



**KEYSTONE ACADEMY TRUST**

**Bourne Westfield Primary Academy**



## **Health and Safety Policy**

# **Health and Safety Policy**

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## **Health & Safety Policy Statement**

As a responsible employer the Keystone Academy Trust (KAT) working in partnership with the Governing Body of Bourne Westfield Academy will honour their legal obligations, in particular the requirements of the Health and Safety at Work etc. Act 1974 associated regulations and codes of practice.

The KAT and the Governing Body of Bourne Westfield Academy recognises and accepts its responsibilities and duties to conduct its operations in a manner which protects the health, safety and wellbeing of employees, pupils and visitors so far as is reasonably practicable.

In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.

To achieve these objectives the KAT and the Governing Body of Bourne Westfield Academy will:

- Conduct all activities safely and in compliance with legislation and where possible, best practice.
- Provide safe working conditions and safe equipment.
- To ensure safe handling and use of substances.
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- Provide suitable information, instruction, training, and supervision.
- Promote a positive health and safety culture that is demonstrated by open communication, consultation where needed, to instil a joint commitment to the importance of health, safety, and wellbeing.
- To prevent accidents and cases of work-related ill health.
- Promote the principles of sensible risk management.
- Monitor, review and modify this policy and any arrangements as required.

All of Bourne Westfield Academy staff members have a duty to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

Kate Atkinson – Headteacher Bourne Westfield Academy

..... Date .....

Scott Slocombe - Chair of Governors Bourne Westfield Academy

..... Date.....

Helen Joyce - Chair of Executive Board Name of Multi Academy

..... Date.....

## **Organisation – Roles and Responsibilities**

### **The Multi Academy Trust (MAT) /The Academy Governing Body**

The MAT Board of Directors has overall responsibility as the employer to ensure compliance with health and safety legislation for academies which are part of the trust. To enable the MAT to meet this requirement the Governing Body at the Academy will oversee the implementation of day-to-day health and safety management to ensure the health, safety and wellbeing of staff, pupils, visitors, and contractors within school are maintained.

To ensure a positive approach is taken to health and safety, the MAT and the Academy's Governing Body will:

- Determine the school's health and safety policy and ensure implementation.
- Allocate sufficient funds for health and safety.
- Establish clear lines of accountability for health and safety.
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made.
- Provide access to competent health and safety advice through YMD Boon Ltd Health & Safety Service.

### **Headteacher**

Without limiting the responsibility of the MAT and Governors, the Headteacher will be responsible for the day-to-day management of safety and implementation of this policy within the Academy.

The Headteacher will comply with the MAT's health and safety policy and in particular will:

- Make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the Academy and maintain an up-to-date file of policies and procedures.
- Work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties.
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove or reduce the hazard.
- Ensure health and safety policies, procedures, action plan and risk management programme are implemented as an integral part of business, operational planning, and service delivery.
- Liaise with the MAT and the School Governing Body on health and safety matters.
- Undertake monitoring and ensure the provision of adequate resources to achieve compliance.
- Ensure that appropriate local procedures for the selection and monitoring of contractors are in place.
- Take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures.

- Ensure the Academy has access to competent health and safety advice through YMD Boon Ltd Health & Safety Service and that staff cooperate with the provider on health and safety matters.

*In addition to their statutory duties, the Headteacher and teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.*

### **Senior Leadership Team**

The leadership team at the Academy will have a general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control.

This will be done under the direction of the Headteacher. Any member of staff with supervisory responsibilities will:

- Make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work.
- Identify hazards, initiate risk assessments, record significant findings and implement any necessary additional control measures.
- Check and document that the working environment is safe; equipment, products and materials are used safely; health and safety procedures are effective and complied with and that any necessary remedial action is undertaken appropriately.
- Inform, instruct, train, supervise and communicate with staff and provide them with equipment, materials, and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment.
- Report all accidents, incidents and near miss events, undertake a suitable investigation into the cause and take appropriate remedial action to prevent recurrence.
- Be responsible for all aspects of health and safety included in their job description.
- Ensure that all statutory registers and records are adequately kept up to date.

### **Admin Manager and Finance Team**

They will assist the Headteacher and the Academy’s Governing Body to fulfil its responsibilities by overseeing day to day Health and Safety issues are adhered to.

This will include:

- Ensuring day to day operational requirements of the health and safety policy are implemented.
- Maintaining an up-to-date copy of the health and safety policy together with all associated documentation relevant to the Academy.
- Notifying the Headteacher of any health and safety concerns and any financial implications identified by the Risk Assessment process.

- Being the main point for reference on health safety and wellbeing matters and to give advice or indicate source of advice.
- Point of liaison with and report directly to the Governors on all matters of Health and Safety.
- Ensuring day to day implementation of this policy including the maintenance of appropriate Risk Assessments for school/ off-site activities and seeking the approval of the Governors for meeting the financial implications of identified control measures.
- Ensuring that all certification and statutory inspections are kept up to date.
- To ensure accidents, dangerous occurrences and near misses are investigated, complete and send RIDDOR notifications (F2508) to the enforcing authority where required.

### **Site Managers**

The Site Managers will ensure that regular proactive Health and Safety inspection/checks are undertaken to ensure the safety of staff, pupils, and visitors.

This will include:

- General responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Headteacher.
- To establish and maintain safe working procedures including arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g., chemicals, boiling water and sharp instruments).
- To carry out regular health and safety assessments of the activities for which they are responsible, and report to the Headteacher/Business Manager any defects, which need attention.
- To ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the school's health and safety training requirements.
- To ensure where appropriate, relevant advice and guidance on health and safety matters is sought.
- To advise the Headteacher on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment, or machinery.

### **Classroom Teacher's**

The health and safety of pupils in classrooms is the responsibility of class teachers.

Class teachers are expected to:

- Check classroom area is safe.
- Check equipment is safe before use.
- Ensure safe procedures are followed.
- Give clear instruction and warnings to pupils, as often as necessary.
- Report defects to the site managers via Every Compliance.
- Avoid introducing personal items of equipment (electrical, mechanical, chemical) into school without authorisation from the Headteacher.
- Follow safe working procedures/risk assessments.

### **All Staff**

All staff, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. In particular they are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- Cooperate with their line manager and senior management to work safely.
- Comply with health and safety instructions/ information and undertake appropriate health and safety training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and wellbeing.
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.
- Support the Academy in embedding a positive safety culture that extends to pupils and any visitors to the site.

### **Pupils**

All pupils are expected to behave in a manner that reflects the Academy standards of behaviour. In particular they are expected to:

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be on the school premises.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and wellbeing.

- Report to a teacher or other member of school staff any health and safety concerns that they may have.

### **Health and Safety Representatives**

The Governing Body and Headteacher recognise the role of Health and Safety representatives appointed by a recognised Trade Union. If there are no union appointed safety representatives the chair of the Resources Committee will act as the 'Lead' for Health and Safety at the Academy.

Trade Union appointed Health and Safety representatives will be allowed:

- To investigate accidents and potential hazards.
- To investigate complaints by constituents about matters relating to health, safety, and wellbeing.
- To make representation to the employer about such matters arising from such complaint and such investigation and on general issues affecting health, safety, and wellbeing in the workplace.
- To carry out inspections within directed time, but wherever practicable outside teaching time.
- To represent constituents in consultation with enforcement agencies.
- To receive information provided by inspectors.

### **Users on shared site**

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. The Academy as the primary site user will have the lead responsibility.

All users of the site must agree to:

- Co-operate and co-ordinate with the Academy on health and safety matters.
- Provide information relating to any additional risks or procedures which will be new or unusual to those at the Academy that may arise from their activities.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by The Academy so as to ensure the health, safety and wellbeing of all school staff and users.
- Meet the insurance requirements of the Academy and the school's insurance provider.
- Familiarise themselves with and communicate to their employees/users the Academy health and safety arrangements.

The Academy will ensure that:

- The premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Users are consulted and are co-operated with on all relevant health and safety matters.

- The Academy's health and safety arrangements are co-ordinated and made available to shared users.

### **Persons Letting School Premises**

The Academy has a lettings procedure. The procedure covers arrangements for fire evacuation, security and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the Academy on health and safety matters including arrangements for emergency and first aid procedures.
- Agree to the terms of the lettings policy in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the Academy that may arise from their activities.

The Academy will ensure that:

- The premises are in a safe condition for the purpose of use.
- Health and safety arrangements are detailed in the lettings procedure and that these are fully explained and communicated.
- Adequate arrangements for emergency evacuation and first aid are in place and communicated.

### **Arrangements**

The following arrangements will be adopted to ensure that the MAT, Academy's Governing Body and the Headteacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

### **Setting health and safety objectives**

The MAT, Governing Body and the Headteacher will specifically review progress of health and safety objectives at the termly meeting of the Governing Body. Where necessary health and safety improvements will be identified and included within the Academy Health and Safety Management Action Plan.

### **Provision of effective health and safety training**

The Governing Body and the Headteacher will consider health and safety training on an annual basis in line with the Academy appraisal system for school staff.

### **Provision of an effective joint consultative process**

The Academy Health & Safety Committee will meet at least once per term. The committee will ensure that Health and Safety concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include the Headteacher and Site Managers, a teaching member of staff, a support member of staff (admin/teaching assistant) and a Governor (as a minimum).

### **Establishing adequate health and safety communication channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Senior leadership team meetings and staff meetings.
- Academy health and safety committee.
- Provision of information relating to safe systems of work and risk assessments.
- Provision of Training.
- Communications with relevant specialist advisors and bodies.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate and to Governors and the MAT as applicable.

### **Financial resources**

The MAT, Governing Body along with the Headteacher and CFO will review the Academy budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

### **Specialist advice/support**

The MAT will ensure that it has access to competent technical advice on health and safety matters to assist in meeting the MAT and Governing Body objectives; this will be achieved by accessing the services of a competent Health and Safety Advisor through YMD Boon Ltd, Health and Safety Service, 6b Anson House, Compass Point Business Park, Market Harborough, Leicestershire, LE16 9HW.

### **Other Arrangements**

#### **Accident and assaults**

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence.

Reportable incidents, as per the HSE's Information Sheet edis1 (rev3), will be reported to the HSE within the required timescale as determined under the [Reportable Injuries, Diseases and Dangerous Occurrences Regulations](#).

All incidents will be investigated in an attempt identify the root cause and prevent reoccurrence: relevant local policies, procedures and risk assessments will be reviewed and revised as required. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Accident, assaults and near miss incidents will be monitored at least termly as part of the Health & Safety Committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

Pupil forms/records are retained until the pupil reaches the age of 24 years, employee forms for six years and forms relating to work related ill health for 6 years or longer, (40 years where there has been potential exposure to radiation or asbestos; further guidance is obtained from YMD Boon Ltd Health and Safety Service).

All premises related issues will be addressed in a timely manner.

## **Audit**

The Academy health and safety management will be audited by YMD Boon Ltd Health and Safety Service every year. The Academy reviews this process as a positive assessment of health and safety management system and takes appropriate action to continually improve health and safety across the school.

## **Contractor management**

The Academy will ensure that the highest levels of safety are achieved by all contractors on site and will comply with [HSE guidance on Managing Contractors](#). The Academy will ensure that:

- Competent contractors are used and are adequately vetted before being appointed.
- Clear specifications of works are drawn up by a competent person.
- Prestart meetings take place to discuss how works will be managed, key responsibilities, codes of conduct and assess new hazards that may be introduced to the site.
- Key contacts are identified, and details exchanged.
- Regular update meetings take place throughout any works/projects.
- Works are visually monitored where required and any concerns immediately reported.
- Works are signed off and any associated certification and documentation is obtained.
- All staff pupils and other users of site remain in a safe environment for the duration of the works.

Where The Academy appoint contractors directly, they will be subjected to an adequate vetting process before being appointed.

## **Control of hazardous substances**

The Academy will ensure it complies with the [HSE's approved code of practice 'Control of substances hazardous to health' \(L5\)](#) relating to the management and control of hazardous substances on site.

The Academy will ensure:

- A register of all hazardous substances is kept on site and updated regularly.
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used.
- A COSHH risk assessment will be completed, and control measures implemented for all hazardous substances used and shared with relevant staff.
- COSHH risk assessments are monitored regularly and reviewed at least annually.
- Where identified as part of the risk assessment, appropriate personal protective equipment (PPE) and respiratory protective equipment (RPE) will be provided relevant staff.
- Any need for exposure monitoring or health surveillance will be carried out.
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided.
- Training records are maintained for those who receive training.
- Information will also be given to others who may be affected, such as contractors, temporary staff, and visitors.
- Only substances purchased through the school's procurement systems can be used on site.
- Substances are stored correctly and those that are no longer used disposed of properly.

## **Dealing with health and safety emergencies - procedures and contacts**

In the event of an emergency situation/bomb threat the Academy will undertake necessary action to maintain the safety of staff, pupils, and other persons on site. This may require emergency evacuation or lockdown of the school. The fire alarm will not be sounded in these circumstances, but the Headteacher will coordinate a response with the assistance of staff based on the academy's detailed arrangements for evacuation and lockdown. As soon as is practicable the Police or other relevant emergency services will be contacted to provide advice and support.

Any suspicious objects will be reported to the Headteacher, but under no circumstances will they be disturbed.

All emergencies will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner.

Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

## **Maintenance and Repair/ Reporting**

The Academy has a defect reporting procedure whereby any damage or defect to the premises/ equipment or fixtures and fittings is reported to the Head Teacher or Site Manager in the event of an emergencies and on Every in non-urgent cases. Defective equipment is isolated, removed from use and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

## **Display screen equipment (DSE)**

The Academy acknowledges that staff that 'habitually' use DSE should have suitable equipment to undertake the tasks that they are required to carry out, know how to use the software applicable to their role and complete a DSE self-assessment and will ensure that:

- All static workstations used by staff meet the minimum standards required.
- Equipment is maintained in good working condition.
- Staff are aware of best practice in using DSE and issued with relevant information.
- Staff whose roles require significant use of DSE complete a self-assessment which is reviewed at suitable intervals by a competent person.
- Assessments are reviewed if there are significant changes to equipment/layout individual health.
- DSE users are made aware that an appropriate eye and vision test is available to them on request.

## **Driving**

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition in line [DVLA requirements](#). Annual licence, insurance and where applicable MOT checks are undertaken and documented by the Admin team.

All staff must comply with the [Highway Code](#) at all times.

Where staff are required to drive a minibus as part of their duties the Academy will ensure they hold the correct classification on their driving license, meet specific driving criteria, and will be provided with formal driver training.

For staff that transport pupils either in academy or their own transport, licence checks will be completed 6 monthly.

Risk assessments will be documented for all situations where pupils are transported off site either as part of the off-site visit or separately as necessary.

### **Electrical systems and equipment**

The Academy maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) are periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in offices and other low environments*' (INDG236), by a competent contractor with records maintained.

Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective with the Academy defect reporting procedure followed as required.

Staff are not permitted to bring in any electrical items from home without written consent from the Headteacher.

### **Fire safety**

The Academy is committed to providing a safe environment for both staff, pupils and those that visit the site and manages the risk of fire by ensuring the requirements of the Regulatory Reform (Fire Safety) Order are met by:

- Having a comprehensive Fire Risk Assessment in place, which is reviewed regularly with any actions/improvements identified progressed given consideration to risk and cost.
- Documenting a detailed fire and emergency plan that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation.
- Ensuring service, maintenance and statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff.
- Providing all staff with fire awareness training that is regularly updated and fire marshals with role specific instruction.
- Undertaking a fire drill at least termly to practice evacuation arrangements and ensure working correctly.

## **First Aid**

Adequate first aid arrangements are assessed and maintained at the Academy in line with current First Aid guidance and for all activities that we lead we will ensure that:

- The number of first aiders meets recommendations and adequate cover is available to cover for annual leave and unexpected absences during all school operating hours.
- All first aiders hold a valid certificate of competence, the Academy maintains a register of all qualified staff and will arrange re-training as required.
- First aid notices are clearly displayed around the school.
- Sufficient numbers of suitably stocked first aid boxes are available and checked regularly to ensure they are adequately stocked, and contents are in date.
- A suitable area is available for provision of first aid.
- Staff are regularly informed of first aid arrangements within school, through induction, teacher training days and the staff handbook which is issued annually.
- Where first aid has been administered this is recorded in the first aid treatment book.
- Correct reporting procedures are followed.
- Information, instruction, and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency.

## **Medication administration**

The Academy will ensure that it complies with the [Department for Education Supporting Pupils at School with Medical Conditions](#) and will manage this by:

- Having a dedicate Medication Policy and Management Procedure in place which details local arrangements which is communicated to all relevant staff.
- Only administering medication whereby written consent has been received.
- Ensuring all medication is clearly labelled and in original packaging/container with pupil details and, where necessary, kept in secure safe place and be accessible where required.
- Recording all medication administered to pupils using the Department for Education Supporting Pupils with Medical Conditions templates.
- Ensuring all staff who undertake assistance with the administration of medication do so on a voluntary basis with specific training provided where identified as required.

## **Occupational Health services and work-related stress**

The Academy acknowledges that there are many factors both works related and personal that may contribute to staff ill health including stress.

The Academy will follow the principles of the HSE guidance '[Managing the causes of work-related stress](#)' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- Employees are advised that they have a responsibility to inform their line manager, the Headteacher or another member of the senior leadership team of any ill health issues.
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels. An individual risk assessment will be undertaken taking in account the HSE Management standards. This assessment will then be reviewed with the member of staff to monitor progress.
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g., counselling, etc.
- The member of staff will be advised that support can also be provided through their trade union.
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified.

If it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

### **New and Expectant Mothers**

The Academy recognises that the general precautions taken to protect the health and safety of the staff and visitors as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the Academy will ensure that:

- Employees are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times.
- Risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained.
- Necessary control measures and reasonable adjustments identified by the risk assessment are implemented, followed, monitored, regularly reviewed and, if necessary, revised.
- New and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them.
- Any adverse incidents are immediately reported and investigated.
- Appropriate training and support is provided where suitable alternative work is offered and accepted.
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition.
- Where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm.

- Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary, providing suitable alternative work or suspension with pay.

## **Security**

The Academy actively ensure that the security of the site is assessed, and adequate arrangements are in place to control access into the Academy/ Academy grounds. All visitors are required to sign in at reception and required to wear a visitor's badge.

## **Preventing Workplace Harassment and Violence**

The Academy is committed to providing a safe and secure working and educational environment for staff, pupils, and any other persons on its site. Where applicable, in addition to the control measures identified in an individual pupil's physical intervention the following procedures are in place:

Staff are advised to:

- Avoid confrontation if possible.
- Withdraw from situation if safe to do so to get support.
- Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door or use a room with two doors.
- Follow measures/ procedures identified in violence/ assaults and lone working risk assessments.
- Contact emergency services, as appropriate.
- Inform the Headteacher or a member of the senior leadership team if confrontation has taken place

The Academy will:

- Ensure the Headteacher or member of the senior leadership team attend site on being informed of an incident, if considered necessary.
- Have in place procedures for the reporting of incidents.
- Offer counselling/ support through Occupational Health.
- Debrief individuals following any incident.
- Provision of training on how to manage conflict and aggression as required.
- Review specific risk assessment following any incident.

## **Management of Asbestos**

The Academy will ensure that it complies with the [\*HSE's approved code of practice L143 Managing and working with asbestos Control of Asbestos Regulations 2012\*](#). The Academy is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises and manages this by:

- Having a whole site asbestos management survey from which a Local Asbestos Management Plan (LAMP) has been developed.
- Completing an annual visual inspection of all identified Asbestos containing materials (ACMs) that are not encapsulated, or in restricted access areas, are undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the Academy LAMP. Where necessary, more frequent checks of ACMs are undertaken.
- Procuring a refurbishment or demolition survey prior to any works that will or have the potential to alter the fabric of the building; in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.
- Ensuring that staff and contractors are to be made aware of locations of asbestos in areas that are relevant to their work.

## **Water hygiene management**

The Academy will ensure it complies with the HSE approved code of practice ['Legionnaires' disease - The control of legionella bacteria in water systems' \(L8\)](#). The Academy is committed to preventing exposure to legionella bacteria to all persons that enter onto its premises and manages this by:

- Commissioning a bi-annual Legionella risk assessment and ensure actions identified are acted upon.
- Commissioning a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems as required.
- Ensuring that relevant staff are suitably trained / competent to undertake monitoring/testing activities required by the Legionella risk assessment to include:
  - Monthly temperature checks
  - Weekly flushing of little used outlets
  - Running of taps following school holidays.

## **Outdoor Play Equipment**

The Academy will ensure all outdoor fixed play equipment and associated safety surfaces will conform to BS EN 1176 and BS EN 1177.

The Academy will manage the risk associated with the fixed outdoor play equipment by ensuring that:

- Pre use checks on play equipment will be undertaken by a staff before equipment is used by pupils.
- Daily or weekly checks are undertaken and recorded.
- An annual inspection/maintenance of fixed outdoor play equipment and safety surfaces will be undertaken by competent accredited contractors.
- An up-to-date risk assessment will be kept ensuring the equipment and pupil activities are appropriately supervised and remain safe.

Outdoor play equipment not governed by the above standards will be visually checked pre use to ensure safe for pupils.

Where any equipment is determined damaged or unsafe it will be taken out in line with the Academy defect reporting procedure.

## **Glazing**

The Academy will ensure that it complies with the Workplace (Health, Safety and Wellbeing) Regulations 1992 in existing buildings and Document N of the Building Regulations 2000 (as amended) which covers new buildings. All identified critical glazing will conform with EN12600.

The Academy will manage the risks associated with glazing safety by ensuring that:

- An up-to-date glazing audit and risk assessment conducted by a competent person has been completed.
- Any remedial actions identified are actioned as appropriate.
- Any broken glazing is made safe and repaired.

## **Statutory Inspections**

The Academy ensures that statutory inspections are undertaken at required intervals for all plant and equipment. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored by the Headteacher to ensure inspections are completed on time.

If statutory inspections are managed by YMD Boon.

## **Workplace inspections**

The Academy recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils.

A formal annual workplace inspection is undertaken with findings documented and any actions allocated with remedial actions.

The annual inspection findings are reviewed with actions monitored at the Health and Safety Committee. It is recognised that annual inspections alone will not keep a premise's safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the Academy defect reporting procedure.

## **Risk Assessment**

Risk assessments are undertaken for tasks/ activities/ substances where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

The Academy risk assessment process follows the [\*HSE Controlling Risk in the Workplace INDG163 \(Rev 4\) published 08/14.\*](#)

Within the Academy various members of staff are tasked with the development of risk assessments based on their knowledge, experience, and competence. Staff that undertake risk assessments on behalf of the school will be trained in hazard/ risk reduction techniques to ensure they fully understand the risk assessment process.

Relevant staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are communicated to relevant staff and are accessible to staff at all times via the risk assessment folder, located in the staff room and on the shared area on computer.

Risk assessments are reviewed on a regular basis and following any significant change or incident that may impact on the findings.

## **Moving and handling**

The Academy will ensure that it complies with the HSE's approved code of practice ['Manual handling. Manual Handling Operations Regulations 1992 \(as amended\). Guidance on Regulations \(L23\).](#)

Within the Academy there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The Academy manages the risk associated with moving and handling tasks by ensuring that:

- Moving and handling is avoided whenever possible.
- If it cannot be avoided, moving and handling is properly risk assessed and completed by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained.
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until repaired or is replaced.
- An individual risk assessment will be completed for staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted.
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

## **Working at height**

The Academy will follow the principles of the HSE guidance ['The Work at Height Regulations 2005 \(as amended\) A brief guide' \(INDG401\).](#)

The Academy may use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access to step ladders and ladders for short duration works and will ensure that:

- Working at height is avoided whenever possible.

- If it cannot be avoided, working at height is properly risk assessed and is completed by competent staff and carried out in a planned manner which is, so far as is reasonably practicable, safe.
- Those undertaking work at height have received appropriate training and training records are maintained.
- All access equipment (ladders & step ladders) is identified and inspected annually.
- Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until repaired or is replaced.
- An individual risk assessment will be completed for all staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted.
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

## **Working alone**

The Academy acknowledges that there will be times that some staff work either alone or in what is considered an isolated environment. To manage the risk to staff of working alone the following arrangements are in place:

The Academy will ensure that:

- The premises and grounds have robust security systems in place to prevent unauthorised persons from gaining access to the site or premises
- Local arrangements are in place for staff who are working alone so that they have regular monitoring visit/communication dependent on the situation.
- Staff advised to alert senior leadership team of any medical conditions that have the potential to increase the risks of working alone.
- Only tasks considered low risk will be undertaken when working alone.
- If lone working is required off site e.g., Home Visits specific risk assessments will be undertaken.

## **Off-site visits including school-led adventure activities**

The Academy adopts the [\*National Guidance of The Outdoor Education Advisers' Panel for the Management of Off-site visits and Learning Outside the Classroom \(LOtC\) activities.\*](#) and manages off-site visits by:

- Having an Academy specific Educational Visits Policy detailing local arrangements

- Having a trained Educational Visits Coordinator to oversee visits
- Ensuring only competent staff lead visits
- Having access to an independent Educational Visits Advisor to support the Academy.

### **In-House Catering and Food hygiene - Slippers**

The Academy recognise the importance of maintaining a high standard of Food Safety and Hygiene within the kitchen along with the provision of nutritious food for pupils. The Academy manages this by ensuring:

- All staff who work in the academy kitchen must have attended a level 2 award in food safety in catering.
- Catering equipment is regularly maintained and inspected, and ventilation systems is inspected every 14 months and subject to a regular cleaning regime.
- A Hazard Analysis Critical Control Points (HACPP) management system as identified in the Food safety and hygiene (England) Regulations 2013 is in place and documented.
- The [Food Standards Agency safer food better business guidance](#) is followed.

## **Monitoring and Review**

This Health and Safety Policy together with the associated procedures and health and safety audits, accident statistics will be reviewed by the Resources Committee on a regular basis (every year as a minimum), or sooner if required.

In order to substantiate that health and safety standards are being achieved, the Academy will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The Academy will use different types of systems to measure health and safety performance:

### **Active monitoring systems**

- Spot checks and termly site inspections will be undertaken.
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed.
- Appropriate statutory inspections on premises, plant and equipment will be undertaken.
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

### **Reactive monitoring systems**

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc.

### **Reporting and response systems**

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.
- Resources Committee, Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance.

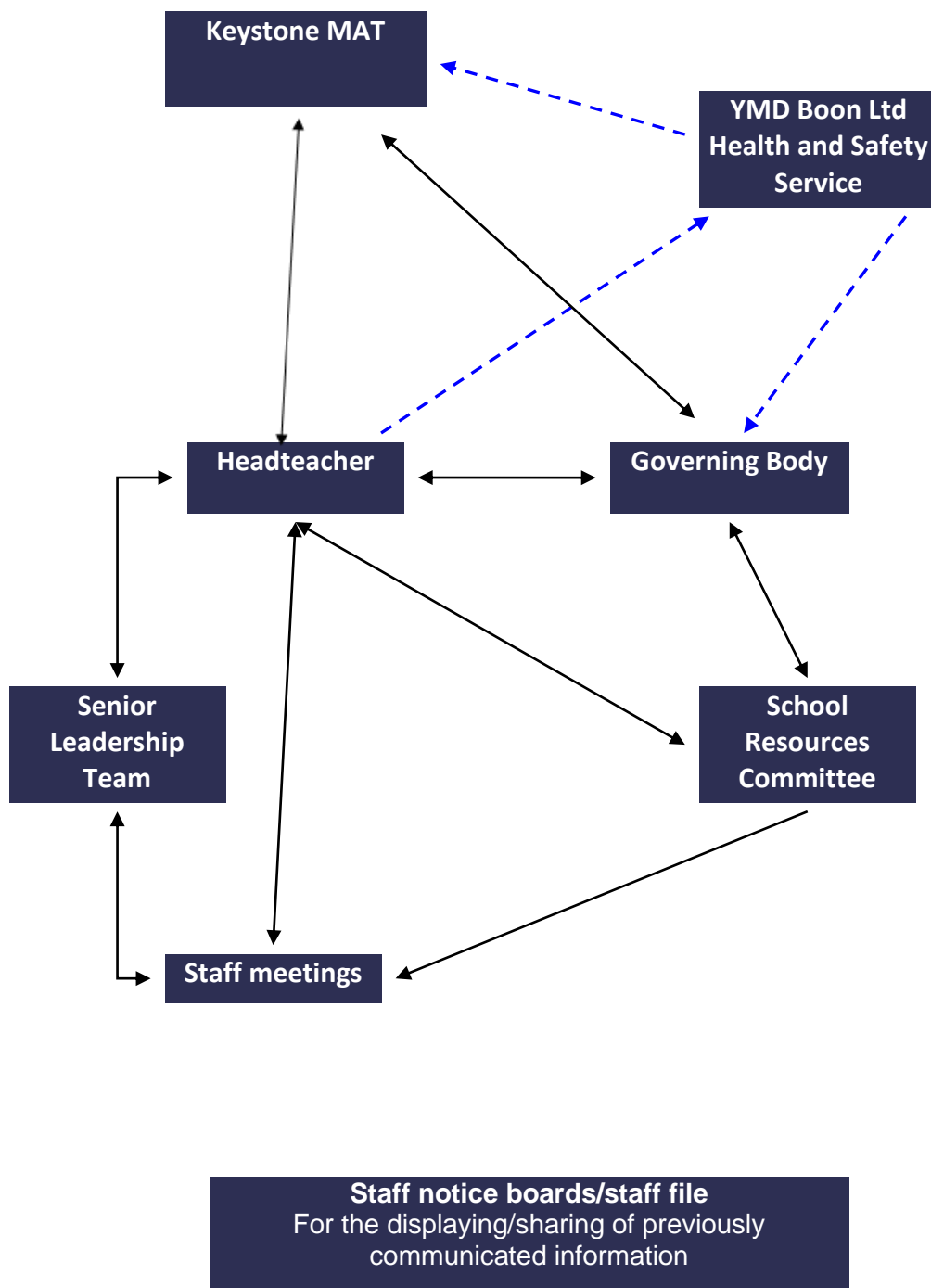
### **Investigation systems**

- Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events.
- Analysing data to identify common features or trends and initiate improvements.
- Where cases of occupational ill-health are to be investigated.
- Complaints relating to occupational health and safety are to be recorded and investigated.
- Accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded, and appropriately investigated.

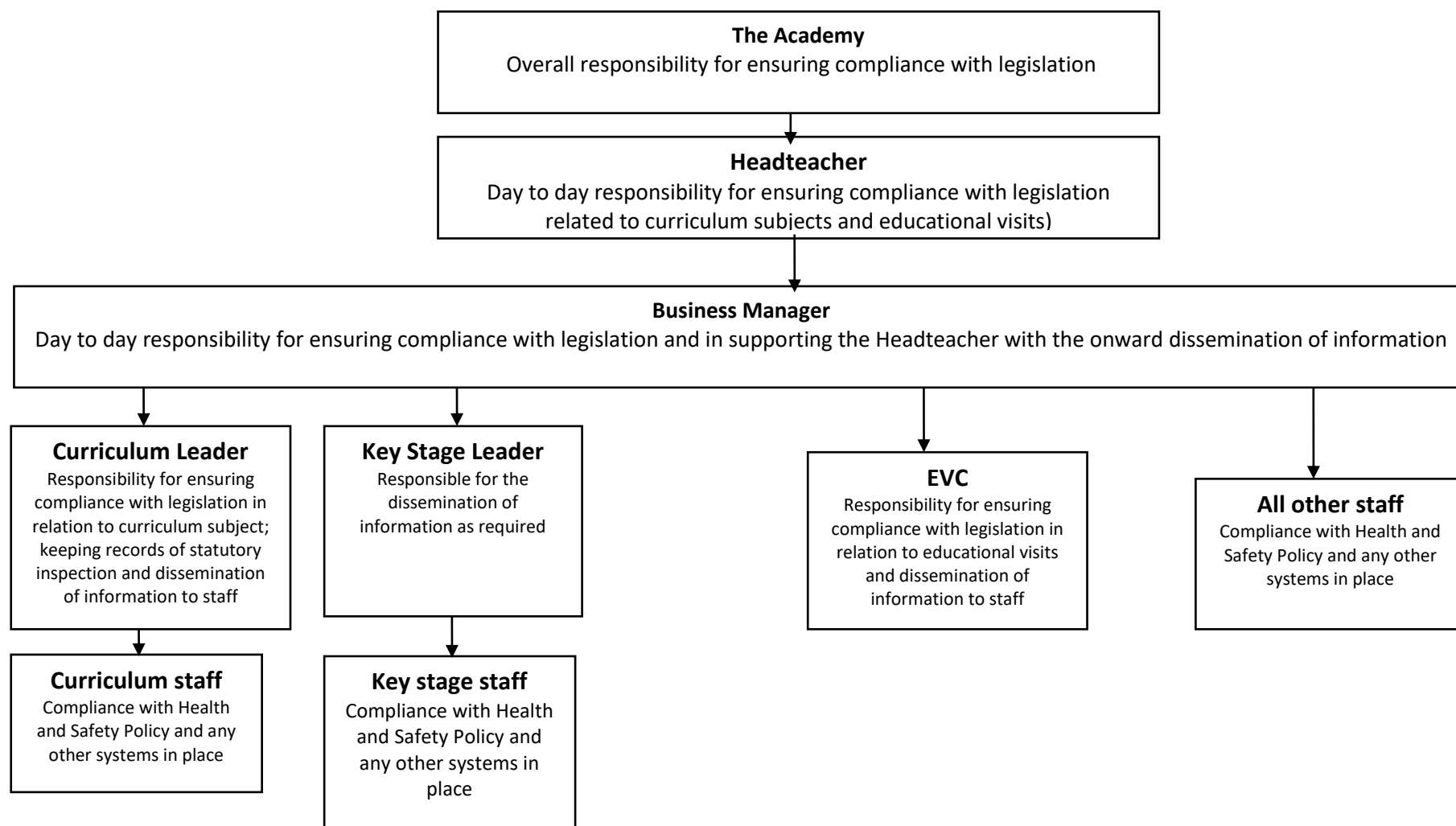
### **Third Party Monitoring/ Inspection**

The Academy will be subject to third party inspection and monitoring such as, Ofsted requirements, HSE inspection regime, Fire Service Inspection regime. Actions arising from third party audit/inspection will be incorporated within the school/academy action plan with appropriate target dates for completion.

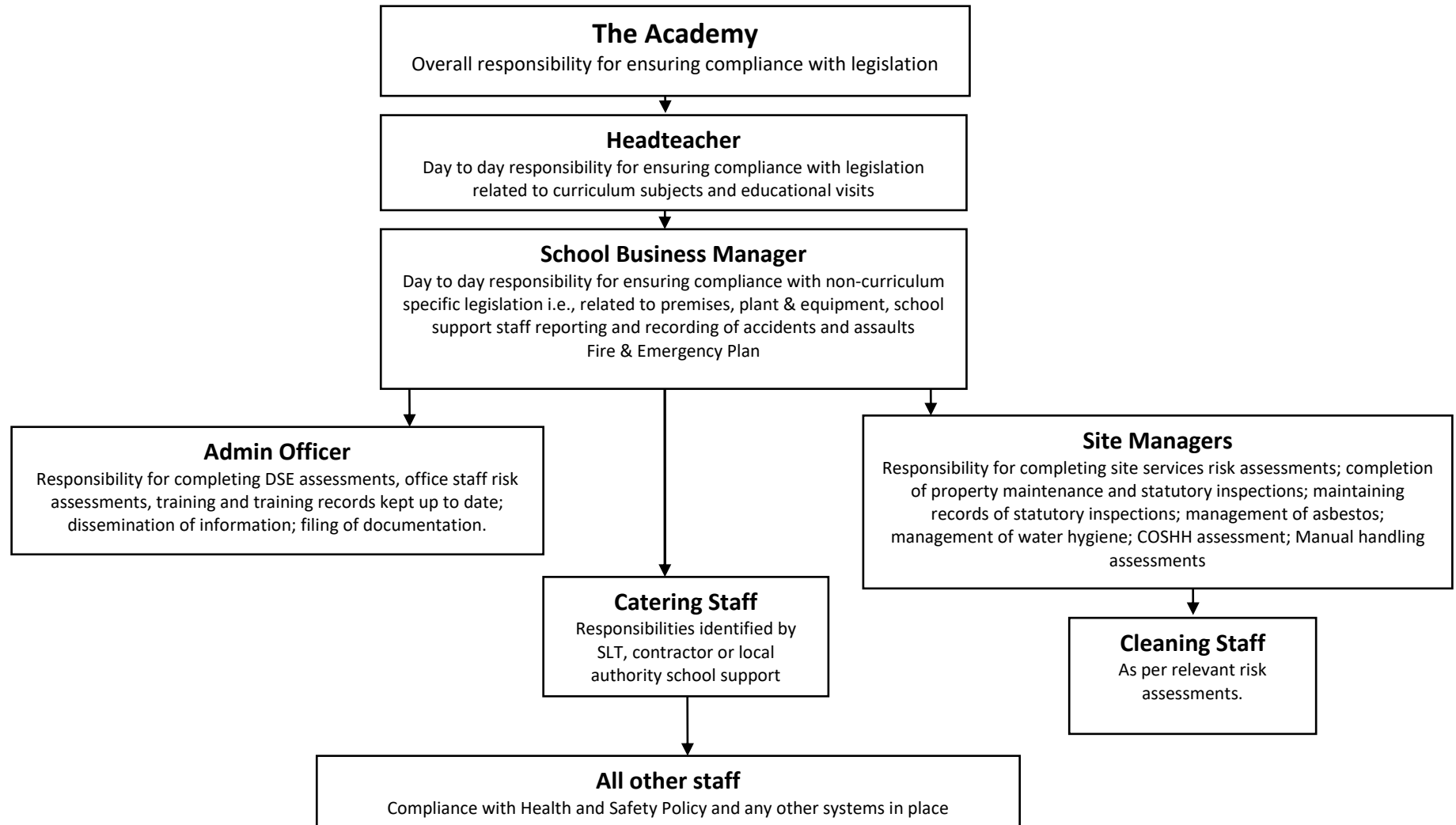
## Appendix 1- The Academy Health & Safety arrangements



## Appendix 2- Teaching Staff responsibilities



### Appendix 3- Support staff responsibilities



<b>Competent Persons and Relevant Locations Responsibility</b>	<b>Competent Person or Responsible Person</b>	<b>Location</b>
First Aid training for staff	<b>Medical Lead</b>	<b>Medical Lead</b>
First Aid Box Locations & checks	<b>Medical Lead</b>	
Minor pupil accidents	<b>First aiders</b>	
Staff Accidents	<b>Headteacher</b>	<b>Log book in AS office</b>
Accidents Notified to	<b>Headteacher</b>	<b>Log book in AS office</b>
Accident Books	<b>Headteacher</b>	<b>Office</b>
RIDDOR Notifications by	<b>Headteacher</b>	<b>H&amp;S file</b>
Fire Marshals	<b>KA, AS, JC, CCC, LB, AK, SY</b>	
Assembly Points		<b>Field and Staff carpark area</b>
Asbestos Survey	<b>Site manager</b>	<b>Site manager's office</b>
Legionella Risk assessment	<b>Site manager</b>	<b>Site manager's office</b>
Fire risk assessments	<b>Site manager</b>	<b>Site manager's office</b>
School risk assessments	<b>EVC</b>	<b>Staff Room</b>