below can be found in the relevant section of the Health & Safety area of SharePoint. Once there, go into the required folder (e.g. Asbestos) and then go into the "Policy and Arrangements" section.

Accident, Near Miss and Work Related Ill Health Reporting  
Asbestos  
Boundary and Exterior Safety Management  
Buildings and Statutory Equipment (Maintenance & Inspection)  
Confined Spaces - Working in  
Construction (Design & Management)  
Contractor Management (Non Construction Activities)  
COSHH - 'Substances Hazardous to Health'  
Curriculum Safety  
DSE - 'Display Screen Equipment'  
Electricity at Work  
Emergency Planning  
Fire Management & Precautions  
First Aid (Stand Alone Policy)  
Head Protection  
Hepatitis B - Managing the risk  
Infection Control  
LOLER - 'Lifting Operations & Lift Equipment Regulations'  
Legionella Management - The Control of Bacteria in Water Systems  
Lone Working  
Management of Health & Safety  
Manual Handling  
Medicines and Medical Conditions  
Needles - Handling and Disposal of  
New and Expectant Mothers  
Noise at Work  
Office Health, Safety & Welfare  
Permit to Work Systems (PTW's)  
Personal Safety  
Play Safety  
PPE - 'Personal Protective Equipment'  
Powered Gates and Doors (Safe Operation)  
Pressure Systems and Equipment  
Risk Assessments  
Security  
Signs and Signals - Health & Safety  
Slips and Trips

Stress - Assessment of  
Training  
Unions safety Reps and Consultation  
Vibration - 'Hand Arm and Whole Body'  
Violence to Staff  
Weather Safety and Protection  
Working at Height  
Work Equipment  
Workplace Regulations 1992  
Young Person at Work - Work Experience

## Appendix 2 Key Legislation and Useful Links

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation (Not an exhaustive list):

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The academy follows [national guidance published by Public Health England](#) when responding to infection control issues.

## Appendix A

### FIRST AID

#### FIRST AID QUALIFICATIONS

Current, in use

#### **FIRST AID AT WORK** [full 4 day course]

Linda Dunn

**Jan 2017**

**Jan 2020**

Kath Smith

**Jan 2017**

**Jan 2020**

<b>PAEDIATRIC FIRST AID</b> Dec 2013		Dec 2016
Jo Atkinson Sabina Khalifa Debbie Frankton Zoe Ferla	Lailla Lingham Jodie Lippitt Rebecca Mundin Stephanie Slater	Kelly Stickland Meena Taylor Janet Webster Claire White

<b>Emergency first aid at work- Level 2</b>	<b>Jan 2017</b>	<b>Jan 2020</b>
Rosie Benfield Shamila Bhogiata Emily Charles Michelle Carlisle Phil Creed Maureen Dixon George Frearson Sophie Ferla Michelle Goodman	Jo Hadley Rachel Hammond Nikki Harman Sarah Jackson Stacey Jackson Linda Kennedy Jo Pegg Ann Partington	Gail Sharp Amanda Snow Mel Shobowale Mandy Thornber Sharon Timmoney Kas Winnett

## Appendix B

### Invacuation Procedure

#### Rationale

This policy is in place to support the procedure to combat a threat to children and staff which may occur whilst they are outside the school building, but within the school grounds.

This policy sets out the school's response to such an emergency but recognises that it is impossible to legislate for every possible scenario so as to protect 100% of the time. The policy, therefore will be kept under constant review to reflect changing circumstances and experience.

This policy applies at all times of the day and is shared with all members of staff.

Calmness is the key

It is vital that the policy and its implementation, does not lead to a panic mentality. Children should be encouraged to treat any emergency with the utmost calm and follow the guidelines with common sense. They need to be taught how to respond through practice as well as through talk.

#### Threats

There are a number of possible situations that could be seen as a threat and therefore demand a response. For example:

1. An animal wandering into the school grounds.
2. A stranger (adult/youth) who enters or attempts to enter the school grounds.
3. An object thrown into the school grounds from outside.
4. The collapse of a tree, wall or fence etc.

What to do when the invacuation siren sounds during lesson time:

Teachers/Student

Quickly, calmly and quietly:

Ensure all students remain in their supervised building or room.

Ensure that windows are closed.

Doors where possible are to be locked so that they cannot be opened from the outside, whilst ensuring the group inside can evacuate, should they be threatened by anyone in the room.

Blinds and curtains that are available are to be drawn.

Students should be directed to stay quiet, calm and sit on the floor, out of sight of windows, where possible.

If the group is outside, they are to move to the nearest available classroom.

Staff in charge are to check that all students are present/accounted for and are to make note of students who are missing from the class.

Non-teaching Staff

Quickly, calmly and quietly:

Ensure all staff remain in their building or office.

Ensure that windows are closed.

Doors are to be locked where possible so that they cannot be opened from the outside, whilst ensuring the people inside can evacuate, should they be threatened by anyone in the room.

Blinds and curtains that are available are to be drawn.

Staff should be directed to stay quiet, calm and sit on the floor, out of sight of windows, where possible.

If the staff member is outside, they are to move to the nearest available room.  
What to do when the invacuation siren sounds before/after school or during break times or lunchtimes  
Staff/Students who are in the school grounds, quickly, calmly and quietly:  
Move to the nearest classroom immediately.  
Ensure that windows are closed.  
Doors are to be locked where possible so that they cannot be opened from the outside, whilst ensuring the group inside can evacuate, should they be threatened by anyone in the room.  
Air conditioning units are to be switched off.  
Blinds and curtains that are available are to be drawn.  
Students to stay quiet, calm and sit on the floor, out of sight of windows where possible.  
It is important that staff DO NOT make contact with intruders in anyway.  
**INVACUATION PROCEDURES AT PLAYTIMES / LUNCH TIMES AND OUTDOOR SPORTS  
IN CASE OF HAZARDOUS GASES, TOXIC FUMES, A STRANGER OR STRAY ANIMAL (i.e. DOG  
OR FOX) GETS INTO SCHOOL OR ON THE PLAYGROUND/FIELD**  
> On seeing the risk one member of staff to blow whistle continually.  
> Contact Head teacher immediately.  
> Office to phone 999.  
> All other staff to escort the children into the building by the nearest door, calmly and without panicking them.  
> Two members of staff to confront the unfamiliar person/animal and send an older child to fetch help.  
> IF PERSON/ANIMAL IS HOSTILE DO NOT PUT YOURSELF IN DANGER GET HELP.  
> Proceed to classrooms and keep children calm.  
> Check all the children are registered.  
> Wait for the all clear to be given by the Head Teacher.  
**DO NOT GO BACK OUTSIDE UNTIL THE DANGER HAS DISAPPEARED**