

# MANCHESTER HEALTH ACADEMY

## HEALTH AND SAFETY POLICY

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## Approval History

Approved By:	Date of Approval	Version Approved	Comments
Academy Trust Board	01/07/09	V1	Base Document
Board of Governors	27/11/14	V2	
Finance & Audit Committee	08/12/16	V3	
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## Revision History

Revision Date	Previous Revision Date	Rev	Summary of Changes	Changes Marked	Owner/Editor
Nov 2014		V2	Policy rewritten and put into our standard policy format	N	DO
Sept 2016		V3	Policy Rewritten	N	JLR/LMS
Dec 2017		V4	Updated Policy	N	JLR

## Review History – no changes

Reviewed Date	Version	Owner/Editor

## **1. Purpose**

Manchester Health Academy aims to establish and maintain a safe and healthy working environment for students, staff, visitors and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with the Academy. The purpose of this policy is therefore to set out a framework for setting and reviewing our health and safety objectives and targets.

## **2. Scope**

This policy applies to all staff, pupils and visitors of the Academy.

## **3. Health and Safety Statement of Intent**

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

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

The Academy will, so far as is reasonably practicable:

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

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

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

This Policy requires the commitment, co-operation and active involvement of all Academy employees to ensure its success and effectiveness. All contractors and consultants working for the Academy are required to comply with this Policy. The Academy will ensure that procedures are established for appointing and monitoring the competency of contractors.

The Academy will review this Policy Statement at least annually. The Academy will ensure that this Policy is effectively communicated to all staff. Failure on the part of any Academy employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action.

Signed:	Date:
Principal	
Signed:	Date:
On behalf of Governors	

## **4. Organisation for Health and Safety**

### **4.1 Employer's responsibilities**

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

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

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

### **4.2 The Governing Body**

**In consultation with the Principal, the Governors will:**

- Ensure that suitable resources and strategic direction are available to discharge the Academy's health and safety responsibilities.
- Monitor, via reports, the overall performance of the Academy's health and safety policy.
- Ensure that any decision made is in line with the Academy's own policies and procedures as they relate to health and safety.

Generally, the Principal will be responsible for the day to day management of the Academy's health and safety policy and the communication of its requirements. The governing body has the responsibility to monitor the policy and, if necessary, to require additional actions.

The nominated Health and Safety Governor should;

- Work with the Academy health and safety representative to ensure that the Academy has a health and safety policy and have arrangements to implement and monitor it.
- Work with the Academy's health and safety representative to make annual health and safety inspections of the Academy premises.
- To consider budget implications on implementing the responsibilities identified above.
- Keep the governing body informed of health and safety issues
- Attend appropriate Governor training where necessary.

### **4.3 The Principal**

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

- Ensure the effective implementation of the health and safety policy.
- Demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their Academy.
- Ensure all Academy business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety

considerations and that health and safety risks are considered at an early stage during project design and planning.

- Ensure that Academy staff recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.
- Ensure that this Policy is brought to the attention of all staff.

#### **4.4. Strategic Director of Finance and Corporate Services will:-**

- Ensure that Academy health & safety policies or procedures are reviewed annually, or when significant changes occur, and that these are brought to the attention of all employees (including revisions).
- Ensure that health and safety is adequately resourced with both time and finances.
- Ensure that the job descriptions contain specific areas of responsibility for health and safety management.
- Ensure suitable persons are nominated to undertake key health and safety functions.
- Ensure that within the Academy, adequate provision is made for consultation with employees,
- Ensure appropriate health and safety procedures and practices to be undertaken by the Academy
- Ensure risk assessments are in place and reviewed regularly.
- To maintain an 'audit track' showing delegated responsibilities for all Health and Safety tasks.
- bring to the attention of the governing body any significant health and safety issues, will involve the governors in any policy matters and bring to their attention health and safety guidance received from HSW@Work.
- All levels of the Academy staff fully understand the arrangements for the implementation of the safety policy.
- The policy is reviewed for compliance in line with the Academy's objectives for health and safety.

#### **4.5 Business and Marketing Manager**

- Ensure safe systems of work, rules and procedures are communicated to all relevant staff with suitable records kept.
- Collate accident reports and ensure the forms are adequately completed
- Where necessary and in conjunction with HSW@Work, report under RIDDOR to the HSE,
- Ensure qualified first aid personnel and facilities are provided to address potential hazards on the site.
- Ensure arrangements for fire safety are implemented and that all relevant checks are carried out.
- Ensure risk assessments are carried out and reviewed on a regular basis.
- Ensure contractors are suitably vetted and systems are in place to ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities.
- All welfare facilities are adequate and arrangements are in place for the safe disposal of waste.

#### **4.6 Site Manager**

- Ensure any temporary rules, such as exclusions from parts of the premises, are made known to all staff, pupils and visitors to the premises.

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

#### **4.7 Curriculum and subject leaders**

These managers are responsible for implementing the safety policy within the areas for which they are responsible (i.e. the Academy's and services under their leadership and any specific areas of responsibility delegated by the Principal). In particular, they are responsible for ensuring:

- activities under their control are carried out, so far as reasonably practicable, safely and without risk to health;
- arrangements are in place for monitoring the implementation of the safety policy in their area of responsibility; carrying out inspections of the workplace and equipment;
- individual employees are aware of their responsibilities for health and safety;
- ensure that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
- new staff receive a departmental induction covering policies, and departmental procedures;
- resolve health, safety and welfare problems referred to them by members of their staff or referring to the Principal or line manager any problems they are unable to resolve within the resources available to them;
- ensure that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the Academy, on the activities and equipment for which they are responsible;
- for lower risk departments, ensure that class room checklists are completed on a regular basis for all their departmental rooms,
- relevant health and safety information is communicated to all staff;
- first aid procedures are complied with;
- all accidents/incidents occurring in their area of control are reported and an incident/accident report form is completed, and carrying out a preliminary investigation if necessary;
- staff are aware of fire evacuation and other emergency procedures;

#### **4.8 Class Teachers and teaching assistants**

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

- raise any health and safety concerns outside their control related to their class area with their immediate manager;
- exercise effective supervision of pupils and where appropriate ensure they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- know the particular health and safety measures to be adopted in their own teaching areas and to ensure they are applied;
- ensure that appropriate and direct supervision is provided for pupils;
- give clear instructions and warnings to pupils as often as necessary;
- ensure that the Academy's behaviour policy is followed in all activities;
- assess risk when planning activities and ensure that measures are in place to minimise the risks identified;
- integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety and specific guidance to members of staff and students
- set a good example and follow safe working procedures personally;
- ensure the use of protective clothing and guards where necessary;
- ensure that staff, volunteers and visitors within their teaching jurisdiction are familiar with and follow all relevant aspects of this health and safety policy, and other policies, procedures and guidance documents;
- alert more senior staff to any health and safety concerns;
- build in safety education in curriculum planning;
- Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.

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

#### **4.9 All Employees**

All employees are expected to:

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



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

## **5.0 Arrangements for Health and Safety**

### **5.1 Induction, Training and Supervision**

It is the policy of the Academy that all new employees are given information on health and safety relevant to their role. All new employees must attend a general health and safety induction provided by the Site Manager and Business and Marketing Manager. The general induction will include a site tour, fire procedures, first aid provisions and accident reporting.

Specific departmental induction training will be provided and recorded by Subject Leaders. This will include any specific risk assessments, departmental policies (for higher risk departments) and work equipment.

All staff should raise any training requirement directly with their line manager for consideration and or approval. All training will be recorded and retained on each individual employee's personal file for future reference by HR.

### **5.2 Consultation**

The Academy acknowledges the importance of staff involvement in health and safety matters. A health and safety working party has been set up and will meet at least termly to enable effective consultation with key staff made up of different departments . It is the intention of The Academy to consult staff or their representative on matters regarding health and safety including:

- Any change which may substantially affect their health and safety at work, for example procedures, equipment or methods of working.
- Staff will be made aware of the likely risk and dangers arising from work activities and the measures required to reduce or eliminate these risks. Information will also be given on how to deal with a risk or danger.
- Consultation will take place upon the introduction of any new systems and procedures (which includes new equipment and/or hazardous materials) and the consequences this may have on health and safety.
- Matters relating to health and safety are briefed to staff at site level by management.

### **5.3 Accident reporting procedures**

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention the Student Desk will dial 999 and request an

ambulance/paramedic. Information regarding first aiders is displayed on the information boards around the Academy.

It is important that medical attention is obtained from the First Aiders as soon as possible. When the casualty has received suitable medical/first aid treatment details of the accident should be recorded on the accident form. The accident form is in [appendix 1](#).

### ***Reporting Procedures – Employees***

Any accident or dangerous occurrence must be reported to the Business and Marketing Manager. An accident form should be completed as soon as possible. All accidents and near misses must be recorded, however minor. Accident forms are available from Student Desk.

### ***Reporting procedures – Students, Visitors and Contractors***

Any non-employee who experiences an accident or near-miss incident whilst on the premises should be informed to report the incident immediately to the person responsible for his/her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that procedures are adhered to.

All injuries must be reported and recorded, however minor. Visitors and contractors who are unable to enter their own account in the accident form must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable. Where an accident occurs involving a pupil, the parents should be informed and this should be noted on the accident form.

All accidents involving pupils, visitors or contractors must, if necessary, be investigated to the same standard and quality of those completed for employees, using the same documentation

### ***Accident investigation***

If deemed necessary depending on the severity an accident investigation will be carried out. The outcome of an investigation should be communicated to relevant members of staff who may need to take action as a result of an accident. Accident investigations are carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances will such investigations be used as a mechanism to apportion blame. Investigations are primarily a management tool to identify suitable measures to prevent a recurrence.

### **RIDDOR and EMPLOYEES**

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

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

### **Specified injuries include:-**

- A fracture or broken bone, other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder hip, knee or spine
- Loss of sight (temporary or permanent)

- Chemical or hot metal burn to the eye or any penetrating injury to the eye
  - Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
  - Any injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
  - Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent
- See Riddor website for a full list of major injuries.

### **Physical violence**

Some acts of non-consensual physical violence to a person at work, which result in death, specified injury or a person being incapacitated for over 7 days are reportable. In the case of an over 7 day injury, the incapacity must arise from a physical injury and not as a result of a psychological reaction to the act of violence.

### **Reportable diseases**

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

### **RIDDOR and PUPILS and other people who are not at work**

Accidents involving contractors working on the premises are normally reportable by their employer. Injuries to pupils and visitors who are involved in an accident at The Academy are only reportable under RIDDOR if:-

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

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

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

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

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

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

### **PE**

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

### **Reporting procedures**

The Business and Marketing Manager is responsible for reporting accidents under RIDDOR with assistance and support from HSW@Work.

#### **5.4 First aid and supporting medical needs**

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

A first aid risk assessment has been carried out.

First aid kits provided will only contain items that the First Aider has been trained to use. They will not contain medication of any kind and will always be adequately stocked. First aid boxes are checked by the First Aiders on a termly basis.

The Academy has three defibrillators and staff have received training.

First aid bags for trips and visits are stored at the student desk and also main reception. All overnight trips will be accompanied by a trained First Aider, day trips will be accompanied by a trained First Aider where possible. A list of First Aid trained staff is updated annually and displayed at various points around the Academy.

Staff are reminded that they are not allowed to administer any medication. Prescribed medication can be handed into the Student desk clearly labelled with the pupil's name and dosage along with an accompanying letter of authorization from the parent. Medication will be locked away in a secure cabinet and Student Support Staff will supervise the pupil taking the medication but will not administer it

#### **5.5 Access and Egress**

The Academy is committed to providing a safe place of work and a safe means of access and egress within all parts of premises where work is being undertaken. An access and egress risk assessment has been completed.

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

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

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

All visitors must report to Reception on arrival. The door must be opened in person or remotely by a member of staff. Visitors will be required to sign in and then they will be issued with a visitors badge.

Whilst on the Academy premises:

- All staff will wear a MHA blue staff lanyard and ID badge.
- All sixth form students will wear a black lanyard and ID badge.
- All DBS (and other safeguarding checks) cleared visitors/contractors will wear a yellow visitor's lanyard and visitors badge
- Governors will wear a purple lanyard
- All uncleared visitors will wear a red visitor's lanyard and visitors badge
- All contractors will wear a red (or yellow) lanyard and visitors badge, as appropriate

### **5.6 Educational visits**

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

Pupils are asked to wear appropriate clothing for the activity planned. The correct adult to child ratio is to be observed. Staff should have a first aid kit with them a first aider should attend where possible, they should also carry a mobile phone in case of emergency.

For more information see Educational visit policy

### **5.7 Dealing with emergencies**

Please see Emergency Planning policy for details

### **5.8 Occupational Health Services and Health surveillance**

The Academy takes health and welfare seriously. The aim is to create an environment which is free of occupational risk, occupational illness. The Academy aim to achieve this with the help, involvement, contribution and commitment of all members of staff. The Academy recognises that some health and safety legislation requires employers to provide health surveillance for their staff. It is the Academy policy to introduce health surveillance only in a situation where the health risks cannot be adequately controlled by other means.

Further advice on the appropriate course of action will be sought from the Academy's Health Provider wherever necessary. Staff are encouraged to identify if they have any physical or medical conditions that could be adversely affected by undertaking work activities on behalf of the Academy. If any staff has any concerns about their health or if any screening questionnaire shows that further medical surveillance is required, then the Academy will send the employee to a designated Occupational Health Provider.

### **5.9 Stress in the workplace**

It is The Academy's policy to address all work-related illnesses and in particular stress. To control, reduce or eliminate it so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all employees. A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the Academy aims to address.

Through the risk assessment process, the Academy will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. But, there may be one single event or set of circumstances that combine to provide the additional stress overload.

It may be difficult to talk to the direct Manager about the problem face to face, as it might be that this relationship is the cause, The Academy have a policy that all members of staff can approach a senior member of staff and raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and the relevant member of management will try and assist individuals suffering from stress to deal with the problem.

### **5.10 Risk Assessments**

The Academy accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore in order to comply with the Management of Health and Safety at Work and to safeguard the health, safety and welfare of employees and others, The Academy will take all reasonably practicable measures to reduce those risks to an acceptable level. This is achieved by undertaking suitable and sufficient risk assessments for all work activities with a significant hazard.

**The aim of the risk assessment process is to:**

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

Risk assessments for all work activities with a significant hazard will be undertaken by competent staff. Risk assessments will be reviewed on a regular basis and also following accidents or incidents. Once completed risk assessments must be communicated with staff.

For low risk departments, classroom checklists will be completed on a termly basis.

### **5.11 Fire safety**

The Academy are committed to ensuring that any risk of fire at our premises is minimised so far as is reasonably practicable. Despite this commitment it cannot be assumed that fire will never break out and therefore The Academy will develop and maintain such emergency procedures as are appropriate in the circumstances. In particular The Academy will ensure:-

- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified. The fire risk assessment must be monitored and maintained.
- All staff receive an induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.

- All pupils are made aware of the fire and evacuation procedures, including assembly points.
- A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook.
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out every term which will be recorded in the fire logbook.
- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.
- Any emergency lighting and emergency exit lights are tested according to current guidelines and monthly tests recorded.
- A regular check is made to ensure escape routes and doors are not obstructed.
- Fire doors should be closed at all times and not wedged open.
- When the fire alarm sounds, staff and pupils must evacuate on each occasion.
- A summary of the evacuation procedures will be made available to all contractors and visitors to the Academy. These shall be displayed throughout the premises on the Health and Safety display boards.

Where necessary personal emergency evacuation plans (PEEPs) will be drawn up for any pupils or staff at the Academy. The PEEP will be communicated with relevant staff.

## **Fire Procedures**

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

- The fire emergency evacuation and registration procedures are detailed in Appendix 2. These procedures are posted within every room in the Academy. These procedures are updated as appropriate but typically on an annual basis.
- The Fire Evacuation alarm consists of a continuous siren.
- During lesson time – on hearing the alarm, pupils will be instructed to stand quietly by their work stations and then evacuated, under instruction, in an orderly fashion.
- Any gas or electrical equipment should be turned off, where it is safe to do so.
- Teaching Staff will supervise the orderly movement of their classes as they leave the building quietly by the exit assigned on that room.
- All teaching staff not with a form, support staff, visitors and contractors will also move to the Fire Assembly point outside the 3G pitch area to be accounted for and should report to the Principal or Strategic Director of Finance and Corporate Services.
- Any member of staff may at his/her discretion sound the fire alarm and only then tackle with Fire Fighting equipment, only if appropriately trained and only if it is safe to do so. However the primary objective is to remove all staff and students to a place of safety.
- In the event of an alarm activation, the Fire Brigade will automatically be notified. However on completion of the evacuation, a member of SLT or Site Manager will also call the Fire Brigade, in accordance with the Fire Emergency Plan.
- If safe to do so, teachers leaving an area with students should ensure that all doors are closed and apparatus switched off. PE staff should recall pupils from field or Sports Complex without changing.
- Form tutors must register pupils in the designated area. Forms should line up in the designated area in register (alphabetical) order. Form tutors should insist on silence during

and after registration by actively patrolling their Form line. As soon as registers have been taken, a report should be made to the appropriate Assistant Principal. Assistant Principals will check absentees against lists of late arrivals and pupils who have signed out.

- If, due to the location of the fire, senior staff decide that the assembly points need to be moved then they will instruct Form Tutors to move to an appropriate area.
- Senior staff take charge of appropriate assembly areas and report to Principal when all years have been accounted for. The Principal or, in his absence, Vice Principal will confirm with the Site Manager and Strategic Director of Finance and Corporate Services that the building is safe to enter prior to authorising any return.

## **5.12 Building safety and housekeeping**

The safety of employees, pupils and visitors is of the upmost importance at The Academy. It is The Academy policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work.

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

The Academy recognise the need to ensure that good standards of housekeeping are achieved and maintained at all times and a policy of 'clean-up as you go' will always be the preferred option. Walkways and passageways must be kept clear and free from obstructions at all times. If corridors or walk ways become wet or have just been cleaned warning signs must be used.

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

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

Lighting is an important environmental criterion, which makes a safe and effective working environment for the workforce. In order to ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below:

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

## **5.13 Violence to staff**

Violence is defined by the HSE as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common type of incident. Physical attacks are comparatively rare. The Academy do not accept any form of violence or aggression against their employees and take appropriate action.

The Academy will attempt to reduce the risks of such incidents by the following means:

- Taking into account personal safety during specific risk assessments.
- Keeping detailed records of all past incidents



- Asking staff whether they feel threatened
- Being aware of the area where work is to be carried out
- Considering physical security measures such as CCTV or personal alarms.
- Discouraging employees from carrying large quantities of cash or wearing expensive jewellery.

Any injuries sustained as a result of non-consensual physical violence are reported in accordance with the accident reporting procedure.

#### **5.14 Manual handling**

Manual Handling is defined as “any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.” The Manual Handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders.

The Academy accepts that some manual handling activities may be necessary during their operation. Where possible manual handling will be avoided where possible. If manual handling has to take place a manual handling risk assessment will be undertaken. Staff must report hazardous handling activities to their manager and where possible mechanical handling aides will be utilised to reduce the need for manual handling.

#### **A manual handling risk assessment has been completed.**

#### **5.15 Slips, trips and falls**

Slips, trips and falls are the most common cause of injuries in workplaces. Slip and trip incidents can be controlled and the measures needed are often simple and low cost, but will bring significant reductions both in human suffering and costs. General risk assessments have been carried out and include slips, trips and falls (see access and egress risk assessment). The Site staff will carry out regular checks of the following areas:-

- External paths and walkways
- The playground
- Building entrances and exits
- The hall
- Internal stairs and corridors
- Classrooms
- Storage areas
- Kitchens and dining areas
- Offices

All staff have a responsibility to ensure that any spillages are dealt with immediately and adequate signage is used where appropriate. Cleaning equipment is available through the Academy. All slips, trips and falls must be reported in line with the accident reporting procedures. If staff have concerns regarding the quality of any walkways within the Academy they must be reported immediately to their line manager.

#### **5.16 Driving vehicles**

The Academy will take all reasonable steps to secure the health and safety of our employees who drive as part of their job.

All drivers must submit their driving license for inspection annually, the Academy reserves the right to contact the DVLA in order to monitor the status of individual licenses. Employees are reminded that, despite familiarity, driving on the roads can be a hazardous activity. The following precautions should be taken by each employee to minimise the risk:

- Ensure the vehicle is booked and signed out on the board
- Complete the vehicle checklist before leaving the premises
- Plan the route to minimise driving requirements;
- On a long journey take regular breaks to help to reduce tiredness.
- Seek to avoid overlong days of work and driving.
- Report the development of any health problem that may limit or prevent driving e.g. epilepsy or heart condition.

#### Hand-held telephone

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

#### Hands-free mobile telephones

The requirements are much the same as hand-held telephones, although it is still important to make all essential calls whilst the vehicle is stationary as notes may be required to be written whilst making the call.

Whilst using a mobile telephone it is advisable to keep all calls as short as possible, wherever possible a landline telephone should be used. It is important to ensure whilst driving the Highway Code is followed at all times. Any breach of the code may result in prosecution if stopped by the police.

### **5.17 Control of substances hazardous to health (COSHH)**

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

The Site staff and cleaners stores at The Academy are the most likely places where substances can be found. Staff must not bring any substances into the Academy from home or elsewhere. The Academy acknowledges that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of staff and pupils to substances hazardous to health is prevented or at least controlled to within the statutory limits.

The Academy recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the staff undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment. The primary requirement for the control of hazardous substances is to conduct COSHH Risk Assessment before the use or generation of any such substances. Any process which is liable to expose staff, pupils or visitors to substances hazardous to health should not be carried out unless a "suitable and sufficient" assessment has been made of the risks to health and measures are in place to eliminate, or adequately control exposure to such substances.

The Site Manager will ensure that contractors visiting the premises or site, who are required to use hazardous substances, provide copies of their COSHH assessments for the materials they are to use prior to arrival at site. Where, in the opinion of the Academy management, contractors are using unsafe practices, they are to inform them to cease work until a safer alternative is agreed upon.

All staff have a duty under the COSHH regulations to: -

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

### **5.18 Lone Working**

Lone working is any activity that requires employees to work without close or direct supervision. Lone working activities will be risk assessed and the results of assessments will be made available to all employees and will be readily available for inspection. Staff who are required to undertake lone working activities will be provided with all relevant information, instruction and training resulting from the risk assessment. See lone working risk assessment.

### **5.19 Work at height**

If there is a risk of a fall liable to cause personal injury, this is classified as at height, even if it is below ground. In accordance with The Working at Height Regulations the Academy shall conduct a risk assessment to identify the hazards and controls in order to complete the task in a safe manner. The hierarchy below will be used for managing and selecting suitable ways for work at height:

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

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

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

In order to ensure that the work is properly planned, appropriately supervised and carried out in a safe manner a risk assessment should be completed prior to work taking place. Ladders should be visually inspected before each use and formally every six months by the Site Manager. The six monthly check must be recorded. Staff must not stand on desks, chairs or other furniture to undertake work, e.g. put up displays.

## **5.20 Selecting and managing contractors**

All contractors under local control will be appropriately selected and competent in terms of health and safety. Contractors must be vetted to ensure they have:-

- Adequate insurance
- Health and safety procedures in place.

On an annual basis all regular contractors should complete the Academy contractors safety questionnaire, a copy of the completed questionnaire must be kept by the Site Manager. Contractors must be made aware of and abide by The Academy's health and safety policy and not endanger pupils, staff or other visitors to the site.

The Site Manager will be responsible for the coordination of contractors' activities on site.

The Site Manager must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, young persons and visitors to the premises. This might be achieved by the posting of suitable notices.

All contractors must report to the Site Manager before any work takes place and prior to each working session. The Site Manager should then inform the contractor of any conditions which may affect his safety and that of others.

The Academy will carry out the following precautions:

- All visitors will be required to sign an attendance register indicating the time of arrival and departure.
- Work will take place during the holidays/ out of normal Academy hours where possible.
- Sites display the appropriate warning and information signs prominently.
- All vehicle and pedestrian routes will be kept clean and clear of obstructions and will be regularly inspected
- Ladders will be blocked off at the bottom and loose ladders will either be secured (i.e. chained) or removed to prevent unauthorised use.
- All electrical equipment will either be securely locked away or effectively locked off.
- All plant and machinery will be immobilised and energy source positively locked off.
- Petroleum spirit, compressed gas and chemicals will be locked away when not in use.
- Materials should not be stacked too high and should be stable.
- Lighting will be used where required to ensure the safe movement around the site during darkness.

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

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

## **5.21 Maintenance of Equipment**

The safe use and operation of equipment, machinery and plant is of paramount importance to the Academy. The incorrect use of such equipment can result in injuries not only to the operator but also to other persons standing close by. Where such equipment is being used by staff all reasonable steps will be taken by the Academy to ensure, so far as is reasonably possible, the health and safety of staff and other persons who could be affected by their use.

An inventory of work equipment will be made and kept up to date by the Site Manager. Staff are only allowed to use equipment they have been trained and authorised to use.

The Academy will ensure:

- Ensure any plant, equipment or machinery that may be used or provided will be safe and fit for the purpose for which it is intended to be used.
- Ensure suitable and sufficient assessments of the risk are undertaken, findings are documented and communicated to all relevant staff.
- Under no circumstances should guards be removed from any equipment, plant or machinery unless by a competent person to allow for maintenance.
- In the event of any plant or machinery breaking down or becoming unsafe to use or operate, the Site Manager should be informed as soon as possible to arrange for an engineer to visit the site and repair or service the item of equipment. While waiting for a fitter to arrive on site all relevant plant and machinery must be made safe and isolated.
- Only trained and experienced persons will be permitted to use equipment, plant or machinery.
- Equipment, plant and machinery is isolated and locked off prior to any maintenance, service or repair.
- Under no circumstances may equipment, plant or machinery be used by third parties unless authorised by the Principal.
- Regular inspections of the various types of equipment, plant and machinery are completed and records of the findings of any such inspections are recorded and maintained.
- Site specific and statutory inspections are completed to the required standard and frequency
- Staff are instructed to report any damaged to machinery safety devices, guards, isolation switches etc.

### **5.22 Legionella**

The Academy will take all reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards. A suitable and sufficient assessment will be undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises. The assessment will be completed by a person who is competent to do so. The Site Manager is responsible for ensuring that the findings/actions arising from the assessment are completed and the Site Manager is responsible for controlling risks, monitoring water temperatures and updating the Legionella log book. Immediately reporting any concerns directly to the Strategic Director of Finance and Corporate Services.

### **5.23 Asbestos**

The Academy was built in 2011 and does not contain any asbestos.

### **5.24 Display Screen Equipment**

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

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

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

### **5.25 Curriculum Safety**

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

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

### **5.26 Gas safety**

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

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

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

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

### **5.27 Electricity/Appliances**

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

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

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

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

### **5.28 Glazing**

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

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

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

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

### **5.29 Jewellery**

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

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

### **5.30 New and Expectant Mothers**

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

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

Upon written notification the Academy will carry out a specific risk assessment. The member of staff will be asked to help with this and it is important that any advice they have received from their doctor or midwife, that could impact on the assessment, is passed on to the Academy. The risk assessment should be reviewed if the new mother returns to work within 6 months of having a baby or if she returns to work and is breastfeeding.

Some of the more common risks might be:

- lifting/carrying of heavy loads;
- standing or sitting for long lengths of time;
- exposure to infectious diseases;
- work-related stress;
- workstations and posture;

- threat of violence in the workplace;
- long working hours;
- excessively noisy workplace

### **5.31 Personal Protective Equipment (PPE)**

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

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

### **5.32 Safety of Persons with Disabilities**

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

It is in the interest of disabled visitors to inform the Academy prior to their visit in order that any special arrangements can be made.

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

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

### **5.33 Young Persons at Work**

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

Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on the Academy's premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

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



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

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

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

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

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

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

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

#### **5.34 Out-of-school visits and activities**

All personnel that arrange or actively participate in school visits or out-of-school activities must follow all procedures outlined in the separate Trips and Visits Guidance and the Academy Educational Visits Policy. The Co-ordinator for these risk assessments will be a member of the Senior Leadership Team (Educational Visits Coordinator).

#### **5.35 Visitors/Contractor Reporting**

All visitors including contractors are required to sign in at the school's main reception. It is the duty of all Academy personnel to ensure the Health and Safety of all visitors to the site.

Visitors including contractors and sub-contractors should be supervised at all times whilst on Academy premises and wear protective clothing suitable to the task or location; the same level of protection is to be afforded to any visitor proceeding to that area. Contractors and other visitors who have been provided the Academy with the necessary documentation with respect to safeguarding unsupervised whilst on site. However they should be fully briefed in the health and safety rules of

the Academy including emergency procedures. Any break of the rules should be reported to the Principal or Strategic Director of Finance and Corporate Services.

### **5.36 Construction and maintenance work**

Where construction or maintenance work is being carried out on site the Site Manager will agree with contractors or service providers that appropriate Health and Safety plans are in place. Contractors or Service Providers will be made aware of the Health and Safety policy in place at the Academy and will be required to integrate the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of the Academy and Contractor/Service Provider before any works commence to confirm specific Health, Safety and Welfare issues applying the works to be carried out. Where works fall within the scope of the Construction Design and management (CDM) regulations, the Academy will co-operate fully with the Contract/Service Provider and their appointed safety co-ordinator and will ensure that the Academies safety manual is made available at the start of the project. The Site Manager will also ensure that the Contractor/Service Provider update the safety file on completion of the works and conduct an appropriate handover.

### **5.37 Smoking**

There is a no smoking policy on the Academy site

### **5.38 Consumption of food/drink**

Food is only to be consumed in approved areas. During break/lunch and class change over, hot drinks are not to be carried in corridors unless in an appropriate covered container.

### **5.39 Staff Health and Welfare**

Any member of staff who feels they may be suffering from stress should discuss their concern with either their line manager, Principal or other senior member of staff as soon as possible. Staff are reminded of the Employee Assistance Programme through which employees can access a wide variety of information, either on line, or via a free 24 hour confidential helpline. This includes access to a confidential counselling service (either face to face or over the phone). Full details are available from the HR Officer, or via the Health Assured website at [www.healthassuredeap.co.uk](http://www.healthassuredeap.co.uk), telephone number 0800 030 5182.

### **5.40 Lettings**

In cases where the Academy's equipment, buildings or grounds are to be let, the Academy will ensure that:

- Any means of access and egress are safe for the use of hirers;
- Any equipment to be used by hirers is safe and any operating instructions and Health and Safety precautions are clearly identified;
- All emergency doors are clearly identified and fire drill/evacuation procedures are understood;
- Telephones, alarms, fire-fighting equipment and other safety equipment are identified and that users are familiar with how to use them;
- After the hirers have vacated the premises a full security check of the site including any equipment used takes place and any faults are reported and recorded;
- Any Health and Safety signage is clearly displayed and uses are clear as to their meanings;

- There is a contact person available for hirers to contact should there be any issues that may require attention.

#### **5.41 Related Documents**

Please note that separate policies/guidance are also available on:

- Administration of Medication Policy
- Emergency and Evacuation Procedure
- Educational Visit Guidance
- Educational Visit Policy
- Fire Emergency Plan
- First Aid Policy
- Lone Worker Policy
- Mini Bus Policy

#### **Appendices**

Appendix 1 – Accident and Incident Form

<b>1. Injured Person</b>			
<input type="checkbox"/> Employee	<input type="checkbox"/> Student	<input type="checkbox"/> Contractor	<input type="checkbox"/> Visitor
Forename: _____		Surname: _____	
Address: _____		Age: _____	
Postcode: _____		Telephone No: _____	
		Occupation: _____	
<b>2. Accident/Incident Details</b> <i>*to be completed by First Aider</i>			
<input type="checkbox"/> Accident <input type="checkbox"/> Injury <input type="checkbox"/> Near Miss			
Location of the accident: _____			Date & time: _____
Description of accident/incident <i>(continue on separate sheet if needed)</i> :   			
If the injured person is an employee were they engaged in work at the time of the accident/incident? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What was being done at the time of the incident:  			
Who was notified of the accident and who collected the student from the Academy?  			
Has the injured person been off or unable to do their normal work for more than 7 days, including weekends, as a result of the accident/incident? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, date absent from: _____ to: _____ or Still Absent?			
<b>3. Injury Details</b>			
Nature of the injury <i>(e.g. fracture, sprain, cut, include part of the body injured)</i>  			
First aid given by <i>(inc job title)</i> :  			
First aid treatment given <i>(i.e. compress, plaster)</i> :  			
Was the injured person taken to hospital from the scene: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Were they detained: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes how long for in days? _____	
<b>4. Witnesses/First Aider</b>			
Name: _____		Name: _____	
Address: _____		Address: _____	
Contact No: _____		Contact No: _____	
Are witness statements attached? :			
<b>5. Report Details</b>			
Accident reported to <i>(i.e. Manager, supervisor, 1<sup>st</sup> Aider (inc name))</i> :  			
Reported on <i>(date)</i> : _____		Time: _____	
Signed by injured person <i>(if employee)</i> :  			
Parent guardian informed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date _____
Other – please specify	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date _____

<b>7. Accident Investigation</b> <i>*to be completed by the Business Manager</i>	
Carried out by:	
Position/occupation:	
What has been done to prevent reoccurrence?	
Do general risk assessments require updating?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, what additional risk control measures are needed / recommended?	
Is additional information, instruction and training required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, detail what action has been taken:	
Signed:	Date:

<b>8. For Internal use only</b>	
Reported to the HSE:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reported by:	Date:
Comments:	
Signed:	Date: