

POLICY TITLE: HEALTH AND SAFETY

STATUS: Statutory

REVIEWED BY: TEFAT

DATE of REVIEW: July 2014

This policy is intended to comply with the Health and Safety at Work Etc Act 1974. Its objective is to ensure that all practicable steps are taken to secure the health and safety and welfare of all persons using the Academy. It should be read in conjunction with the Security Policy (Visitors) and the Accessibility Plan.

1. Policy Statement

1.1 The Elliot Foundation Academy Trust and the local governing body of the Academy recognises their responsibilities under the Health & Safety at Work Act 1974 (HSWA) to ensure that arrangements are in place to secure, so far as reasonably practicable, the health, safety and welfare of students, staff and others using or visiting the premises or participating in Academy sponsored activities. The Governors will actively work with the Principal and staff to identify hazards and where, these cannot be removed, ensure that they are adequately controlled.

1.2 The local governing body in conjunction with academy leadership will strive

a) To establish and maintain in so far as is reasonably practicable

- An environment which is safe and without risk to health
- Safe working procedures among staff and students
- Safe and healthy arrangements for the handling, storage and transport of articles and substances
- Safe means of access to and egress from the Academy.

b) To ensure, so far as is reasonably practicable, the provision of information, instruction training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety and that of others.

c) To teach safety where appropriate as part of the curriculum

- d) To formulate effective procedures for use in case of accident and to lay down how these shall be followed.
- e) To provide and maintain, so far as is reasonably practicable, adequate welfare facilities for staff and students.
- f) To provide an effective system of reporting accidents, dangerous occurrences and potential hazards to health and safety.
- g) To provide appropriate resources within the budget for the implementation of security arrangements – see appendix.

2. Organisation and Responsibilities

2.1 The Sponsor – The Elliot Foundation Academy Trust

The ultimate responsibility for ensuring a safe and healthy environment within the Academy lies with the Sponsor, The Elliot Foundation Academy Trust.

2.2 The Local Governing Body

The responsibility for ensuring that health and safety procedures within the Academy are adequate rest with the Local Governing Body. The governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular the Local Governing Body will:

- a) Make arrangements to ensure that the Academy complies with all relevant legislation particularly the HSWA and the Management of Health and Safety at Work Regulations 1999.
- b) Ensure that procedures are in place to identify hazards and evaluate risk control measures.
- c) Ensure that there is an appropriate management structure and periodically monitor its effectiveness.
- d) Ensure that a Governor attends any health and safety courses held by TEFAT as appropriate.
- e) Report regularly to the local governing body on health and safety across the Academy.
- f) Ensure that the Principal, as the Key Manager for health and safety, carries out the appropriate responsibilities.

The Local Governing Body will provide, in co-operation with TEFAT :

- a) A safe environment for students, staff, visitors and other users of the premises.

- b) Plant, equipment and systems that are safe.
- c) Safe arrangements for transportation, storage and use of articles and substances.
- d) Safe and healthy conditions that are compliant with statutory requirements.
- e) Adequate information, instruction, training and supervision.
- f) Provision of all necessary safety and protective equipment.

2.3 The Principal

The Principal as Key Manager is responsible for the day-to-day running of the Academy and implementation of this Health & Safety Policy.

The Principal is to assist in the development and maintenance of safe conditions for staff, students, visitors and anyone else using the premises. The Principal in particular will:

- a) Satisfy him or herself that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
- b) To ensure that those staff to whom Health and Safety responsibilities are delegated, are suitably trained and competent to undertake such tasks
- c) Arrange for risk assessments to be carried out by a competent person.
- d) Put into effect any remedial measures or refer as necessary to the Governors or TEFAT.
- e) Consult with members of staff on health and safety matters particularly accredited staff and safety representative.
- f) Maintain a liaison with local police and be aware of local security matters affecting the Academy.
- g) Attend or ensure an Academy representative attend health and safety briefings and training arranged by TEFAT.
- h) Report to the governors at least once per year on health and safety matters.
- i) Ensure all staff are aware of this Health and Safety Policy and have access to the Safety file containing up to date Health and Safety guidance and advice.

2.4 The Vice Principal

The Vice Principal has responsibility delegated by the Principal for co-ordination and day-to-day management of Health and Safety matters with further delegation as follows:

- a) For all matters relating to premises, including compliance with legal requirement for materials used and methods of maintenance, for the state of repair of all premises and for cleaning and other servicing to the Premises Manager.
- b) For Health and Safety requirements for specific subjects, to the appropriate SLT member who will delegate as appropriate.

For the day-to-day matters concerning Health and Safety refer to the Premises Manager.

2.5 Senior Staff and Key Curriculum Leaders

Those holding posts of responsibility are to familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility. As part of their day-to-day responsibility they are to ensure that:

- a) Safe working methods are in place.
- b) Supervision is adequate and training needs met.
- c) Safety inspections carried out each term.
- d) Safety requirements for plant machinery and equipment are in place and are adequate.
- e) Appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly.
- f) Any hazardous substances are correctly used and safely stored.
- g) Standards of Health and Safety are monitored and appropriate remedial action is taken where necessary.

2.6 Premises Manager

The Premises Manager has particular responsibility for security and premises related issues and is to:

- a) Co-operate with the Principal (through Line Manager) and ensure that they effectively monitor the condition of the premises.
- b) Report defects so that appropriate remedial action can be taken.
- c) Arrange for the fire alarm to be tested on weekly using a different call point each time in rotation and the findings recorded in the Fire Log.

- d) Ensure that the Academy has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment and that all fire escape doors are properly identified and accessible.
- e) Ensure that all fabric, fixtures and fittings on site are maintained and in a safe and secure condition.
- f) Ensure all fixed and portable electrical systems are tested annually.
- g) To be the focal point for day-to-day references on safety and give advice or indicate sources of advice.
- h) Ensure that contractors on site follow safe working practices.
- i) Ensure that regular health and safety inspections are carried out.
- j) To maintain a system to ensure that accidents and hazards are recorded, reported as appropriate to the Health and Safety Executive and that appropriate remedial action is taken.

2.7 All Staff

Members of staff also have health and safety responsibilities. In particular, staff are required to:

- a) Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- b) Co-operate with health and safety arrangements.
- c) Report any defect or any other health and safety matter that they are aware of.
- d) Use correct equipment, tools and protective clothing issued.
- e) Ensure anything, including systems and procedures provided in the interests of health and safety or welfare, is not misused or interfered with.

2.8 The Pupil

Pupils are expected to:

- a) Exercise personal responsibility for the safety of themselves and others, bearing in mind the age and experience of the pupil;
- b) Observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives or other dangerous items).
- c) Observe the safety rules of the Academy and in particular the instructions given by staff in emergency:

d) Use and not wilfully misuse, neglect or interfere with things provided for safety.

2.9 Health and Safety Representatives

The Governors and all levels of Academy management will co-operate with any Health and Safety Representative nominated by a recognised Trade Union.

2.10 Emergencies

Details of emergency procedures in the event of accidents or fire are in the staff handbook.

A list of staff with first-aid qualifications (which should be 'in date' and re-qualified in line with good practice) and the location of first-aid boxes will be circulated to all staff every September. Staff are encouraged to take part in first-aid training courses.

2.11 Concluding Statement

Suggestions from any source to improve standards of health and safety are welcomed by the Principal, the local governing body and TEFAT.

3. Employer's Liability

Legal liability for accidental bodily injury, illness or death of employee, pupils or visitors, if provided to be the fault of the Academy rests with TEFAT

MONITORING AND EVALUATION

This policy will be evaluated annually by TEFAT

DATE OF NEXT REVIEW: July 2014

APPENDIX SUMMARY

- 1 Fire and Evacuation and other emergency matters
- 2 Inspection / Maintenance of Emergency Equipment
- 3 First Aid and Medication
- 4 Accident Reporting Procedures
- 5 Lone Working
- 6 Health and Safety Information and Training
- 7 Work Equipment
- 8 Flammable and Hazardous Substances
- 9 Lifting and Handling
- 10 Health and Safety Monitoring and Inspection
- 11 Asbestos
- 12 Risk Assessments
- 13 Off site Visits
- 14 Work at Height
- 15 Display Screen Equipment
- 16 Vehicles on Site
- 17 Pregnant Workers and New Mothers
- 18 Site Security
- 19 Lettings / Shared Use of Premises
- 20 Contractors

- 21 Minibuses
- 22 Stress
- 23 Legionella

APPENDIX 1

FIRE AND EVACUATION AND OTHER EMERGENCY ARRANGEMENT

FIRE RISK ASSESSMENT

The Principal is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained within the Academy Premises Management Manual.

The fire risk assessment is located in the Premises Manager's Office and is reviewed on an annual basis.

EMERGENCY PROCEDURES

Fire and Evacuation

The Premises Manager is the designated Fire Officer. Fire Wardens are responsible for designated areas of the site and report directly to the Fire Officer or Principal. The Fire Officer and Fire Wardens receive basic fire safety training. In the event of fire/evacuation, the Fire Officer and Principal are responsible for the coordination and safe movement of all individuals on the Academy site.

Written emergency procedures are detailed within the Critical Incident Plan. Fire instructions are detailed to all staff and also included in the induction process of all new teaching and support staff.

All contractors / visitors are required to sign in on arrival and are to be made aware of the fire and evacuation procedures. Fire and evacuation procedures are also displayed throughout the Academy site.

Emergency exits, fire alarm call points, assembly points are clearly identified on site by safety signs and notices.

In the event of a fire / evacuation, a member of the Academy's support staff will call emergency services, as directed by the Fire Officer/Principal.

Contact details for designated emergency personnel and key holders are maintained by the Premises Manager.

Fire and Evacuation Procedures

Fire and emergency evacuation procedures are displayed in the staff room. A summary is posted in each classroom and at the reception area of the school. These procedures will be reviewed at least annually.

- In the event of a fire, the alarm will sound.
- Wardens should supervise the evacuation of their area in a quick, calm and organised manner. Staff, pupils and visitors should be directed to the assembly point detailed in the Fire Evacuation Plan which is displayed in every room.
- The Premises Manager will review the main fire indicator panel and detect the source of the alarm. He or a designated Warden or member of staff will attend the area of concern. In the event of a fire, not controllable by local extinguishers, a 999 call will be made immediately and the building will be evacuated of all Fire Wardens.
- Under no circumstances should any person on site place themselves in a position of risk or danger. If there is any doubt as to the location, source and intensity of the fire, the area should be kept clear until the fire services arrive.
- In the event of a false alarm, caused by a broken call point or a heat sensor malfunction, the Premises Manager will, once a complete head count of all staff, pupils and visitors has been undertaken, co-ordinate a re-entry to the Academy buildings.

Fire Drills

- Fire drills will be undertaken each term. Records will be maintained in the Fire Log Book.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, using portable fire fighting equipment, if it is safe to do so without putting themselves or others at risk. The alarm is to be raised BEFORE attempting to tackle a fire. If possible a Fire Warden should be located to assist.
- Details of service isolation points (i.e. gas, water, electricity) are located in the Premises Manager's Office.
- COSHH safety data sheets for chemicals and flammable substances are held by the Premises Manager..

Fire Wardens

(To be added)

Fire Assembly Points

Map to be attached by Premises Manager

APPENDIX 2

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Premises Manager and a record maintained in the Fire logbook. Testing of fire alarms will occur on random days each week.

Any defects on the system are to be reported immediately to the maintenance surveyor or electrical engineer.

Details of the fire alarm maintenance contract are held in the Premises Manager's office. The contract is, (to be added) and the system will be tested annually in normal circumstances.

Smoke and heat detectors are tested on a quarterly basis by the Premises Manager.

INSPECTION OF FIRE FIGHTING EQUIPMENT

All fire fighting equipment on site is subject to an annual maintenance service. (To be added) is the current supplier.

The Premises Manager will undertake a weekly check to ensure that all fire fighting equipment is available for use and operational and without evidence of tampering.

Fire equipment identified as defective (including needing recharging) is to be immediately removed from service and reported to the Premises Manager, who will notify the contractor for replacement.

EMERGENCY LIGHTING SYSTEMS

Lighting systems will be checked monthly by the Premises Manager and annually by contractor under the terms of the service agreement with (To be added)

Test records are to be detailed in the Fire Log Book maintained by the Premises Manager.

MEANS OF ESCAPE

The Premises Manager will check on a daily basis for any obstructions to exit routes and ensure all final exit doors are operational. All staff have a shared responsibility to ensure that escape routes inside and outside the Academy are kept clear.

APPENDIX 3

FIRST AID AND MEDICATION

FIRST AID BOXES

First aid boxes are located at the following points:

- Medical Room
- To be added

The boxes will be checked each term ensuring that they are complete and replenished as necessary.

QUALIFIED STAFF IN STANDARD FIRST AID

To be added

The Principal will ensure that trained First Aiders have a current certificate, recognised by the HSE and that new persons are trained should first aiders leave.

UNQUALIFIED STAFF, TRAINED IN BASIC FIRST AID

To be added

TRANSPORT TO HOSPITAL

If the First Aider or Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations when parents/carers cannot be contacted.

The Academy will follow the procedure for completion of incident/accident records in accordance with TEFAT guidance.

BLOOD SPILLAGES

Appropriate guidance on Protection from Blood borne viruses and basic infection control will be followed.

ADMINISTRATION OF MEDICINES

All medication will be administered to pupils in accordance with the DfE document "Managing Medicines in Academies and Early Years Settings"

No member of staff should administer any medicines unless a request form has been completed by the parent / carer.

The only medication kept and administered within Academy are those prescribed specifically for a pupil at the request of the parent / carer and with the consent of the Principal. Records of administration will be kept by Reception.

All medications kept in Academy will be stored securely in the Medical Room with access strictly controlled. A log of medications will be maintained. Pupils who require access to medication i.e. asthma sufferers, should obtain it from the Medical Room where it is clearly labelled. If pupils refuse to take medication, staff should not force them to do so. Parents/carers should be informed as a matter of urgency and if necessary the Academy should call the emergency services.

The Principal will arrange for staff to undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate.

APPENDIX 4

ACCIDENT REPORTING PROCEDURES

In accordance with TEFAT Accident/Incident Reporting Procedure employees follow the following procedures:

- Injuries, accidents, dangerous occurrences, and near misses must be recorded on the standard TEFAT Incident and Dangerous Occurrence Report (IDOR) form.
- Violent incidents and verbal abuse on the standard TEFAT Violent Incident Report (VIR) Form.
- The forms are held by in the admin office. The Principal will countersign the report form before the original copy is sent to TEFAT. A copy should also be kept at the Academy.
- A local accident book is maintained at Reception to record all minor incidents.
- Academy accident reports will be monitored for trends and a report made to the local governing body, as necessary.
- The Principal or designated deputy will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

REPORTING TO THE HEALTH AND SAFETY EXECUTIVE (HSE)

In the event of a fatality or major injury the HSE must be notified:
<http://www.hse.gov.uk/riddor/> or by telephone on 0845 300 9923.

The TEFAT Regional Director must also be informed

The HSE should also be notified of the following within 10 days of an incident occurring:

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays)

APPENDIX 5

LONE WORKING

Staff are encouraged not to work alone in the Academy. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Principal's/Premises Manager's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

APPENDIX 6

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

CONSULTATION

The Local Governing Body and representatives of the Academy Senior Management Team review the Academy Health and Safety Policy annually

Representatives of the Local Governing Body meet regularly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the Academy management.



Any Trade Union appointed safety representative may attend a committee meeting by prior arrangement in order to raise, report on or discuss specific health and safety issues.

COMMUNICATION OF INFORMATION

The Health and Safety Law poster is displayed at various locations throughout the academy.

HEALTH AND SAFETY TRAINING

Health and Safety induction training will be provided and documented for all new employees by the Principal..

The Principal is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- Induction training in the requirements of this policy
- Updated training in response to any significant change
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, working at height etc.)
- Refresher training where required.

Training records are held by the Principal who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (i.e.: first aid) is undertaken within the prescribed time limits. The Principal is responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Principal and/ or the appropriate line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 7

WORK EQUIPMENT

All staff are required to report any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring - to the Premises Manager. Defective equipment will be clearly marked and taken out of service by storage in a secure location pending repair / disposal.

ELECTRICAL SAFETY

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) testing.

Personal items of equipment (electrical or mechanical) should not be brought into the Academy without prior authorisation and will be subject to the same tests as Academy equipment.

Major fixed wiring circuits will be checked at least once every five years.

EXTERNAL PLAY EQUIPMENT

External play equipment will only be used when supervised. Such equipment will be checked daily by the Premises Manager for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand. Play equipment will be subject to regular safety for its condition by a competent specialist.

CURRICULUM

All staff are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Premises Manager will identify all work equipment and record the details in an Equipment Register. He/she will ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold	Premises Manager	Premises Manager and Premises Team	Premises Manager / Premises Team/ Approved Supplier	<ul style="list-style-type: none"> Ladders: daily when in use/termly Tower scaffold: on erection and weekly thereafter if left in Situ
Caretaking/cleaning equipment including hand Tools	Premises Manager	Premises Team	Premises Team	Subject to manufacturers Guidelines
Grounds maintenance Equipment	Premises Manager	Premises Team	Premises Team	Subject to manufacturers Guidelines
Gas appliances (includes academy catering equipment, boilers, food tech etc.)	Premises Manager	Staff/pupils under supervision	Supplier or GAS SAFE REGISTERED CONTRACTOR	Annually Water boiler: annually Gas boiler: annually
PE and play equipment	Premises Manager	Pupils under supervision	Specialist contractor	Annually
LEV, dust extraction /fume Cupboards	Premises Manager	n/a	Specialist contractor	Every 14months (max) Records of these examinations must be kept for a five year period.
Technology Equipment	Staff/Premises Team	Staff/Pupils under supervision	Specialist contractor	Annually
Art/Design Equipment	Staff/Premises Team	Staff/pupils under supervision		Annually Compressors: annually Kilns: academy to determine based on use
Portable electrical equipment (PAT)	Staff/Premises Manager/Premises Team	Staff/pupils under supervision	Competent person	Annually
Fixed wire	Premises Manager/Premises Team	n/a	Specialist contractor	Five Yearly
Lifts/lifting equipment	Premises Manager/Premises Team	Staff	N/A	Lifts: annually Hoists/slings for people: 6 monthly
Fire Alarm System	Premises Manager	Principal/ Premises Manager	Extinguishers:	Extinguishers: annually Fire Alarm: weekly

			Fire Alarm Service: Fire Alarm Test: Premises Manager	Fire Alarm Service: Annually
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APPENDIX 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science, Design and Technology and Art) Heads of Faculties are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2004" (the "COSHH" Regulations). Responsibility for this lies with the Head or Premises Manager depending on the nature of the substance with reference to the Head of Science.

In all other areas, the Academy's nominated person responsible for substances hazardous to health is the Premises Manager.

The Principal and Premises Manager will ensure that:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances
- All chemicals are appropriately and securely stored out of the reach of children
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- Suitable personal protective equipment (PPE) has been identified and available for use

PPE is to be provided free of charge by the Academy where the need is identified as part of the risk assessment.

APPENDIX 9

LIFTING AND HANDLING

MANUAL HANDLING OF LOADS

Generic risk assessments for manual handling are undertaken and staff are provided with information on safe moving and handling techniques.

All manual handling activities, which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the Premises Manager who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or have equipment in order to do so safely.

APPENDIX 10

HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be co-ordinated by the Premises Manager and nominated Health and Safety Governor.

Inspections will be conducted jointly with the Academy's health and safety representative(s) if possible – the Principal, Premises Manager, Health and Safety Governor and any Union Representative who is granted permission.

The person(s) undertaking the inspection will complete a report in writing and submit it to the Principal. Responsibility for following up items detailed in the safety inspection report will be undertaken by the Premises Manager.

A named governor will be involved / undertake inspections on an annual basis and report back to the local governing body Resources Committee/Premises sub-committee and full Local Governing Body meetings.

APPENDIX 11

ASBESTOS

The Asbestos Policy is available for inspection in the Academy.

The asbestos register is held in the Premises Manager's Office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

The Academy's Asbestos Authorising Officers are:

To be completed

The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are notified to TEFAT
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into materials containing asbestos may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.

Any damage to materials known or suspected to contain asbestos should be reported to the Premises Manager who will contact the Asbestos Helpline on 0845 6030369.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Principal and the Premises Manager.

APPENDIX 12

RISK ASSESSMENTS

General Risk Assessments

The Academy risk assessments will be co-ordinated by the Principal.

All workplace activities, teaching and non teaching (e.g. caretaking), on site and one off activities have been assessed and approved by the Principal

These risk assessments are available for all staff to view and are held centrally in: the Premises Managers Office.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff will be made aware of any changes to risk assessments relating to their work.

Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant leaders and approved by the Principal.

APPENDIX 13

OFFSITE VISITS

Offsite visits will be organised following the Academy Educational Visits Policy.

The TEFAT Regional Director must be notified of all level 3 trips, which include, overseas trips and Academy led adventurous / hazardous activities.

TEFAT Regional Director - is to be added

All Offsite Visit activities must be risk assessed using relevant forms, these assessments are monitored and reviewed by the Principal

APPENDIX 14

WORKING AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, should be avoided where it is reasonably practicable to do so.

Where this is not possible, a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this risk assessment must be provided to employees authorised to work at height.

The Academy's nominated person(s) responsible for work at height is the Premises Manager.

The Premises Manager shall ensure:

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment selected;
- A register of access equipment is maintained and that ladders are checked termly;
- All access equipment is inspected and maintained;

- The risks from fragile surfaces are properly controlled.

APPENDIX 15

DISPLAY SCREEN EQUIPMENT (DSE)

All staff that habitually use computers as a significant part of their normal work should follow the guidelines.

(Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, business managers etc shall have a DSE assessment carried out by their line manager

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

APPENDIX 16

VEHICLES ON SITE

Vehicular access to the Academy is restricted to Academy staff and visitors only and not for general use by parents / carers when bringing children to the Academy or collecting them. Pedestrian gates are closed between 9.30am - 3.15pm and 4.00pm – 8.30am. Vehicle access gates are closed between 10.00pm – 6.30am. The children's and parent's access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for children's pedestrian access. If an event is being held outside of normal Academy activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

As far as is possible, deliveries and collections to the Academy are arranged away from Academy arrival and departure times.

APPENDIX 17

PREGNANT WORKERS AND NEW MOTHERS

Any risk assessment undertaken on pregnant workers should be completed with reference to the Pregnant Workers and Nursing Mothers guidance

The definition of a 'new or expectant mother' means a worker who is pregnant, who has given birth within the previous six months, or who is



breastfeeding. 'Given birth' is defined in the regulations as 'delivered a living child or, after 24 weeks of pregnancy, a still born child'.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

A risk assessment will be carried out to ensure that there are no risks to the expectant mother or baby from the employee's duties or environment. (It is important that the pregnant worker is involved in the risk assessment process to ensure all the relevant facts and issues are covered).

The risk assessment will be reviewed on a regular basis, and this may have to be increased as the pregnancy progresses.

If the risk assessment identifies hazards that cannot be eliminated or reduced sufficiently the pregnant worker's duties will be adjusted appropriately to ensure they are. If that cannot be achieved locally, the pregnant worker may be re-deployed for the duration of the pregnancy to a safer environment. If this cannot be achieved the legislation requires the pregnant worker to be suspended from work on maternity grounds.

A further risk assessment must be undertaken for nursing mothers when returning to work.

APPENDIX 18

SITE SECURITY

Security, of not only premises but also staff and pupils is of the utmost importance. Control measures are in the hands of the Premises Manager in liaison with the Principal and the local governing body.

Access to visitors, delivery and contractor vehicle drivers will be monitored at all reasonable times and all necessary procedures will be enforced to confirm to the latest CRB directives.

Signage is in place to ensure all visitors are directed to the main reception where they are required to register their details, prior to being given authorisation to enter the Academy.

Premises are locked up securely by a member of the site team at the end of the day, and all doors, windows and gates are securely fastened. Intruder alarms are set and, where appropriate, an external independent monitoring station will alert a member of the premises team should an alarm be activated.



Regular site and boundary inspections are made by members of the site team to ensure that no boxes or bags are left unattended and that anyone found on site not known to a member of staff, will be challenged.

Contractors coming on site are required to sign in at the Academy office and will be issued with a permit to work. The permit will be in the form of a contractors' badge signed by a member of the Premises or Office staff and must be worn at all times whilst on site.

All members of the Academy staff are actively encouraged to report to the Principal anything they see as suspicious.

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, as far as possible, the health, safety and welfare of themselves and anyone else that may be affected by their acts. They will, as visitors to the premises, be entitled not to put at risk by circumstances relating to the premises that are outside their control. The Principal is therefore to ensure that where contractors are appointed directly by the Academy:

1.3 Contract meetings are held to agree health and safety measures prior to work commencing and during the project.

1.4 Contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.

APPENDIX 19

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Premises Manager.

Any hirers of the Academy premises are responsible for ensuring that they use them correctly. The Local Governing Body recognises its duty as controller of the premises and will ensure that:

- Premises hired are in safe condition and fit for the purpose of the hire
- Arrangements for emergency evacuation are adequate
- Fire fighting equipment is in place and operational
- Proper physical security arrangements are made
- Insurance requirements are met.

APPENDIX 20

CONTRACTORS

All contractors must report to Reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with

guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Premises Manager is responsible for monitoring areas where the contractors work to ensure that there is no impact on staff and pupils.. He/she will maintain a record/log of all contractor work on site.

APPENDIX 21

MINIBUSES

The Premises Manager is responsible for the undertaking checks on and the operation of minibuses.

All minibus drivers should receive suitable training.

APPENDIX 22

STRESS

The Academy and Local Governing Body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Provision is made for all staff whose health affects their work, especially if stress related.

Provision may include

- Training and raising awareness
- Access to counselling
- Identification of stressful periods in the year
- Monitoring and Evaluation of staff attendance patterns
- Support for Staff on their return to work
- Implementation of workforce reform
- External agency support. The use of access equipment is restricted to authorised users

Where a member of staff is deemed to be under extreme stress or suffering from anxiety, the Principal will be informed. Systems such as Performance Management Scheme, New Staff Mentoring and the Buddy system are established to help reduce risk of stress building up to a point when someone finds it impossible to continue to work.

APPENDIX 23

LEGIONELLA

The Academy complies with advice on the potential risks from legionella and has an appropriate specialist contract in place to manage this risk.

The Premises Manager is responsible for identifying and flushing rarely used outlets on a weekly basis and after Academy holiday periods. Where necessary, water temperature checks will be undertaken on a monthly basis.

The Premises Manager will ensure that any showers or other areas, where water droplets are formed, are disinfected and descaled on a quarterly basis.