



ST MICHAEL'S CATHOLIC ACADEMY

HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY DOCUMENT

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HEALTH AND SAFETY POLICY DOCUMENT

ST MICHAEL'S CATHOLIC ACADEMY

1 Health and Safety Policy Statement

This Health and Safety policy statement is consistent with St Michael's Catholic Academy's commitment to providing and maintaining a comfortable, stimulating and safe educational environment.

We will manage our activities on and off site so as to protect the health and safety of our staff, students and visitors whilst showing due regard for the health of others, and respect for the environment.

We will endeavor to protect the health and safety of all visitors and contractors on site extending to them the provisions for health and safety which we share.

We will comply with the principles and guidelines relating to Health and Safety issues circulated to us by statutory bodies including those received from an external Health and Safety advisor.

All Academy employees will be made aware of our commitment, and have access to all received literature relating to Health and Safety issues. Relevant information will be highlighted and made available to staff, students and parents in a readily understandable form.

The Academy Health and Safety Committee, the Avec Partnership Health and Safety advisor and The Carmel Education Trust will meet on a regular basis to monitor Academy health and safety issues.

Training and guidance will be given to staff and students in matters of health and safety to ensure effective implementation of the policy. All new or temporary members of staff, including maintenance and building contractors will receive an induction and information appropriate to carrying out their role safely.

Achievement of a healthy and safe working environment will be a key measure of our performance both collectively and individually.

Name: Andrew Ramsey, Principal, St Michaels Catholic Academy

Date: September 2016

Date of next review: September 2017

2 Organisation

2.1 Introduction

This is a statement of Organisation for St. Michael's Catholic Academy. The policy is in support of the Multi Academy Trust's health and safety objectives and policy statement.

This statement deals with those aspects delegated and controlled by the Principal, and covers safety associated with the building structure, plant, fixed equipment. It describes how the Head of Teacher is discharging his responsibilities in respect of employees, students, visitors and others who are present on school premises. It also describes the internal organisation, management and discipline of the school.

2.2 Multi Academy Trust health and Safety Policy Statement

Attention is drawn to The Carmel Education Trust policy statement which demonstrates the Trust's commitment to a positive health and safety culture. The Academy's health and safety policy is designed to support the Trust's objectives.

2.3 Academy Policy

The promotion of the safety, health and welfare of staff and students is considered to be a mutual objective for the Governors, Principal and staff. It is therefore the Academy's policy, so far as reasonably practicable, to take the necessary steps to ensure the safety, health and welfare of its staff, students, and also the public and visitors.

2.4 Aim of the Policy

The aim of the policy is to ensure that all reasonably practicable steps are taken to secure the safety, health and welfare of all persons using the premises, and in particular:

- To establish and maintain a safe and healthy environment throughout the academy;
- To establish and maintain safe working procedures among staff and students;
- To make arrangements for ensuring safety and absence of risks to health, in connection with the use handling, storage and transportation of articles and substances;
- To ensure the provision of sufficient information, instruction, training and supervision to enable all people working on site, including students, to avoid hazards and contribute positively to their own safety and health at work;
- To maintain a safe and healthy place of work and safe access to and from it;
- To formulate effective procedure for use in case of fire, bomb alert, and other emergencies which require evacuation of the school premises;
- To lay down procedures to be followed in case of accident;
- To provide and maintain adequate welfare facilities;
- To make special arrangements to ensure the health and safety of any disabled person using the Academy.

The Principal has the overall responsibility for the application of the Academy's safety policy. However, staff within the academy are responsible for implementing and

maintaining compliance with the safety policy in the areas for which they are responsible. The responsibilities of teaching and non-teaching staff are set out in the following section.

2.5 General Responsibilities

Under the Health and Safety at Work etc Act, 1974, the employer has a duty for the overall responsibility for health and safety. In this case it is the Multi Academy Trust Board of Directors who will work in partnership with the Academy Governing Body. The Governing Body has a monitoring role on health, safety and welfare issues and responsibility under the Health and Safety at Work etc Act 1974, for delegated functions.

2.6 The Principal's Responsibilities

The Principal is the “de facto” manager and budget holder of the premises and is responsible for this policy being carried out on the premises at St. Michael's Catholic Academy.

2.7 The Business Manager

Will oversee the welfare, health and safety matters, on a day-to-day basis the Business Manager and should, in liaison with the Site Manager:

- Be the focal point for day to day references on safety and give advice or indicate sources of advice;
- Co-ordinate the implementation of the safety procedures in the Academy;
- Maintain contact with outside agencies able to offer specialist advice;
- Report all known hazards to the Head of Academy, who should then inform the Governing Body and stop any practices or the use of any plant, tools, equipment, machinery etc he considers to be unsafe, until satisfied as to their safety;
- Make recommendations to the Principal who should, in turn, make recommendations to the Governors as appropriate for additions or improvements to plant, tools, equipment, machinery etc which are dangerous or potentially so;
- Make or arrange for investigation of premises, places of work and working practices on a regular basis, and ensure that he is kept informed of accidents and hazardous situations;
- Review at least annually:
- The provision of first aid in the school;
- The emergency provisions regarding fire, bomb alert and the evacuation of people with disabilities; and make recommendations for improving the laid down procedures.
- Review regularly the dissemination of safety information concerning the Academy;
- Recommend necessary changes and improvements in welfare facilities;
- Inform the Governors from time to time of the safety procedures of the Academy, and provide them with up to date reports and safety issues;
- Monitor the Academy policy on health and safety procedures and update them as new information is supplied by the Academy's competent health and safety advisor.

2.8 Support Staff (Site Staff, Cleaners and Kitchen Staff)

The Site Manager and Caretakers under the direction of the Business Manager are responsible for ensuring that the health and safety of the building is maintained at all times. In particular, they should:

- Ensure that all reported health and safety issues are dealt with promptly and are prioritised appropriately;
- Conduct and report regular testing of fire and security alarms in the school building;
- Ensure that all firefighting equipment is regularly maintained and that unrestricted access is available to this equipment and to all fire exits;
- Advise contractors on site of health and safety procedures when carrying out work;
- Responsibility of keyholders for school, and undertake associated call-out duties on behalf of the Principal on a 24 hour basis. For example, initial response to fire and intruder alarms and take necessary emergency measures to ensure the school building is secure;
- To comply with the health and safety policy and systems.

Any major Health and Safety issues will be flagged up to the Business Manager who will work with the Head to rectify.

2.9 Curriculum Leads

The Curriculum Leads are responsible for inspecting specialist accommodation to maintain a suitable level of health and safety. Should he/she lack the resources to maintain the required standard of health and safety within the curricular area, the matter should be communicated in writing to the Principal.

All booklets and information concerning health and safety are passed to the relevant Curriculum Lead who should ensure that they and their colleagues are fully conversant with the health and safety rules and the literature pertaining to their particular situation. It is the Curriculum Lead's duty to ensure that all such literature is readily available and, where practicable, displayed in prominent locations in the working environment.

Health and safety information warning of hazards and dangerous practices should be displayed in prominent positions in working areas. It is indeed a health and safety requirement that this is done.

Curriculum Leads are responsible for producing a safety statement, including safety procedure and practices which are a supplement to the main policy. They will be brought to the attention of staff and students under his/her charge, and posted in a prominent position. A sample of the Safety Statement relevant to the different curriculum areas can be obtained from the Business Manager.

Any training requirements necessary to ensure the continuing safe working practice of the department should be identified, and reported to the designated person who will ensure that all identified training needs are met by undertaking recognised training courses.

Any staff member requiring further information on health and safety should address enquiries to the Principal.

2.10 Teaching and Non-Teaching Staff Holding Posts/Positions of Responsibility

These staff:

- Have a general responsibility for the application of this safety policy to their own area of work, and are directly responsible to the Principal, Business Manager and Curriculum Lead, as appropriate, for the application of existing safety measures and procedures within that department/area of work;
- Advice or instructions given by the academy's nominated health and safety coordinator and Principal, including the relevant parts of this statement, shall be observed;
- Shall, where necessary, establish and maintain safe working procedures in their area of work, including arrangements for ensuring, so far as is reasonable practicable safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (eg. chemicals, boiling water, duplication fluid, guillotines);
- Shall make every effort to resolve any health and safety problem in their area of work which any member of staff may refer to them, and refer to any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Curriculum Lead, Business Manager and/or the Principal;
- Shall ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work;
- Shall, where appropriate, seek the advice and guidance of the relevant Adviser;
- Shall report to the Curriculum Lead, Business Manager and/or the Principal, requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
- Shall ensure that all cleaning materials used by the school are locked away in special stores when not in use;
- Shall ensure that before the beginning of every activity they check the working environment for foreseeable hazards and report such hazards to an appropriate person so that remedial action can be carried out. Staff must not begin an activity until they are confident that it is safe to do so;
- Shall maintain a standard of dress and footwear that is appropriate for the working conditions of their employment and are expected to make reasonable adjustments in order to accommodate inclement weather.

2.11 Special Obligations of Class Teachers

The safety of students is the responsibility of class teachers, because teachers have traditionally in law carried responsibility for the safety of students when they are in charge.

If, for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this

responsibility, he/she must discuss the matter with the Curriculum Lead, the Business Manager and/or the Principal before allowing practical work to take place.

Class teachers are expected:

- To exercise effective supervision of the students and to know the emergency procedures in respect of fire, bomb alert, evacuation of people with disabilities and first aid, and to carry them out;
- To know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- To give clear instructions and warning as often as necessary;
- To personally follow safe working procedures;
- To identify the need for protective clothing, guards, special safe working procedures etc, where necessary;
- To make recommendations to their Curriculum Lead, e.g. regarding the safety of equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

All staff have a duty to ensure their own safety and the safety of those around them including colleagues, visitors and students. This means your actions should not place you, or others, at risk and that you should report immediately any defect in buildings, equipment or procedures to the member of staff.

2.12 Obligation of All Employees

The Health and Safety at Work etc. Act 1974 states:

“It shall be the duty of every employer while at work:

- To take reasonable care for the health and safety of himself or herself and of any other persons who may be affected by his acts or omissions at work; and
- As regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with”.
- In addition, further duties are contained with the Management of Health and Safety Regulations 1999, which require employees to tell their manager or employer of any shortcomings in health and safety arrangements; and to advise them of any risks identified as being of serious, immediate danger.
- “No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”.

In order that the laws be observed and responsibilities to students and other visitors to the school are carried out, all employees are expected:

- To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied;
- To observe standards of dress consistent with safety and/or hygiene;

- To exercise good standards of housekeeping and cleanliness for activities within their control;
- To know and apply the emergency procedures in respect of fire and first aid;
- To use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or safety of others;
- To co-operate with other employees in promoting improved safety measures in their academy;
- To co-operate with the appointed safety representative within the school and the Enforcement Officer of the Health and Safety Executive.

2.13 The Student

The students are expected:

- To exercise personal responsibility for the safety of themselves and their class mates;
- To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, and other items considered dangerous);
- To observe all the safety rules of the academy and in particular the instructions of teaching and non-teaching staff given in emergency;
- To use and not wilfully misuse, neglect or interfere with things provided for their safety.

NB: all students and parents should be made aware of the contents of this section and of other rules/expectations. Parents are asked to ensure that students do not bring items to school which are hazardous or dangerous. If such items are found by any member of staff, they will be confiscated and the parents asked to visit the school to collect them.

2.13.a Students With Disabilities

Students with disabilities e.g. physically, visually or hearing impaired – where it is identified that a student is in requirement of special needs, it is a duty that these requirements are met, e.g. teacher training, specialist equipment, means of access/egress.

2.13.b Before School

Parents should ensure that students arrive at school as near to 8.50 am as possible, and leave the premises at the end of the day as soon after 3.25 pm as possible. Students who arrive early or leave late may contact any member of staff in an emergency.

2.13.c Supervision at Break Times

The mid session breaks are legally deemed as directed time. The procedure is clearly defined in “Definition of Duties”. The rota of supervision is designated by the Principal.

No student should be allowed to practice activities in high risk teaching areas unless personally supervised by a teacher and in certain practical areas by a teacher qualified in that subject.

2.13.d Lunchtime Duties – Staff And Supervisors

Senior leaders will:

- Check weather conditions and decide if in/outdoor break is appropriate;
- Ensure students gather in appropriate zones;
- Delegate specific supervisors to those areas;
- Deal with all misbehaviour during the lunchtime period, referring to teaching staff where necessary;
- Perform all clerical duties related to the post, e.g. time sheets, accident reports etc.;
- Obtain supply cover in the absence of a supervisory assistant;
- Liaise daily with the Principal or Business Manager after the lunch time period. The Head of Year is seen when appropriate, and the Management Team is absolutely necessary;
- In the event of an accident, supervisors will either obtain assistance or escort the injured person to the medical room, where office staff, the first aider and senior members of staff will assume responsibility.

All Telephone/Emergency Contact Numbers Can Be Accessed Via The Office.

2.13.e Dining hall supervision:

- Student(s) should be assembled in an orderly manner prior to moving to the dining hall;
- The SLT/PLMs and supervisory assistants will supervise the whole of the dining hall for as long as students are present;
- The SLT/PLMs and supervisory assistants will control and maintain reasonable levels of noise, good order and table manners;
- The SLT/PLMs and supervisory assistants will deal with any accident and ensure that hazards from spillage, breakage, sickness etc are kept to the minimum and dealt with immediately.

2.13.f Break and lunchtime

- To ensure the safety of the students at all times, staff on duty should check that all classrooms and corridors are vacated, unless students are supervised by a member of staff, and supervise the school grounds;
- Ensure that all students are behaving in a sensible and safe way;
- Note new students and help them settle in;
- Report breakages and hazards to the form tutor, PLM or Site Manager depending on the nature of the breakage or hazard;
- Control the supervision of toilets.

2.13.g Discipline

During the lunch time period, the Principal has responsibility for the conduct of the duty staff, the safety and well-being of all students and the encouragement of a happy and relaxed atmosphere in which to return to lessons.

The behaviour policy should be followed at all times.

2.13.h Supervision After School

Bus/Coach Duty

- The Senior Leadership Team should be on duty at the end of school. They must be present at the bus bay area by 3.25 pm. Staff who are on duty and are teaching should dismiss their class at 3.25 pm – no earlier;
- The most senior member of staff on duty is deemed to be in overall charge and should deploy members of the team such that the loading of buses can be supervised at once;
- If students are not collected, the senior member of staff should inform the office of the bus(es) that is/are yet to arrive or if students have missed the bus. Duty staff must wait until the bus arrives or alternative arrangements have been made. This duty is deemed to finish when the last bus load has departed;
- No student should be kept in detention after school unless a formal evening detention has been arranged in advance. This is done by letter giving the parents 24 hours notice of the detention;
- Special care must be taken to ensure that no student leaves school until 3.25 pm. The exception to this would be where they have special permission to sign out of school.

2.14 Visitors

Regular visitors and other users of the premises (e.g. parent helpers/delivery people from specific companies) should be required to observe the safety rules of the school. In particular, parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. All visitors should report to and sign in at the reception. Similarly, they should sign out prior to departure from the premises;

If any member of the public refuses to leave the premises, or is constituting a nuisance, dial the police and request immediate assistance.

Further details are available in the Academy's Security Policy.

3 Arrangements

3.1 Introduction

The Academy recognise that like any work activity, health and safety has to be managed proactively. The ultimate aim is to reduce the incidence of work related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of students is particularly important given their inexperience and different perception of risk.

Apart from the moral and legal duties, failure to do so results in civil claims costs for accidents and ill health against the Academy. The majority of these costs may not met by our insurers.

All staff are responsible for contributing to this proactive culture by applying the principles of this Policy. Curriculum Leads have responsibility for coordinating health and safety information, including risk assessments, with staff under their immediate control.

3.2 Staff Induction

All new or temporary staff including contractors will receive a Health and Safety induction. The Health and Safety policy will be made available and direction to electronic and or hard copies provided on request. Acknowledgement of compliance will be signed by each staff member and the file kept in the school office. The induction will also include emergency evacuation procedures and routes, a tour of the premises noting, out of bounds or restricted access areas, expected standards of behaviour, first aid arrangements etc. Curriculum Leads must also give an appropriate department induction covering working practices, use of equipment, risk assessments etc. All staff who receive an induction must be given the opportunity to ask questions and make suggestions appropriate to their role. Contractors will be inducted by site staff. On receipt of the induction, the inductee will sign an acknowledgement of compliance file which will be held in the main office. Accident prevention must be included, falling from height and injuries from manual handling are prevalent occurrences, therefore each inductee will acknowledge that they will not attempt a WAH or MH task unless they have been trained and appropriately equipped.

3.3 Accident reporting

3.3.a Accidents Not Involving Personal Injury

Where an accident or potentially dangerous situation occurs, it is essential that follow up action is taken to prevent possible recurrence of the situation, with more drastic consequences. The action taken in the first instance should be to inform the Curriculum Lead or, if deemed necessary, the Principal or Business Manager of the problem. It is then the responsibility of this individual to follow the problem through to achieve effective action. On occasions, a dangerous situation will be highlighted during a routine self monitoring exercise. At other times, it may well be that an incident where personal injury was narrowly avoided would be the catalyst for health and safety action.

3.3.b Accidents Involving Personal Injury

- If the incident involves a student during lesson time, it is the immediate duty of the supervising teacher to create a safe situation, thereby eliminating the potential for further injury. To this end, it is vital that the teacher in charge of the situation should be aware of the health and safety requirements of that situation;
- It is evident therefore, that in specialised situations involving chemicals or plant, a teacher not qualified to supervise work in such situations should not undertake practical work in the absence of specialised staff;
- Classes should not be left unsupervised whilst an injured party is being dealt with. The member of staff in charge should arrange for the SLT on duty to be contacted via the office;
- The member of staff in charge of the situation at the time of the incident will obtain and fully complete the appropriate accident form from the Business Manager. Whilst the form is straightforward enough to complete, staff should ensure that the information

noted is accurate and as informative as possible, also that care is taken so that hand writing is clearly legible;

- The accident record book is in the Business Manager's office;
- If accidents occur, an accident report must be completed in accordance with the Academy accident reporting procedure.
- Depending upon the severity of the accident, you must inform School Health and Safety Advisor immediately by telephone on 07825 440 266 and the HSE within 24 hours;
- The administration of medicines in schools will be as laid down in Welfare, Health and Safety circulars.

3.3.c In Case of An Accident

If the accident is of a minor nature, deal with it as a first aid case and follow the procedures laid down in the First Aid Policy.

In serious or doubtful cases, call an ambulance (999) and attempt to contact the parent/emergency contact. A student must be accompanied to hospital by a parent or member of staff. In the latter, parents must be informed as soon as possible. An accident report must be completed.

All accidents must be reported, noted in the accident book and an accident report completed in line with procedure. Do not hesitate to call an ambulance if in doubt about the seriousness of the injury to visitors, students, adults or staff.

3.4 First Aid

3.4.a General

- First aid posts are established in the academy, in accordance with the Health and Safety (First Aid) Regulations 1981, so as to be reasonably accessible to all employees and students.
- They are suitably stocked at all times.
- The names, workplaces and telephone numbers of those persons responsible or first aid boxes and/or qualified in first aid are displayed at each post, office or work site together with clear instructions for summoning outside medical facilities.
- Nominated staff members are responsible for the first aid boxes and will ensure, where reasonably practicable, that it is fully equipped at all times.
- The Academy injury record book will be maintained and is to be made available to any authorised person whenever requested. It must be secured when not in use in order to comply with the Data Protection Act.
- Only qualified persons are to carry out first aid treatment. To this end training courses will be held as required to ensure that there are sufficient persons qualified to meet the school's needs and satisfy the legal requirements of the Health and Safety (First Aid) Regulations 1981.
- Serious cases of injury must receive qualified medical attention.

3.4.b First Aid Provision

The Medical Room is located in close proximity to the student reception area and next to the changing rooms for PE. The school is mindful of the need to provide basic first aid facilities for staff and students. Locations of First Aid supplies are detailed in the First Aid Policy.

3.4.c Medical Room

- First aid supplies are kept in this room for use by first aiders.
- A book is kept in the office and any treatment given to students is written in it, noting name, date, injury sustained and treatment given. Each entry has to be signed.

3.4.d School Trips and Field Courses etc.

First aid supplies are available to be taken by staff in charge of school trips or field courses as deemed appropriate.

3.4.e Responsibility

- The Business Manager is responsible for ensuring adequate first aid provision is provided;
- The designated first aider(s) can be contacted through student reception;
- Disposable gloves and aprons should be used in line with hygiene guidelines;
- Emergency services – telephone 999.

3.5 Administering of Student Medicines

- Only trained staff will administer medication to a student, having received written instructions from a parent or guardian. Medication held on the premises will be signed into the medications log book on receipt, and out when administered or returned to the parent or guardian;
- Parents and Guardians are responsible for notifying the academy of any changes to the medication, tablet strength and frequency, however, administering staff must diligently check details on the medication label and the medications log book before ever administering medication;
- Medication should be returned to parents at the end of the academic year;
- Medications are to be securely and correctly secured at all times with access strictly controlled. A locked cabinet within an occupied or lockable room or office inside a securable building.

3.6 Blood Borne Viruses Prevention and Sharps Disposal

Blood borne infections may be transferred to a person if they come into contact with infected needles, sharp objects while in the external grounds of the Academy, or by accident while administering medication to a student. In either case, the person **MUST** seek immediate first aid and sanitise the area of the wound and then **MUST** attend AandE for an examination. A medical sharps box must be provided for spent needle administered medication applicators and suitable disposal arrangements in place. If suspected illicit drug

apparatus is discovered within the external grounds, then the the immediate area should be cordoned off and an appropriate means of collection and disposal arranged with an approved agent.

3.7 Infectious Diseases

The Academy will take all reasonably practicable precautions in accordance with the requirements of the Health and Safety at Work etc Act 1974, to protect all persons on the premises. The school policy and hygiene guidelines will be adhered to and are included in the staff handbook. *Students and staff must familiarise themselves with these arrangements.*

3.8 Control of Substances Hazardous to Health (COSHH)

COSHH Regulations 2002 require the academy to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as effluents and by-products of processes) which can cause harm are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The academy will do this by:

- Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm.
- Providing suitable precautions to protect persons against the hazards including annual refresher training for all staff who regularly use such substances in their day to day activities;
- Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance must be sought from the Safety Data Sheet provided with the substance and a COSHH assessment produced when necessary.
- Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances must be stored in appropriate secure facilities; and in some cases exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by law the academy will arrange for such appliances to be tested and examined as required.
- Personal Protective Clothing (PPE) is the lowest form of protection and as far as reasonably practicable risks will be lowered to a minimum or totally where possible. If PPE is required while using a COSHH product, it must be serviceable and fit for purpose.

Under the COSHH Regulations, all staff have a duty to prevent or control exposure of employees or students and visitors to the premises to substances hazardous to health.

The master set of COSHH assessment records will be kept in the Health and Safety file. Copies of relevant assessment will be issued to individual departments/personnel.

No new substances may be brought into the Academy without carrying out a full COSHH assessment. This is a legal requirement.

All materials will be purchased through recognised scientific suppliers who provide hazard data sheets and/or appropriate labels with each substance purchased. A copy of any hazard data sheet so obtained must be passed to the Health and Safety Officer for filing with the COSHH assessments. It is the academy's responsibility as purchaser to obtain any hazard data sheet and these must be requested as part of any order.

If there is a change to a scheme of work, the staff involved must ensure that the Health and Safety Officer is informed in writing of any COSHH assessments required, and that all relevant safety warnings are included on student's worksheets etc.

Departments holding stocks of hazardous substances, e.g. Science, Art, Technology, Office, Caretaker, Grounds Staff, Cleaners and Kitchen Staff are subject to undertaking their COSHH assessments, and are required to check stock on a regular basis (at least annually), and list for disposal all substances no longer required. Flammables (e.g. aerosols) should be stored in locked flammable cupboards which are suitably marked in accordance with the Safety Signs Regulations 1996. All hazardous substances and containers will be labelled and have tops on.

All members of staff (teaching and non-teaching) must make proper use of control measures and personal protective equipment, and report any defects to the Head of School.

All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

In all work with their students, staff must bring any relevant safety procedures to their notice.

Whilst we do not discourage students from bringing substances from home, a stringent check is kept on the type and amounts to use, to comply with the Regulations.

Relevant assessment records have been circulated to all staff and are available for reference in the Health and Safety file. This is an ongoing procedure and all staff have been made aware of assessment records and data sheets.

3.9 Legionella Prevention

To prevent the build-up of Legionella organisms in its water systems. The academy Health and Safety Coordinator must ensure that the designated water supply checks and maintenance tasks are carried out by a competent provider under the terms of contract and are recorded. Caretaking and Facilities Staff are required to flush both little used and all outlets as part of their maintenance duties, monitor and maintain records of monthly temperature checks whether carried out internally or by contractor. Shower heads will be disinfected or replaced quarterly and recorded. A legionella risk assessment should be carried out at least every 2 years unless there is a significant change to the water supply system, this is no longer mandatory but is considered best practice.

3.10 Risk Assessment

Risk assessments must be produced, amended and reviewed at least annually for all activities where a risk to health and safety exists. Risk assessments should where possible be produced in consultation with those who will sanction, carry out the work or will be required to supervise an activity for which the risk assessment applies. They must reflect accurately the risks and hazards of the work and activity, and not be generic. External contractors and lettings risk assessments must be checked to ensure that they are fit for purpose and will not cause a risk to the Academy. Staff requiring a risk assessment should approach the Curriculum Lead or Principal, who can request the assistance of appropriate staff including the Site Manager and the Avec Partnership Health and Safety advisor.

3.11 Display Screen Equipment (DSE) Assessment

A DSE assessment must be carried out by all staff who's job is primarily IT based, including administrative and office staff. Reasonable measures will be put in place to ensure a comfortable working environment is provided with the provision of suitable equipment and furniture. If required, the academy will provide a free eye test and will contribute to the purchase of glasses. DSE assessments are not required by staff members whose role requires only partial or infrequent use of IT.

3.12 Educational Visits

Any proposed educational visit must first be cleared through the Principal.

In liaison with the Educational Visits Coordinator, a strict analysis of the proposed visit must be satisfied before agreement is given. This will include assessment of the suitability of the trip provider, according to the current good practice advice on selecting suitable providers set out in the DfE's guidance. Suitability of the location and activities according to the competency of supervision and abilities of students attending.

All staff organising/leading educational visits are required to submit the information relating to their trip on Evolve. The submitted risk assessments for all activities to be undertaken, and any other provision are decided by the Principal.

No teacher/member of staff are permitted take students off school premises without specific insurance cover, as governed by current requirements. A travelling first aid kit must be taken on all outdoor visits.

A proven means of communication, a sound travel plan and arrangements for late return etc must form part of planning process.

3.14 Health and Safety Communication

All staff will be provided access to this Health and Safety Policy document either electronically or hard copy including updates and changes. Governors through Principals and Curriculum Leads will ensure every member of staff will receive information relating to Health and Safety in a timely fashion and where information is safety critical, a signature of acknowledgment and compliance may be required. All staff members at every level have a duty to raise any Health and Safety issues as soon as they are recognised, and follow them

through and ensure as far as practical, their concerns are being addressed at the appropriate level and degree of priority. Contractors will be provided adequate information in order that their work does not inadvertently endanger the academy staff or students. They must be afforded such information to ensure their own safety such as access to the asbestos file prior to commencing work. Any staff member can raise an issue through the Curriculum Lead, Site Manager and Principal. Health and Safety should be included at committee meetings from Governor level to department team talks.

All Health and Safety circulars are referred to within the school's weekly bulletin and notices. A complete file of all such documents is maintained for reference and available to all staff in the Site Manager's office.

Specialist advice can be obtained from:
Academy Health and Safety Advisor on 07825 440 226
Governing Body - Training
Health and Safety Executive – General advice
Recording and investigating accidents – Principal (initially)

3.15 Health and Safety Training

It is the responsibility of the Principal to ensure that the correct level of Health and Safety trained personnel is in place to cover the duties required for a safely run Academy. Where training details are held on staff personal records they must be entered onto a Health and Safety training database, spreadsheet, or chart in order that timely refresher training or initial training can be arranged to maintain continuity of required staff levels. These include first aid, fire wardens, manual handling and working at height. Staff members who are aware that a competency is near expiration or due refreshing have a duty to inform their the Principal or Business Manager so that appropriate arrangements can be made. Where a training competency has run out, or there has been no training, that staff member must not undertake that role until training has been delivered. All training must be suitable for the task to be undertaken, especially where specific equipment or practices are concerned. Any staff member who considers his or her training to be insufficient to carry out a requested task must not attempt the work and inform the Principal or Business Manager.

3.16 Fire Prevention and Safety Management

3.16.a General Fire Safety

- All staff must ensure that fire escape routes and final exit doors are kept clear at all times. Displayed materials should not cover emergency signage or fire alarm call points;
- All staff will familiarise themselves with evacuation routes and notices. Any difficulties with fire doors must be reported to the Site Manager as soon as possible;
- A notice outlining the evacuation procedures will be displayed at the main entrance;
- Staff are only to park in designated areas;
- All staff are required to register in and out of the building. In an emergency, students will evacuate the building and assemble in the designated area. A member of office staff will collect necessary documentation to confirm who is on site and report back to the Fire and Emergency Coordinator;

- The Site Manager will oversee internal weekly call point and monthly emergency lighting and fire extinguisher tamper checks are carried out and logged. The Business Manager will ensure appropriate SLAs are in place for external contractor maintenance visits;
- The Avec Partnership Health and Safety advisor will conduct an annual Fire Safety Risk Assessment and communicate the findings back to the Principal, Site Manager or Business Manager;
- Fire drills/bomb alerts are held during the school year. It is the nature of the drills that they occur without warning to staff or students. In the fire drill or emergency procedures, special consideration is given for the evacuation of students/staff/visitors who may be disabled. This achieves two objectives in that a degree of realism is present in the exercise and equally the results of the exercise can be assessed more accurately and measures taken to improve future performance;
- Students are instructed in their first week at the school and at regular intervals thereafter, as to the exact procedures to follow in the event of a drill or emergency. This work is done during tutorial time when attention is also drawn to the fire drill/bomb alert notices displayed in each room in the school. At this time, the importance and seriousness of the fire drill/bomb alert is stressed to students. The possible consequences of vandalism and the deliberate activating of alarms are discussed with tutor groups.
- Responsibility for administration of the fire drills/bomb alerts rests with the Health and Safety Officer, who has been appointed by the Principal to undertake this task. All members of staff participate in fire drills/bomb alerts and report to year heads or the appointed person for the purpose of checking students;

The Fire Officer, in liaison with the Principal, will ensure the following:

- Escape routes – all doors to be unlocked when the premises are in use;
- Fire doors – must never be fastened open, must never be obstructed by desks etc which impede exit;
- Fire extinguishers to be serviced annually;
- Fire alarms – Principal and/or designated person will activate during drills. The period of drills will be one every term;
- Fire alarm – break glass – where provided. Alarm break points are tested weekly and records are kept by the Site Manager.

3.16.b Alarm

- Sound the alarm by breaking the glass of the alarm system.
- Report source of fire/bomb to the Principal.
- Person nearest the telephone will dial 999 and call the fire brigade. **DO NOT WAIT FOR PERMISSION.**
- Inform Principal at the earliest opportunity.

3.16.c Action

FIRE ACTION PROCEDURE:

On Discovering a Fire

Only attempt to extinguish a fire if it can be achieved with the fire extinguisher to hand if it will not endanger life, otherwise:

- Raise the alarm verbally and with the nearest break glass call point. When safe to do so inform the emergency services (Call 999) or reception and give details of the fire. (You do not need permission);
- Proceed via a safe route away from the fire location to the nearest Fire Exit. (Class teachers and staff in charge of groups must evacuate their class or group in a calm controlled fashion towards the nearest emergency exit using the safest route away from the fire location);
- Once clear of the building, proceed by a safe route to the Fire Assembly Point;
- Once at the Fire Assembly Point ensure that you have been accounted for by your appointed responsible person and remain at the Assembly Point until informed otherwise. (Class teachers and staff in charge of groups must confirm that everyone is accounted for and any absentees are reported to the Fire Safety Coordinator).

On Hearing the Fire Alarm

- Proceed to the nearest Fire Exit. (Class teachers and staff in charge of groups must evacuate their class or group in a calm controlled fashion towards the nearest emergency exit using the safest route away from the fire location);
- Once clear of the building, proceed by a safe route to the Fire Assembly Point;
- Once at the Fire Assembly Point ensure that you have been accounted for by your appointed responsible person and remain at the Assembly Point until informed otherwise. (Class teachers and staff in charge of groups must confirm that everyone is accounted for and any absentees are reported to the Fire Safety Coordinator).

Only the Fire Safety Coordinator or the Emergency Services Commander can authorise a return to the building.

Only close windows if it will not endanger life, if in any doubt, proceed directly as instructed.

Do not waste time collecting or detouring to collect possessions, proceed directly as instructed.

This procedure will be prominently posted throughout the Academy.

3.17 No Smoking Policy

The Academy complies with smoke-free legislation, which requires that at least one “No smoking” sign is displayed in each smoke-free building and vehicle, stating that smoking within the premises or vehicle is forbidden at all times.

3.18 Drugs and Alcohol

The Academy must provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. The policy, which applies to all employees, aims to:

- Promote the health and well-being of employees and to minimise problems at work arising from the effects of alcohol or drugs;
- Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage;
- Offer employees known to have alcohol or drug-related problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary.

The following terms also apply:

- The policy does not apply to an employee who commits gross misconduct through a clear breach of Trust / Academy policy due to inappropriate use of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.
- The Board of Directors through the Principals is responsible for implementing this policy and must have the support of every employee to be successful.
- Employees who may have alcohol or drug-related problems which affect their work must discuss their issues with their Curriculum Lead and, where appropriate, agree to an occupational health assessment.
- Under the terms of this policy, employees may be subject to disciplinary action for refusal to accept help and their future employment if treatment proves to be unsuccessful may be reviewed and even terminated.
- All cases will be subject to medical confidentiality.
- Where a member of staff has sought professional help and where there is evidence that they are making an effort to deal with their alcohol or drug problems, they should be granted leave to undergo treatment and such absence for treatment and rehabilitation should be regarded as sick leave.
- The Trust through the Principal will provide sufficient information, instruction and training as is necessary to ensure that all employees have the knowledge required to understand the dangers associated with the effects of alcohol or drugs at work and the policy regarding this.
- Employees must be educated as to the legal consequences of their actions.
- Managers and supervisors will be given additional training, as necessary, to enable them to deal with any physiological problems that may arise as a result of the effects of alcohol or drugs upon work performance.

The effects of alcohol or drugs at work can create serious health and safety risks. Therefore, the following rules must be adhered to:

- Do not come to work under the influence of alcohol or drugs.
- Do not bring alcohol or non-prescribed drugs on to school premises.
- Check with your doctor or pharmacist about the side-effects of prescribed medications.

- Never drive or operate machinery if you are affected by alcohol or drugs.
- Ask your GP for guidance and advice on sensible limits of alcohol consumption.
- Offer support and advice to colleagues who you suspect of suffering from alcohol or drug misuse and report any incidents of drug or alcohol misuse to line management.
- Ask for assistance if you feel that matters are beyond your own control.

3.19 Premises Inspections

It is the duty of every member of staff to assess the environment in which they work for the benefit of themselves and those under their charge.

The Avec Partnership Health and Safety advisor will conduct an annual Premises Inspection and communicate the findings back to the Principal, Facilities Manager or Business manager.

Any teacher or adult, or student discovering a defect in the building should report the matter to the Site Manager or Principal. He/she should take immediate steps to render the area safe or out of bounds and should contact the Building Surveyor. He/she should inform the Principal of his/her action.

Any defective equipment should be taken out of use immediately and the Site Manager informed. The Site Manager should inform the Principal about the repair or replacement of the item.

Repaired equipment should be checked by the designated person before being brought back into action

Scheduled area checks will be carried out by Site Staff and issues will be addressed as they arise.

The Avec Partnership Health and Safety advisor will conduct an annual Premises Inspection and communicate the findings back to the Principal, Site Manager and Business Manager.

3.20 Working at Height

- Working at height must be avoided as far as is practicable and where it cannot be avoided, the safest system of work as must be adopted.
- Working at height will only be carried out by trained staff, with the correct type of height gaining equipment which will be checked for serviceability by the user before work commences. Standing on tables, chairs, benches and the like is strictly forbidden and kick/elephants foot stools and step ladders are available if required, proportionate training for this equipment must be completed and recorded before use.
- Unauthorised working at height is a breach of this policy and any injuries incurred as a result may not be covered by insurance.
- Untrained staff members or trained staff using incorrect equipment or dangerous working practices may face disciplinary action.
- Untrained staff who require working at height assistance must request it through the Curriculum Lead or the Site Manager.

- Training records must be maintained and monitored in order that timely refresher (93 yearly) or initial training can be arranged to maintain appropriate working at height cover.
- Risk assessments must take into account all reasonable hazards and consequences of the work and not be generic.
- The Academy has a duty of care to prevent avoidable injury, however, each staff member must comply with measures put in place in order to avoid injury, damage, financial and administrative consequences.
- Use of scaffold towers must be by appropriate certified in date PASMA operators without exception. Ladders must be of an approved standard and only used for work lasting 30 minutes or less.

3.21 Manual Handling

- Manual handling of heavy items by members of staff must be avoided as far as is practicable and where it cannot be avoided, the safest system of work must be adopted;
- Manual handling of heavy items will only be carried out by trained staff, with the correct type of equipment which will be checked for serviceability by the user before work commences. Unauthorised Manual handling of heavy items is a breach of this policy and any injuries incurred as a result may not be covered by insurance;
- Untrained staff members or trained staff using incorrect equipment or dangerous working practices may face disciplinary action;
- Untrained staff who require manual handling of heavy items assistance must request it through the Curriculum Lead or the Site Manager;
- Training records must be maintained and monitored in order that timely refresher (3 yearly) or initial training can be arranged to maintain appropriate manual handling cover;
- All members of staff must make a dynamic risk assessment before carrying out any lifting or handling of potentially heavy or awkward items. Each member of staff will be able to lift or carry different weights during their day to day work and must only work to their own tolerance;
- Staff members must not try to carry several items if it is safer to carry less items at a time;
- Risk assessments must take into account all reasonable hazards and consequences of the work and not be generic;
- All equipment including trolleys and palletisers must only be used for the purpose for which they were designed without exception;
- The Academy has a duty of care to prevent avoidable injury, however, each staff member must comply with measures put in place in order to avoid injury, damage, financial and administrative consequences.

Manual handling assessments for the handling of articles, persons and animals will be undertaken by the appropriate Principal/Vice Principal/ Curriculum Lead and the assessments will be retained by Business Manager. Staff must not carry out a manual handling task which has not been adequately assessed.

3.22 Gas Fuelled Facilities Management

- Gas fuelled facilities, boilers etc remain under warranty and will subsequently be subject to an SLA with a competent contractor (from Easter 2017);
- Boiler houses and plant rooms are strictly out of bounds to non authorised personnel and must be kept locked and secure at all times;
- Boiler houses and plant rooms are never to be used as auxiliary store rooms and will be kept tidy and clutter free at all times;
- If a gas leak is suspected, the Site Manger and Principal must be informed immediately in order that confirmation, rectification and possible evacuation can be arranged without delay;
- Only competent GAS SAFE qualified engineers will be contracted to carry out any work.

3.23 Electricity at Work

- The premises fixed electrical wiring installation remains under warranty and will subsequently be subject to an SLA with a competent contractor (from Easter 2017);
- All portable electrical equipment over 12 months old will be examined on a 12 monthly programme by site staff who have been appropriately trained;
- The use of personal electrical equipment will be at the discretion of each Curriculum Lead. The Principal reserves the right to insist that any personal electrical equipment is examined and tested for electrical safety, with any cost involved being the responsibility of the individual concerned. Unsafe equipment will be removed from the premises;
- The Academy will comply with the requirements of the Electricity at Work Regulations 1989;
- The regulations governing the renewal of the Academy's Public Entertainment Licence, where applicable, ensures an annual check of electrical safety of earth leakage circuit breakers, emergency exit signs, fire alarms etc, to meet current legislation by the Environmental Health Department and Fire Brigad;
- Residual current devices will be tested by a nominated person, the results of which being recorded by the Site Manager;
- Portable appliance testing inspections will be carried out as per the HSE's recommendations;

3.24 Facilities Responsibilities

- Boiler house –Site Manager
- Kitchen – Head Cook, manual of inspection of the use, planning and cleaning of machinery and heavy equipment. The Head Cook are responsible for contacting Carmel Education Trusts Catering Manager if any defects are found.
- Approved contractor will be appointed for the maintenance of appliances, audio visual equipment etc.

3.25 External Grounds Management

- External grounds including sports areas and equipment, furniture and fencing will be maintained in a clean, safe and serviceable condition by a combination of SLA and internal site management. Faulty or dangerous sport apparatus will not be used and will be cordoned off to prevent its use until it is repaired or removed;

- Security fences and gates will be checked for integrity on a regular basis;
- Trees will be managed in order that branches do not constitute a risk and roots do not undermine pathways contributing to a trip hazard. Grounds maintenance will only be carried out during times when the area is free from staff, students and visitor;
- Grounds maintenance equipment will be maintained in a safe and serviceable condition by qualified staff;
- Risk assessments must take into account all reasonable hazards and consequences of the work and not be generic. All staff must report any faults or hazards to the Site Manager having first moved students away from the area.

3.26 Repair, Maintenance and Upkeep of Building

- An appropriate Service Level Agreement will be put in place to meet the repair, maintenance and upkeep of the new build after Easter 2017;
- Where possible, prior to the contractor's staff starting on site, designated routes for the movement of vehicles should be planned to reduce the risks to other persons;
- They will also be required to report to the person in charge of the premises all accidents and injuries which occur on the premises, whether such accidents involve injury to their own staff or to other persons on the premises.

3.27 Repair and Maintenance of Premises

The importance of a safe environment for all those using the school premises cannot be over emphasised. All damage or areas of potential hazard are reported to the designated person, either verbally or via email. The designated person and the Principal will liaise carefully in order to continually monitor the state of the school buildings; its contents and the school grounds. Any lack of maintenance is promptly reported to the maintaining authority or, if appropriate, the governing body.

3.28 Personal Protective Equipment (PPE)

The academy will provide suitable protective clothing and equipment for staff and students whose work or activity is liable to involve hazardous substances or excessive levels of noise. Those provided with any item of protective clothing or equipment, must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, a replacement must be requested and provided before continuing with any activity, which requires it. Should any member of the academy deem that PPE is required for a particular activity, they should raise this concern through the Principal.

The provision of personal equipment will be determined by the appropriate Curriculum Lead and agreed with the Principal.

In all circumstances, every effort to avoid physical contact with dangerous substances must be made when forming a safe system of work. Working procedures requiring PPE should only be put in place in contact is absolutely unavoidable.

3.29 Internal Sports Equipment

All internal sports equipment will be maintained in a safe and serviceable condition through a series of SLA with qualified maintenance and inspection contractors and pre use checks by Academy staff. Faults and concerns must be reported to the Curriculum Lead and measures put in place to prevent use until the item has been repaired or replaced.

3.30 Sports Activities

To be undertaken in accordance with MAT guidelines and policies.

3.31 Supervision of Physical Activities

To be undertaken in accordance with MAT guidelines and policies.

3.32 Lifts

Lifts are currently covered by warranty and subsequently be maintained by SLA through a competent contractor. Lifts will not be used during fire or emergency evacuations.

3.33 Violence at Work / Student Behaviour

- Violence comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The Academy is committed to protecting staff from violence from any party, as far as possible;
- Should staff be subjected to violence, they must complete a incident form and inform their Curriculum Lead. The circumstances will be treated confidentially and support measures will be provided if required, to assist in recovering from an incident;
- Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors;
- Where appropriate, students who are subject to behavioural concerns or demonstrate the potential to be aggressive or violent will receive supervision by specially trained staff competent in personal restraint techniques;
- Profiles will be maintained and reviewed in relation to behavioural changes and access to this data will be strictly restricted;
- Every measure will be taken to ensure that appropriate supervision is provided to reduce as far as practicable, the potential for aggression and violence to staff and students;
- Measures will be taken to reduce subject students from going into crisis by a combination of trained staff able to recognise triggers and prevent escalation. Where required, a seclusion area or quiet room will be utilised to allow the student to return to a state of calm in a controlled environment.

3.34 Stress Management

Stress has increasingly become acknowledged as being a significant health issue at work. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to health. The Academy advises any member of staff who

feels under an unacceptable amount of pressure to raise the issues and concerns with their Curriculum Lead in complete confidence, so that if necessary, appropriate action may be taken.

3.35 Use of Machinery

- All members of staff and students involved with the use of Academy machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practices are reported to the respective Curriculum Lead;
- In addition, all workshop, kitchen, science, art and outdoor educational equipment must be well maintained, supplied with adequate guards where necessary and receive appropriate statutory inspections;
- Curriculum Leads are to ensure that faulty machinery or equipment is removed or put out of bounds, and adequately labelled immediately.

3.36 Provision and Use of Work Equipment

Wherever possible, any equipment provided for use at work will be purchased to meet an appropriate CE mark or relevant British Standard, in line with PUWER 1998

3.37 Contractors

- Contractors approved to carry out works at the academy will first be subject to due diligence checks to ensure that they have appropriate liability insurance and a proven history for safe and professional conduct;
- The Site Manager will ensure that contractors receive a site brief and confirm with the contractor the type of work, location, time and relevant hazards in order that staff, students and the contracting staff are not put at undue risk;
- Method statements and risk assessments will be checked to ensure they are fit for purpose and any vehicle movement does not take place during busy student transit periods;
- The academy will issue a permit to work detailing all measures required to facilitate a safe working environment for contracting staff, Academy staff, students and visitors.

Employees who are in charge of Academy owned equipment must not lend it to contractors who are not employees. The contractors are expected to supply any/all equipment needed to complete the work safely.

3.38 Notification of Dangers When Work Is In Progress

The following procedures must be followed:

- In the event of danger, the Principal/Vice Principal should take any steps deemed necessary to exclude persons from the danger until such times it is rectified;
- The contractor should be told what the Principal/Vice Principal has identified as dangerous and has to be done to ensure that persons are not endangered;
- In cases of less urgent nature, the Principal/Vice Principal of the building should discuss the problem with the contractor's representative on site and, if possible, agree a solution,

3.39 Transport

- All Trust and Academy owned vehicles will be serviced and maintained in a safe and roadworthy condition by SLA through an approved provider. Drivers have a duty to check the vehicle before and after each journey and will inform the Business Manager of any issues in order to effect timely repair. This will also reduce the potential for avoidable break down which will put students and staff at subsequent avoidable risk;
- All drivers will hold the appropriate driving licence category for the vehicle, drive in a safe and defensive manner, taking every reasonable measure to ensure every journey is as safe as possible;
- Vehicles will be used for Trust or academy business only and never for personal use. The Business Manager will ensure vehicle tax, MOT and insurance are valid and that renewals and testing is carried out to ensure the vehicles are safe and road legal at all times.

3.40 Traffic Management

- Every safe measure will be taken to provide a safe environment where staff, students and visitors co-exist with vehicles on site and the school bus area;
- No vehicle will be permitted to come onsite or go offsite from 3:20pm until 3:35 pm or until all buses have cleared the bus bay area. This is to ensure that students leaving the premises on foot can do so safely;
- No member of staff, parent or visitor will be permitted to park in the bus bay at times when the buses are dropping students off or picking student up from the Academy;
- Drivers will obey traffic signs and marked routes and only park in designated areas. The speed limit is 5mph and must not be exceeded;
- Parking where it will cause an obstruction to emergency services is absolutely forbidden;
- Where practicable, vehicle movement, i.e. contractor, will be suspended during busy student transit times;
- Pedestrians will use footpaths and not take any other route as far as is practicable;
- Drivers will drive with extreme caution and give way to pedestrians;
- The Site Manager will make arrangements with contractors who require vehicle movement to prevent co incidence of works traffic and student transit periods including school busses.

3.41 Security

- The Academy will put in place reasonable measures to provide a safe and secure environment for staff, students and visitors through a combination of CCTV, electronically controlled doors, gates and fences, visitor sign in and escort procedures, visible identity badges, DBS checks, restricted access areas, intruder alarms and staff and student diligence;
- Maintenance for security measures will be through SLA with approved providers and internal checks by on site staff;
- Staff should politely ask to see identification of unescorted visitors that they do not recognise or if they consider it confrontational, note the presence and report it immediately to reception in order to confirm identification or facilitate an intruder being escorted from the premises;
- Staff must not put themselves in danger to ascertain identification of a suspected intruder.

3.42 Lone Working

- The Academy will ensure, so far as is reasonably practicable, that staff who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. The academy will ensure that the lone worker has full knowledge of the risks of working alone, what to do if something goes wrong and that someone else knows the whereabouts of the lone worker and what he or she is doing;
- Members of staff will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures as devised. Information will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to the Principal;
- Special consideration will be given to potential violence or threatening behaviour towards staff, the use of machinery, electrical or other equipment or chemicals, working in remote areas, particularly after dark and outside normal working hours, encountering intruders, working at height, using ladders and work that involves manual handling;
- Teachers and other staff working outside of normal school hours must be aware of the risks and take appropriate measures to ensure their own safety. All staff working alone in buildings must ensure they have the means to lock themselves in, if necessary;
- When meeting with parents who might be considered a potential risk, they must meet in a building occupied by others and during normal school hours. All lone workers must have mobile phones;
- Where possible, outside of normal working hours, staff should arrange to be in school with others;
- Staff must avoid situations that put themselves at risk, inform other staff of their whereabouts if working alone, avoid meeting parents alone where they fear that there may be the possibility of aggression or violence;
- Key holders must inform someone when they are attending an alarm call;
- Staff must inform a colleague or someone from home that they are working in school out of normal hours.

3.43 Lettings and Community Use

- Lettings and after school hiring will be subject to conditions to ensure all activities are carried out safely. The Business Manger will ensure that the activity organiser has adequate liability insurance or is covered by the academy's policy;
- No activities will be permitted that are likely to cause damage to the building or injury to the participants or anyone else on the premises. The activity organiser will be provided with all relevant safety information including emergency evacuation procedures;
- No activity will take place without a staff member being present in the building, who on his or her discretion may initiate emergency drills at any time during the activity and must stop the activity if health and safety is considered a realistic factor;
- The activity organiser will accept responsibility for the actions and conduct of all participants and will agree to comply with the Health and Safety policy and standards of the academy prior to the letting being agreed;
- First aid cover will be the responsibility of the activity organiser. The activity organiser will be provided with the Health and Safety policy and if required a verbal brief by the on site staff;
- The on site staff member will be responsible for securing the building after receiving confirmation from the activity organiser that no participants remain in the building

Under the Education Act 2011, the Principal and Governors recognise that community use of premises will be required, e.g. Adult Education/Youth Service and Community Groups. Such groups attention will be drawn to the detail of this safety policy, with which they will be required to comply with so far as it affects their operations. Safety provisions over and above those contained in this safety policy may be appropriate for particular common use activities and each group will be responsible for producing their own safety procedures which complement those in existence within the school.

3.44 Consultation with Union Representatives

The health and safety concern of the Academy extends to all staff and users of the premises. Each union with members employed at the Academy is invited to nominate a union representative whose role is to meet with the Principal on matters of health and safety. At such meetings, the Principal is able to explain the management implications of health and safety, as it affects the working conditions of the staff, with the particular aim of gaining acceptance of practices designed to improve the health and safety of the whole working environment. These meetings also afford the opportunity for the views of individual staff to be communicated to senior management, and can result in the review of health and safety procedures currently practised. At such meetings, directives issued by the unions with regard to health and safety can be communicated to the Principal for discussion.

3.45 Conclusion

The whole staff are committed to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and without risks to health, and that the working life of everyone is accident free.

If an Improvement or Prohibition Notice is served by an Enforcement Officer (e.g. the Health and Safety Executive), the Principal should immediately advise the Director of Education and Academy Health, Safety Advisor. If a Prohibition Notice is issued with immediate effect, the activities specified will cease forthwith.

3.47 Future Safety Policy

This document is not a finite statement of policy. It will require regular consideration and revision where necessary. It cannot include all items necessary to achieve safe working conditions and due consideration must be given by all employees to the statutory requirements and internal arrangements which can, and will, help the achievement of a safe and healthy place to work.

The Principal will be responsible for ensuring that suitable assessments are undertaken and will action issues as appropriate when dealing with the following:

- recording the assessment
- preventative and protective measures
- health and safety arrangements
- health surveillance
- procedures for serious and imminent dangers and for danger areas
- information for employees/temporary workers
- co-operation and co-ordination
- training

3.48 Safety Officers

Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other guidance/advice issued by the Principal in pursuance of the safety policy should immediately report the circumstances to the Principal / Business Manager. The Principal / Business Manager should then initiate appropriate remedial action. If it proves impossible for the Principal to resolve the matter, he / she should then report the matter to the Academy Health and Safety Advisor on 07825 440 266 for appropriate guidance.

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Principal and Board of Governors.

4 Monitoring the Health and Safety Policy

- The Board of Governors play a key role in monitoring the effectiveness of the Academy Health and Safety Policy. Monitoring includes ensuring that Academy inspections are taking place regularly so that the hazards and risks of activities carried out within are being adequately recognised and controlled;
- Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued;

- The provision of information, instruction and training to all staff and students (especially new members of staff) are matters that should also fall within the monitoring exercise;
- Monitoring of any accidents, incidents and instances of ill health occurring is particularly important so that remedial action can be taken to prevent any recurrence;

Academy management including the Principal, Business Manager, Site Manager and Health and Safety Advisor will assist the Board of Governors to monitor all reported accidents, incidents and occupational ill-health. This is in order to determine those events that are legally reportable to the relevant Enforcing Authority, and to identify those which require further investigation and possible notification to others within the Academy, as well as to set in train appropriate remedial action.

5 Reviewing the Academy Health and Safety Policy

The implementation of this policy will be audited by the Avec Health and Safety advisor and will be reviewed at least on an annual basis before being agreed by the Board of Governors. If there are reasonable changes to the structure and major personalities of the Academy, the review may be conducted at an earlier period than the agreed annual date.