Health & Safety Policy/Handbook

Instructions – Please remove these details prior to being published

1. Please note the sections highlighted in yellow should be personalised to reflect the individual academy
2. The H&S statement needs to be signed by the Principal/Executive Principal This must then be displayed on the academy's H&S noticeboard
3. Staff need to be trained on this policy and must sign to confirm that they have read and understood the training, A record of staff training must be retained by the academy.

Date of Next Review:	June 2026
Date of Implementation:	July 2025
Date Approved by Trustees:	June 2025
Policy Reviewer:	Operations Director

Contents

1. Introduction

This Health & Safety Manual has been prepared by Worknest on our behalf and with our involvement. It contains our Health & Safety Policy as required by the Health & Safety at Work Act 1974 and it defines the way we manage the Health & Safety hazards and risks associated with our business, premises and activities.

South Pennine Academies are committed to managing Health & Safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health & Safety Policy Statement sets out our commitment and the objectives we aspire to in managing Health & Safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing Health & Safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in Health & Safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing Health & Safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our Health & Safety arrangements periodically and at least annually.

This Health & Safety Policy will be reviewed annually by Worknest Ltd in conjunction with the South Pennine Academies, Operations Director.

1.1 Policy review

As each review is completed it will be signed off by the consultant from Worknest Ltd.

Review date	Signed on behalf of WorkNest
9th May 2022	R.Henderson
12th April 2023	R.Henderson
22nd February 2024	R.Henderson
1st May 2025	R.Henderson

1.2 Intent

Health & Safety is an important consideration for South Pennine Academies. We will take all reasonable steps to provide a safe and caring environment for students, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation. A statement of intent is displayed on the H&S Notice Board which can be found in the location detailed in this policy and handbook.

1.3 Legal framework

Health & Safety in academies is governed by legislation and associated regulations, which are enforced by the Health & Safety Executive (HSE), which include:

- Health & Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health & Safety at Work Regulations 1999 (as amended)
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) 2015
- PPE at work regulations 1992
- Education (Academy Premises regulations) 1999
- Ionising Radiation regulations 2017 (IRR17)
- Food Information (amendment)(England) regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health & Safety: responsibilities and duties for Academies'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible Health & Safety management in Academies'
- DfE (2022) 'First aid in Academies, early years and colleges'

2. Policy statement

The management of South Pennine Academies recognises that it has a legal duty of care towards protecting the Health & Safety of its employees, students and others who may be affected by the Trust's activities.

In order to discharge its responsibilities, the management of the Trust will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their Health & Safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to Health & Safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with Health & Safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to Health & Safety matters
- provide adequate resources to control the Health & Safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for Health & Safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- Appoint the Executive Principal/Principal as responsible person

This Health & Safety Policy will be reviewed annually and revised as necessary to reflect changes to the Trust activities and any changes to legislation. Any changes to the policy will be brought to the attention of all employees.

Signed: **Dated:**

Executive Principal/Principal: **Enter name:**

3. Organisation for H&S

The overall responsibility for Health & Safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards Health & Safety.

The following positions have been identified as having key responsibilities for the implementation of our Health & Safety arrangements:

- Trustees
- Director of Operations
- Local Academy Board
- Executive Principal/Principal
- Heads of Department/Faculty Leads
- Site Manager
- Departmental Managers
- Teachers
- Catering Manager
- Cleaning Supervisor
- Students
- Employees
- Volunteers
- Contractors
- Visitors
- Worknest
- Finance, Resources, Audit and Risk Committee

4. H&S responsibilities

The Trustees, Local Governors, Executive Principal/Principal, Senior Staff and Designated Health & Safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and students must be aware of their own and others personal safety, and in any of the academy activities, both on and off site.

The Trustees have nominated the Operations Director to have special responsibility for Health & Safety.

The Trustees will ensure that:

- they provide a lead in developing a positive Health & Safety culture throughout the Trust.
- any decisions reflect its Health & Safety intentions.
- they appoint independent auditors to provide monitoring, annual checking, advice and report of compliance with this policy and any relevant legislation.
- they provide strategic direction in the importance of Health & Safety across the organisation.

- they review all reported events to make sure practice is reviewed and updated if necessary.
- they provide annual training for Executive Principals/Principals.
- adequate resources are available for the implementation of Health & Safety.
- an effective management structure for the implementation of Health & Safety is established.
- they will promote the active participation of employees in improving Health & Safety performance.
- they review the Health & Safety performance of the Trust annually and plan safety improvements for the following year.

The Local Academy Board will:

- adopt and ensure this policy and handbook are implemented in the academy
- ensure Health & Safety has a high profile
- promote the development of a positive Health & Safety culture throughout the academy.

The Executive Principal/Principal will:

- implement all health and safety policies and procedures of, and to assist South Pennine Academies to discharge those responsibilities, which it holds as an employer.
- develop a Health & Safety culture throughout the academy.
- following the annual audit, write an action plan, which is monitored and progress against items reported to the LAB, ensuring all required actions are taken.
- ensure adequate finances are budgeted for to provide out any necessary health and safety checks, audits, repairs and improvements to the buildings and grounds.
- have day to day management of all Health & Safety matters in the academy in accordance with this Health & Safety policy.
- ensure staff are aware of their responsibilities.
- ensure action is taken on health, safety and wellbeing issues.
- pass on information received on Health & Safety matters to the appropriate people.
- carry out accident investigations when required
- draw up Health & Safety procedures within the academy in line with South Pennine Academies Policies & Procedures.
- ensure regular workplace inspections are carried out by the **person responsible named on page 23 (1).**
- identify and facilitate staff training needs.
- ensure all new staff receive Health & Safety induction training.
- ensure all staff receive annual Fire awareness training.
- ensure all staff receive annual Health & Safety refresher training.
- maintain a training record.
- monitor effectiveness of procedures.
- ensure the academy has relevant and sufficient risk assessments in place.
- ensure the academy's Fire Log Book is kept up to date and available for inspection.
- contact the Chief Executive Officer or Operations Director immediately if an incident occurs that is of a serious nature or fatal.

Academy Senior and Middle Leaders will ensure they:

- actively ensure the staff they lead and manage to fully implement the Trust Health & Safety policy.
- supervise their staff to ensure that they work safely.
- complete written risk assessments of teaching practices and activities including equipment and substances; that any general advice on safety matters given by the DfE, Local Authority and other relevant bodies in relation to the academy are implemented, that this is then translated into written safe methods of working practice.
- implement safe methods of work.
- inform students, staff and visitors as to their own personal safety and makes sure they are aware of the Health & Safety procedures in place.
- regularly review risk assessments.
- record and report accidents, ill health and 'near miss' incidents to the **person responsible named on page 23 (2).**
- communicate and consult with staff on Health & Safety issues.
- encourage staff to report hazards and raise Health & Safety concerns.
- identify, undertake and record safety training for staff to ensure they are competent to carry out their work in a safe manner.
- any concerns raised regarding safety are thoroughly investigated and, when necessary, further effective controls implemented.
- ensure equipment is maintained and in a safe condition.
- personal protective equipment is provided and worn by staff and students, and that staff and students are instructed in its use.
- refer any safety issues that cannot be dealt with to the **person responsible named on page 23 (3)** for action.
- ensure hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- ensure agreed safety standards are maintained, particularly those relating to good housekeeping.
- all relevant safety documents including DfE Guides, etc. are maintained and made available to all employees.
- health & Safety rules are followed by staff and students.
- perform regular Health & Safety inspections within their department as required by the Executive Principal/Principal.

The Site Manager will ensure that:

- academy buildings and plant are maintained in accordance with the Health & Safety Policy.
- records of servicing and maintenance are retained and kept up to date.
- contractors engaged are reputable, can demonstrate a good Health & Safety record and are made aware of relevant local Health & Safety rules and procedures.
- safe systems of work are developed and implemented.
- regular H&S inspections are completed and recorded.
- risk assessments are completed, recorded and regularly reviewed.
- they communicate with staff on Health & Safety issues relating to building maintenance and the work of contractors.

- they encourage staff to report hazards and raise Health & Safety concerns.
- statutory examinations are planned, completed and recorded.
- any safety issues that cannot be dealt with are referred to the Executive Principal/Principal for action.
- welfare facilities provided are maintained in a satisfactory state.
- agreed safety standards are maintained particularly those relating to housekeeping.
- ensure the COSHH data folder is in place and maintained.

Teachers will ensure that they:

- actively lead the implementation of the Health & Safety Policy.
- supervise their staff and students to ensure that their lessons and activities are carried out safely.
- implement safe teaching practices.
- complete, record and regularly review risk assessments.
- record and report accidents, ill health and 'near miss' incidents to the **person responsible named on page 23 (2).**
- communicate with Principal on Health & Safety matters.
- encourage associate staff and students to report hazards and raise Health & Safety concerns.
- identify, undertake and record safety training for staff to ensure they are competent to carry out their work in a safe manner.
- ensure issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented.
- ensure equipment is maintained in a safe condition.
- use personal protective equipment where required and ensure staff and students are instructed in its use.
- refer any safety issues that cannot be dealt with to the **person responsible named on page 23 (3)** for action.
- ensure hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- maintain the agreed safety standard, particularly those relating to good housekeeping
- maintain all relevant safety documents including CLEAPSS, afPE, DfEs Guides, etc. and are made available to all staff.

The Catering Manager will ensure that they:

- actively lead the implementation of our Health & Safety Policy.
- supervise their staff to ensure that they work safely.
- implement safe systems of work.
- complete, record and regularly review risk assessments.
- record and report accidents, ill health and 'near miss' incidents to the **person responsible named on page 19**
- ensure any concerns raised regarding safety are thoroughly investigated and, when necessary, further effective controls implemented.
- communicate and consult with staff on Health & Safety issues.
- encourage staff to report hazards and raise Health & Safety concerns.

- identify, undertake and record safety training, including food safety, for staff to ensure they are competent to carry out their work in a safe manner.
- ensure issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented.
- ensure catering equipment is maintained in a safe condition.
- ensure statutory examinations are planned, completed and recorded.
- use personal protective equipment where required and ensure staff and students are instructed in its use.
- establish adequate arrangements for fire and first aid.
- refer to the **person responsible named on page 23 (3)**, any safety issues that cannot be dealt.
- ensure welfare facilities provided are maintained in a satisfactory state.
- ensure hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- ensure health surveillance is carried out and records are kept.
- ensure agreed safety standards, including food safety, are maintained particularly those relating to good housekeeping.
- ensure Health & Safety rules are followed by all.
- high standards of food safety are maintained.
- ensure accurate and up to date records of dietary needs and food allergies are maintained and communicated to all staff

The Cleaning Supervisor will ensure that they:

- implement our Health & Safety Policy.
- supervise their staff to ensure that they work safely.
- communicate and consult with staff on Health & Safety issues.
- encourage staff to report hazards and raise Health & Safety concerns.
- ensure any concerns raised regarding safety are thoroughly investigated and, when necessary, further effective controls implemented.
- refer to a senior manager for action, any safety issue that cannot be dealt with.
- identify, undertake and record safety training for staff to ensure they are competent to carry out their work in a safe manner.
- Implement safe systems of work.
- record and report accidents, ill health and 'near miss' incidents to the **person responsible named on page 23 (2)**
- provide personal protective equipment, stock is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement.
- ensure hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- ensure the COSHH data folder is in place and maintained.

Staff with special responsibility:

The following staff have special responsibility: John Mills; Site Manager and Jemma Muncaster – Office Manager

These job holders will be responsible for:

- the local arrangements to ensure the effective control of risks within the specific areas under their control.
- the coordination of the academy's Health & Safety policy in the academy, directly responsible to the Executive Principal/Principal for the application of the Health & Safety procedures and arrangements.
- the local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to Health & Safety.
- resolving health, safety and wellbeing problems referred to them by members of their staff or referring to the Executive Principal/Principal or line manager any problems they are unable to resolve within the resources available to them.
- ensuring that risk assessments are carried out when necessary and reviewed following a significant change or if an incident has occurred.
- ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and students to avoid hazards and to contribute positively to their own Health & Safety.
- obtain relevant advice and guidance on Health & Safety matters.
- ensure the COSHH data folder is in place and maintained.

All employees must:

- take reasonable care of their own safety.
- take reasonable care of the safety of others affected by their actions.
- observe the safety rules.
- comply with the Health & Safety Policy.
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- dress sensibly and safely for their particular working environment or occupation.
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed.
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- maintain all equipment in good condition and report defects to their Line Manager.
- report any safety hazard or malfunction of any item of plant or equipment to their Line Manager.
- report promptly, injury, significant near miss, incident of violence and aggression or cases of work–related ill health, following the academy's procedures.
- report all accidents to their supervisor whether an injury is sustained or not.
- attend/complete as requested any Health & Safety training courses.
- observe all laid down procedures for processes, materials and substances used.
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.
- observe the Evacuation, Invacuation and Lockdown procedures.
- co-operate fully with their Line Manager or responsible person on all matters relating to their Health & Safety at work.

- Ensure as far as is reasonably practicable that their classroom or work area is safe and tidy.

All contractors must:

- take reasonable care of their own safety.
- take reasonable care of the safety of students, academy staff and others affected by their actions
- observe the safety rules of the academy.
- adhere to the academy's Contractors' Policy.
- submit their Health & Safety policy, paperwork relating to the Contractors Policy, and relevant risk assessments to the academy for approval.
- comply with, and accept our Health & Safety policy, if they do not have one.
- dress appropriately, sensibly and safely when on academy premises and for the task being undertaken.
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks.
- use all equipment, safety equipment, devices and protective clothing as required by the academy/their employer and as indicated in the risk assessment for the task.
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate.
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor.
- report all incidents to their Line Manager and to the academy whether an injury is sustained or not.
- ensure that their employees only use equipment for which they have been trained.
- attend as requested any Health & Safety training course.
- observe all agreed procedures for processes, materials and substances used.
- observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes or inhibit fire alarm sensors or devices.
- provide adequate first aid arrangements unless otherwise agreed with the academy.

Students will be reminded that they are expected to:

- exercise personal responsibility for the Health & Safety of themselves and others.
- observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines and uniform policy.
- observe all the Health & Safety rules of the academy, including behaviour expectations, and the instructions of staff given in an emergency.
- use and not wilfully misuse, neglect or interfere with things provided for their Health & Safety.
- be taught how to manage risk through a variety of curriculum areas.

All students and parents will be made aware of this section of the policy via their academy website.

Volunteers
Volunteers have a responsibility to act in accordance with the academy's policies and procedures for Health & Safety and to report any incident or defective equipment to a member of staff immediately.

Visitors and other users of the premises
Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers.

- All visitors to the academy must comply with the academy Health & Safety policy and procedures.
- The Executive Principal/Principal must ensure that a suitable system is implemented whereby all visitors are required to record their visit to the academy (visitor's book) and the time they leave.
- All visitors will be required to wear a 'visitors' identification badge which will be supplied by the academy.
- Should a fire/emergency occur, or the fire alarm is activated whilst visitors are on the academy's premises, the visitor must evacuate the building in accordance with the academy's procedure.
- Should an incident/accident occur involving a visitor, it must be reported using the South Pennine Academies accident reporting procedure (Helpline section on the Worknest portal). An investigation must be undertaken as soon as possible by the relevant responsible person.

- Persons hosting visitors, including meeting arrangers must ensure:
  - visitors are alerted to the establishment fire procedures.
  - visitors adhere to the 'no smoking' policy.
  - visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
  - visitors record time of arrival and departure in the visitor's book.
  - visitors are provided with and wear identification badges.
  - visitors are accompanied or authorised to enter the premises.
  - visitors remain within authorised areas and do not enter any restricted area unless permission is granted, and the person is accompanied.
  - visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk, unless authorised.
  - visitors report all accidents, incidents and near misses to the host.
  - visitors wear protective clothing that is supplied, when necessary.

Worknest, in agreement with management, provides us with the following services:
- a general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk
- development of our documentation throughout the period of our contract and keeping it updated for:
  - changes in Health & Safety legislation relevant to us
  - organisational changes which affect our management system
- a consultant visit to train senior managers and to support our implementation of this Policy by:
  - assisting us to complete specific risk assessments

- providing further training, as agreed, on relevant agreed topics
- reviewing and auditing our Health & Safety procedures and legal compliance
- providing advice on implementing changes and system procedures

Worknest is also contracted to:

- fulfil the role of 'Competent Person', providing advice and assistance on Health & Safety issues
- provide for us a telephone advisory service - available 24 hours per day, 365 days of the year
- provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- provide legal fees insurance, the terms of which are defined in our insurance policy document
- provide briefings to help keep us up to date with new and forthcoming legislation.

The Finance, Resources, Audit and Risk Committee is the consultative body of the Trust for Health & Safety.

The Finance, Resources, Audit and Risk Committee will:

- consider and support the academy's policies for health, safety and welfare and assist in monitoring and reviewing their effectiveness.
- consider forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules or the review of existing procedures of any academy activity.
- promote Health & Safety communication and training in the organisation at all levels.
- receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents.
- receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents.
- consider reports of internal and external monitoring of the academy.
- ensure trends in accident statistics are identified and to make recommendations for action.
- keep under review communications and publicity relating to health, safety and welfare and where necessary to recommend any improvements or changes.
- consider reports provided by inspectors of the enforcing authority under the Health & Safety at Work Act 1974, or any other relevant enforcement authority.
- consider relevant health, safety and welfare matters raised by members of the Finance, Resources, Audit and Risk Committee.

5. H&S rules

This section of our Health & Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of Health & Safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

- It is the duty of all employees to co-operate with the Board of Trustees in fulfilling our legal obligations in relation to Health & Safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify management of any unsafe activity, item or situation.
- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.
- Employees, visitors and students must comply with all hazard/warning signs and notices displayed on the premises.
- Employees must make proper use of all equipment and facilities provided to control working conditions/environment.
- Employees must keep stairways, corridors, classrooms and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials using the facilities provided.
- Employees must clear up any spillage or liquids in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.
- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Employees, visitors and students must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any firefighting equipment provided, unless they have been trained to do so.
- Employees must report any use of firefighting equipment to their supervisor.

- Employees must seek medical treatment for work related injuries they receive by contacting a designated First Aider. Upon returning from treatment, they must report the incident to their Manager.
- Employees must ensure that any accident or injury treatment is properly recorded in the Helpline section (Accident Book) on the Worknest H&S portal.
- Employees must notify management of any incident in which damage is caused to property.
- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

Trust Transport

- Drivers must adhere to the Trust's Driving Safely at Work Policy
- Drivers must carry out prescribed checks of vehicles prior to use and in conjunction with the laid down checking procedure.
- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Employees must not carry unauthorised passengers or unauthorised loads.
- **The employee named on page 23 (4)** of this handbook must ensure all H&S checks, MOT and services are carried out for all Minibuses.
- Employees must not use vehicles for unauthorised purposes.
- Employees must not load vehicles above the stated capacity.
- Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.
- Employees must not drive whilst using a mobile phone (unless hands free) or any other electronic device.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health & Safety or welfare at work.
- Unauthorised removal or defacing or any label, sign or warning device.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.

6. Arrangement summary

Section 4 – Roles and Responsibilities

Named people responsible for:

RC – Richard Coates, JMi – John Mills and JM – Jemma Muncaster

		Name	Contact details (if applicable)
1	Work place health and safety inspections	RC, JMi and JM	School
2	Reporting accidents, illnesses and near misses	JM	School
3	Reporting safety issues	JMi and JM	School

Section 7 - Risk Assessments

5	Location of Academy Risk Assessments	Worknest, server (shared drive) and folder in the office
6	Risk Assessment named person	JM

Section 8 – Arrangements for Health and Safety

7	First Aiders	Gill Meachen, Emma Southwell, Karen Clark, Carol Shuttleworth, Leanne Sarsfield, Kerry Beaumont and Sarah Kershaw
8	Location of First Aid Boxes	SEN office
9	Location of Accident Book	Online – Medical trakcers
10	Incident reporting	Worknest
11	Annual Asbestos Survey Review	Evotech
12	Location of Asbestos in this Academy	See PAMP file
13	Location of Health and Safety Noticeboard	Staff room
14	Reporting of Disturbed Asbestos	RC
15	Bomb Threat – Exams Officer	RC
16	Reporting concerns about contractors	JM
17	Location of Key Box	School office
18	Minibus Key Holder	n/a
19	Reporting of Minibus Accidents	n/a

20	Responsible for Minibus First Aid Kit	n/a
21	Minibus Weekly Checks	n/a
22	Reporting of Minibus Defects	n/a
23	Maintaining List of Authorised Minibus Drivers	n/a
24	Reporting Medical Reasons not to Drive	RC and JM
25	Reporting Electrical Defects	JMi and JM
26	Evacuation, Invacuation and Lockdown Lead	RC
27	Location of Evacuation, Invacuation and Lockdown Policy	Server
28	Liaising with Emergency Services in the event of Fire	RC/ Office Team
29	Location of Spillage Kit	Cleaning Store
30	Responsible for Replenishing Spillage Kit	JMi
31	COSHH Risk Assessment Training	JMi
32	Academy COSHH folder responsibility	JMi
33	Key Holder Service	JM
34	Legionella day to day monitoring	JMi
35	Legionella emergency procedures	RC and JMi
36	Legionella Duty Holder	RC
37	Legionella Responsible Person	JMi
38	Reporting Lone Working	JM
39	Opening/Closing Academy	JMi
40	Designated Safeguarding Lead	RC
41	Reporting Incidents of Violence and Aggression	RC
42	Reporting Unauthorised Visitors	JM

43	Window Restrictors	JMi
44	Reporting Electrical Defects	JMi
45	Pressure Vessel Examination Company	n/a
46	Radiation Protection Advisor	n/a
47	Radiation Protection Supervisor	n/a
48	Location of Radiation Source Log	n/a
49	Monitoring Record of Radioactive Source Leaks	n/a
50	Design & Technology Lead	Katie Field
51	PE Emergency Procedures	RC

Consultation with Employees
Health & Safety Committee Representatives are:

RC, JMi and JM

Minutes of meetings are available to view at:

H&S notice board in the staff room

Building, Plant and Equipment Maintenance
The person responsible for the maintenance of plant and equipment is:

John Mills – Site Manager

Asbestos
The responsible person in control of asbestos in academy is:

John Mills – Site Manager

The asbestos register is located:

PAMP file in the cleaning store

Safe Handling and Use of Substances
The person responsible for identifying hazardous substances and obtaining Data Sheets is:

Maintenance:	John Mills – Site Manager

Cleaning:	John Mills – Site Manager
Catering	Kitchen Manager
Classroom:	All Staff

Competency for Tasks
Induction training is the responsibility of:

Jemma Muncaster – Office Manager

The persons responsible for RIDDOR notifications are:

Angie Green, Operations Director - agreen@spacademies.org

Fire
Escape routes and exits are checked by:

John Mills – Site Manager

Alarms are tested weekly by:

John Mills – Site Manager

Fire drills are organised termly by:

Jemma Muncaster – Office Manager

Educational Visits
The person responsible for co-ordinating educational visits is:

Jemma Muncaster – Office Manager

Contractors and Safety
The person responsible for approving contractors who work within academy is:

Jemma Muncaster – Office Manager

Work Experience
The person responsible for co-ordinating students on Work Experience is:

Sarah Bevan – Assistant Principal

7. Risk assessments

The Academy maintains a bank of Risk Assessments, they can be **found at the locations specified on page 23 (5)** of this handbook. A register of Risk Assessments is **kept by the named person on page 23 (6)** of this handbook.

Whilst carrying out their duties, employees must adhere to control measures laid out in Risk Assessments.

Should you need additional Risk Assessments or have any questions or queries regarding the measures in place please speak to **named person on page 23 of this handbook (6).**

Risk Assessment involves identifying the hazards present in the workplace or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and with the potential severity of the harm i.e., the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are **'suitable and sufficient'** in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health & Safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is **'reasonably practicable'**; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

Carrying out risk assessments

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results.

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

The five stages of risk assessment

Step 1 - identify the hazards
Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:
- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which must be moved manually
- work equipment
- working environment e.g., ventilation, lighting, heating.

Step 2 - identify who may be harmed and how
List groups of people and individuals who may be affected by the hazards e.g.:
- staff
- members of the public
- contractors on the premises.

Pay particular attention to vulnerable persons, e.g., those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

Step 3 - evaluate and control the risk
Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:
- Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:
- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual

- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees.

Implementing an action plan
Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

Step 4 - record your findings
The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that must be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

Hazards and example controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

Step 5 - monitor and review the assessment
It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no

longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

Appropriate professional guidance from a nationally recognised body (e.g., CLEAPPS, afPE) must be followed with to regard to Science, ICT, Technology, Art and PE. A copy of relevant guidance and risk management must be kept locally at the academy, and should be available for inspection on request, and with the subject leader who is responsible for disseminating the information to the staff and students.

The following subjects are considered to have higher risk aspects:

- Science
- Art
- Design and Technology
- PE

Specific care should be taken to seek advice if any member is unsure as to the safe nature of activities in these subjects. Where no formal advice or guidance can be found a risk assessment needs to be undertaken prior to the lesson.

It is the responsibility of the Executive Principal/Principal to ensure risk assessments are conducted, although in practice the actual assessment process will be delegated to Heads of Departments and Managers.

Generic/Model risk assessments are acceptable so long as the assessor:

- satisfy themselves that the 'model' risk assessment is appropriate to their work; and
- adapt the model to their own actual work situations.

When completing risk assessments, it is necessary to refer to the relevant subject guides:

- **Design & Technology**

CLEAPSS Risk assessments in technology http://www.cleapss.org.uk/
BS 4163:2007 Health & Safety for Design and Technology in Academies and Similar Establishments

- **Science**

CLEAPSS http://www.cleapss.org.uk/
CLEAPSS Academy Science Service Laboratory Handbook
CLEAPSS Hazards

- **Food Science**

CLEAPSS Food Technology http://www.cleapss.org.uk/

- **Art**

National Society for Education in Art & Design (NSEAD)
http://www.nsead.org/hsg/index.aspx

- **Physical Education**

Safe Practice in Physical Education and Academy Sport afPE http://www.afpe.org.uk/

- **Offsite visits**

Health & Safety of Pupils on Educational Visits. DfE
Outdoor Education Advisers Panel. http://www.oeap.info/

8. Arrangements

8.1 Accident, incident & ill health reporting and investigations

All RIDDOR reports will be completed by the Trust, supported by Worknest. Any accident, incident or work-related illness which falls within the requirements below, must be reported on the Helpline section on the Worknest portal and to the Operations Director notified.

This policy sets out the procedures that are to be followed when any employee, visitor or contractor has an accident, near miss or dangerous occurrence on the company's premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition, employees who develop a work-related illness must also report via these procedures.

Definitions:

- An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.
- A **near miss** is an unplanned event that does not cause injury or damage but could do so.
- A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the company.

Reporting Requirements:

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following events must be reported to the Health & Safety Executive:

- A death
- A specified injury to an employee as detailed in regulation 4
- An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury
- Any dangerous occurrence
- Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations
- Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must also be reported within 15 working days using the Health & Safety Executive (HSE) website.

You **must** also keep a record of an accident if the worker has been incapacitated for **more than three consecutive days**.

The completed report form sent back by the HSE should be kept with the other accident records and documents; this will confirm the notification has been made.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be kept on file to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

First Aid
If you have an accident whilst in the course of carrying out your work, you must report the accident, however small, to a First Aider. **The First Aiders are named on page 23 of this handbook (7).**
First aid boxes are sited around the academy in the **locations recorded on page 23 of this handbook (8)**.

You must ensure details of the accident are recorded in the **Accident Book**, which is kept at the **location recorded on page 23 of this handbook (9)**. Reports of accidents must then be uploaded onto Medical Tracker and/or Worknest Helpline.

All staff must make themselves familiar with the location of the nearest first aid point, the names of the first aid personnel and the location of the Accident Book.

All near misses must also be reported to the **Person named on page 23 of this handbook (7)**as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Investigation:
All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Incident Reporting - Worknest Helpline Portal:
Incidents need to be reported using the Worknest Helpline section. **The employee named on page 23 of this handbook (10)** will complete this. All employees must ensure relevant details are shared to enable this to happen.

The following must be added to the Helpline section:

- all incidents where anybody is taken directly from site to hospital
- all staff injuries
- any incidents that may be subject to RIDDOR reporting
- any incidents which may attract media attention or result in an insurance claim.

8.2 Asbestos

The academy will protect employees, students and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through the management of asbestos-containing materials in the academy premises by the following arrangements.

Assessment
The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. The amount and condition of the asbestos-containing material will be assessed, and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.

A Written Plan
A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available, and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.

Access to Asbestos-containing Materials
Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.

Monitoring and Maintenance
The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

Training and Information
Employees who may come into contact with asbestos containing materials (ACM's) through the course of their work will receive adequate training and information such that they can recognise potential ACM's and know what precautions to take.

Asbestos-related Emergencies
Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, students and others.

Arrangements for Controlling Work on Asbestos
Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

Selection and Control of Contractors to Work on Asbestos-containing Materials
When contractors are engaged to work on academy premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:
asbestos fibres are firmly linked in a matrix the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

Procedures for Dealing with Health & Safety Issues
Where an employee raises a Health & Safety problem related to work with asbestos, the academy will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken.
- Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must inform the Site Manager and in the case of an accident or emergency, respond quickly to ensure effective treatment.

All sites where asbestos is present must have a PAMP folder.

Visual checks must be carried out and recorded on all encased asbestos.

The **employee named on page 23 of this handbook (11)** will review the Asbestos Survey annually and record this check.

All contractors must be shown the PAMP folder, and they must have signed to say they have read it.

Asbestos is present in **academy locations shown on page 23 of this handbook (12).**

All employees must be made aware of locations where asbestos is present. This will be displayed on the H&S Notice Board which is **located as detailed on page 23 of this handbook (13).**

If an employee has reason to believe that the asbestos has been disturbed, they must report this immediately to the **employee named on page 23 of this handbook (14).**

8.3 Bomb threats

Please follow government and OFSTED guidance

Attend annual training.

In the event of receiving a bomb threat please follow the below:

- Note the time of the call
- Is the caller male/female
- Do they have an accent
- Try to ascertain the caller's name
- Try to keep the caller on the line to gain enough information – time, likely location of device(s)
- Write down everything the caller is saying including background noise, are they telephoning from a mobile

Whilst on the telephone – decide what your alert signal will be to another colleague to alert the Crisis Management team – see Emergency Plan

The colleague must locate and inform a member of The Crisis Management Team as soon as possible

Staff must not telephone the Police directly yourself

Do not encourage the caller to approach the Academy

Do not share any information about the Academy and/or personal details with the caller

If Exams are taking place, please contact person responsible for exams named on page 23 of this handbook (15).

APPENDIX 9 - BOMB THREATS

+ **If you receive a telephone call from someone who claims to have information about a bomb, record as much information as possible.**

Time of call:

Telephone number you were contacted on:

Exact wording of the threat:

+ **Stay calm. Being cautious, and without provoking the caller, try to ask the questions below.**

Where is the bomb right now?

What will cause it to explode?

When will it explode?

Did you place the bomb? If so, why?

What does it look like?

What is your name?

What kind of bomb is it?

What is your telephone number?

What is your address?

+ **Try dialling 1471. You may get information on where the phone call was made from.**

Did dialling 1471 work?

Time the call ended:

+ **Contact the Police (999) and Principal / nominee immediately.**

+ **Carry out further actions based on Police advice.**

What gender was the caller?

- ☐ Male
- ☐ Female

Approximately how old was the caller?

Did the caller use a codeword?

Did the caller sound familiar?

Did the caller have an accent?

What sort of voice did the caller have?

☐ Normal	☐ Well spoken	☐ Impediment
☐ Loud	☐ Poorly spoken	☐ Stutter
☐ Quiet	☐ Deep	☐ Lisp
☐ Whispered	☐ High pitched	☐ Slurred
☐ Clear	☐ Hoarse	☐ Other
☐ Disguised	☐ Nasal	

At what pace did the caller speak?

☐ Normal	☐ Quick	☐ Slow

What manner did the caller have?

☐ Normal	☐ Upset	☐ Irritated
☐ Calm	☐ Angry	☐ Muddled
☐ Excited	☐ Rational	☐ Other
☐ Laughing	☐ Irrational	

Were there any distinguishable background noises?

Notes:

8.4 Communication & consultation

It is a legal requirement for the academy to establish arrangements to communicate and consult with staff on issues affecting their Health & Safety and to take account of their views.

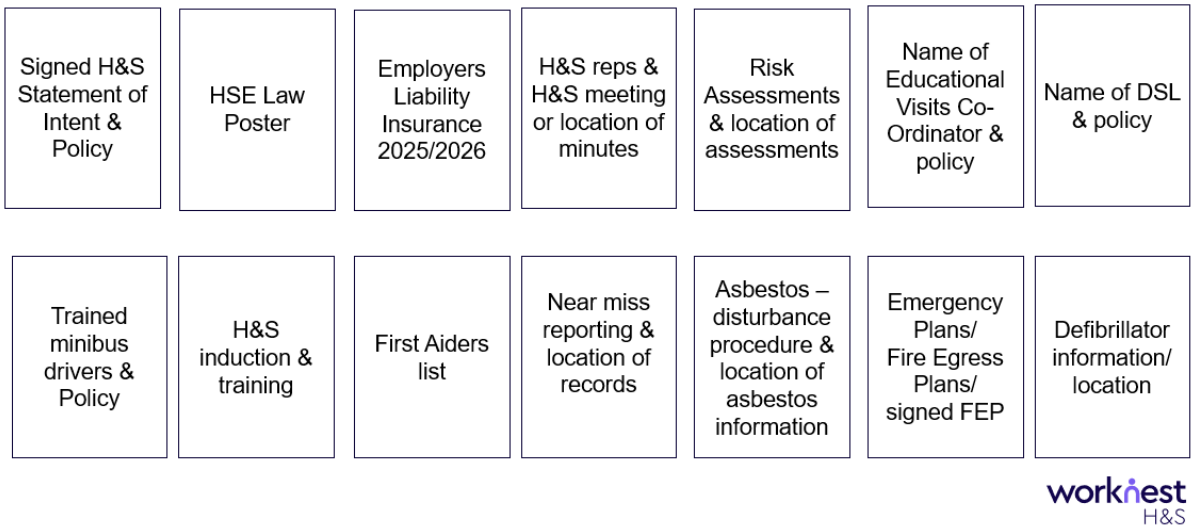
To achieve this objective, we will:

- establish effective lines of communication
- involve and consult with staff through:
  - ✓ holding individual conversations
  - ✓ providing a H&S notice boards
  - ✓ produce internal publications
  - ✓ hold staff meetings
  - ✓ hold Health & Safety meetings
  - ✓ participate in the Health & Safety Consultation group
  - ✓ display the 'Health & Safety Law – What You Need To Know' poster
  - ✓ consult with staff when changes to processes, equipment, work methods etc. are to be introduced that may affect their Health & Safety.

Where it is not practical to consult with all staff directly and it would be more appropriate to communicate and consult through employee representatives, we will recognise Health & Safety representatives who have been appointed by a relevant trade union.

The academy will allow all representatives an appropriate amount of time away from their normal duties in order to complete their duties as representatives. We will not hinder representatives in the execution of their normal functions as defined by law.

The following information should be included on your H&S Notice Board.



8.5 Contractors

Each Academy will have their own Contractor Management policy which will include a pre-qualification questionnaire, contractor safety information and permit to work guidance.

When working on academy premises it is considered that contractors are joint occupiers for that period and therefore, we have both joint liabilities in "common areas". In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable.
- clarification of the responsibility for provision of first aid and fire extinguishing equipment.
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal.
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection.
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury.
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).
- evidence showing that appropriate Employers and Public Liability Insurance is in place.

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should immediately report any concerns to the **employee named on page 23 of this handbook (16).**

Construction work and the Construction (Design and Management) Regulations 2015
Where any construction work is carried out, to fulfil our legal duties as a "client" under the Construction (Design and Management) Regulations 2015 we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all duty holders that we appoint have the necessary skills, knowledge and experience to carry out their roles safely
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly
- notify the HSE in writing for projects that require it
- ensure that relevant pre-construction information is passed to all designers and contractors
- ensure that the Principal Designer and Principal Contractor carry out their duties
- ensure that adequate welfare facilities are provided for the contractors
- ensure that no construction commences until an adequate Health & Safety plan and construction phase plan covering the work has been prepared
- ensure that any Health & Safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and, if we choose to dispose of the building, to pass the file to any person or company who acquires the building.
- cooperate fully with all other duty holders and provide all relevant information and instruction promptly and clearly.

8.6 Disabled persons inc. students with SEND
The academy will give full and proper consideration to the needs of disabled employees, students and visitors.

To achieve this, the academy will:
- treat all disabled employees, students and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the academy's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Risk assessment of students with Special Education needs will consider:
- manual handling of students with physical disabilities.
- students unable to recognise everyday hazards, communicate distress, or move around independently.
- using mechanical aids and equipment.
- using therapy and ball pools.
- administering medical treatment and minimising the risk of infection.
- management of difficult behaviour and the use of restraint.
- lone working where an employee works on a one-to-one basis with a SEN student; and transport issues such as getting learning disabled or physically disabled students in and out of transport and making sure that access to the premises is appropriate.

When to assess
So far as is reasonably practicable, risk assessments of the students with special education needs will be made:
- before students are admitted – this is a planning ahead exercise.
- when planning educational activities both on and off site.
- when planning and purchasing new facilities and when work practices are to be introduced or changed.
- when deciding on a placement.
- when an existing student develops a health need, e.g., after an operation, or where a significant change in their existing needs occurs.
- when a student is to undertake work experience.

8.7 Display screen equipment (DSE)
All reasonable steps will be taken by the academy to secure the Health & Safety of employees and students who work with display screen equipment.

To achieve this objective the academy will:
- identify those employees who are users as defined by the regulations, see below.
- carry out an assessment of each user's workstation.

- implement necessary measures to remedy any risks found as a result of the assessment.
- provide adequate information and training to persons working with display screen equipment.
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity.
- review software to ensure that it is suitable for the task and is not unnecessarily complicated.
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced.
- arrange for the supply, at subsidised cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment.
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided.
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action.
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

'Users'
This policy is aimed at those who regularly use DSE:
- for continuous periods of more than one hour *and*
- for more than 2½ hours per day.

Typically, this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. Others who operate DSE, including students, should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions.

Employees must:
- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

Eye Tests and Corrective Appliances
The academy will arrange for the provision of free eye tests when requested and at regular intervals thereafter or where a visual problem is experienced, at no cost to the employee. Where employees require corrective appliances specifically for use with display screen equipment, the academy will arrange for the supply of corrective appliances up to current cost limit of £50.00.

Training
Employees working with display screen equipment (DSE) should comply with the instructions and training given regarding safe workstation set-up and use, including

the need for regular changes of activity or breaks and the use of the equipment provided. The DSE assessment can be completed on the iHasco portal.

Health
Employees should inform their manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE. In addition, they should also report any discomfort or health concern believed to be associated with the use of DSE. Any health information will be treated confidentially.

Summary of Key Actions
The key actions necessary to control the Health & Safety risks arising from the use of Display Screen Equipment (DSE) are to:

- identify all individuals who are classified as DSE 'Users'
- ensure risk assessments of DSE workstations been carried out using the Display Screen Equipment Workstation Assessment Form.
- supply users with information and/or training on the safe use of Display Screen Equipment.
- advise staff about setting up laptops on a suitable surface and the risks of working for prolonged periods.
- ensure remedial actions identified by DSE risk assessments been carried out.
- review risk assessments annually or sooner if significant changes have occurred.

All staff are required to complete a DSE assessment when they are appointed. You will need to contact your HR if you make any significant changes to your workstation, they will re-assign the DSE assessment for you to complete. If you are working at a different location (e.g., home), please contact HR for a DSE assessment.

Some practical tips:

Getting Comfortable
Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your lumbar should be supported by the seat cushion, forearms should be approximately horizontal and your eyes the same height as the top of the VDU.

Make sure you have enough workspace to take whatever documents or other equipment you need.

Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.

Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.

Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.

Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying in
Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.

Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse
Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.

Support your forearm on the desk, and don't grip the mouse too tightly.

Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen
Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.

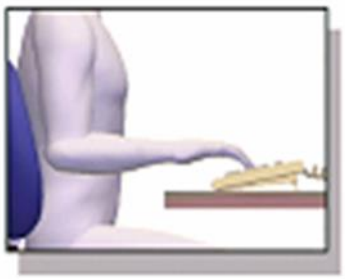
Make sure the screen surface is clean.

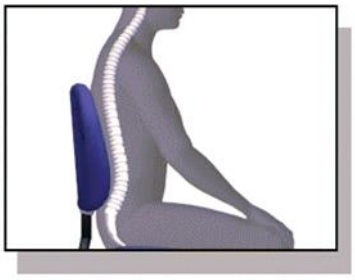
In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).

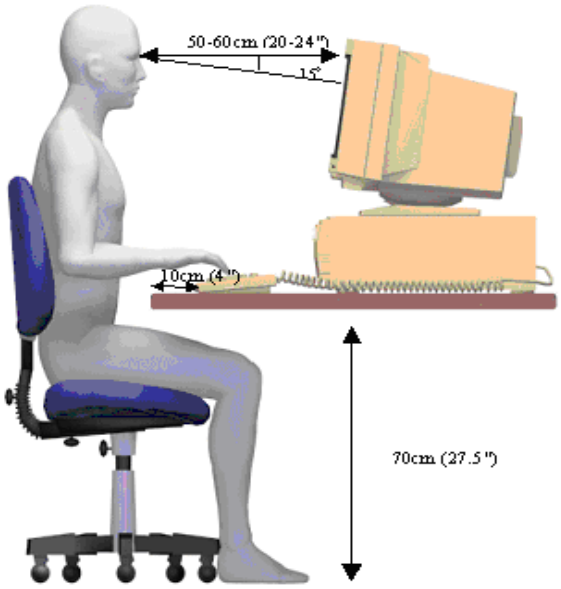
Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and Breaks
Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation).

Most jobs provide opportunities to take a break from the screen, e.g., to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.







8.8 Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the academy of:

- anything that could affect their driving e.g., health conditions or injuries, use of prescribed medication
- changes to licence such as limitations, offences recorded, period bans, vehicle defects that affect ability/safety to drive
- any accidents/incidents that occurred whilst driving on behalf of the academy.

Before driving, drivers must:

- review the need to travel
- have a valid licence for the vehicle they are driving
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must:

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- always remain in control of the vehicle
- not smoke
- only use a mobile phone or other electronic device, in line with current legislation and if you feel it safe to do so.

- the academy will not accept liability for any damage or loss incurred as a result of parking on any of the Trust Premises

Minibus Driver Training
The absolute minimum requirements to comply with our insurance are that the drivers: are over the age of 21,
- have category D1 on their licence (where the weight of the vehicle requires this),
- have at least two years' experience as a qualified driver
- hold a current full driving licence with no more than 6 penalty points. If a driver has less than 6 points, the driver may still be precluded if the points are for dangerous driving.
- Have passed a Minibus driving assessment and refresher training as defined by certificate.

Prior to transporting students for the first time, all drivers will be given the opportunity to complete a vehicle familiarisation session to include:
- Daily vehicle checks
- Pre-journey checks
- General driving safety
- Road testing
- Emergency stop
- Use of mirrors and indicators
- Reversing using mirrors only
- Passenger safety
- Passenger comfort

Staff who passed the test to drive a car after 1st January 1997 are required to successfully complete a PSV test to drive the heavier weight minibus.

Drivers' Hours
It is the academy's policy that if there is a trip which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00pm when the teacher started work at 8.45 am. This requirement is non-negotiable.

Driver's Responsibilities
Whilst the academy will ensure a weekly check of the condition of the minibuses, drivers are responsible for completing the following checks before embarking on their trips:
- Do a visual inspection of the minibuses which includes tyre pressure checks and that the windscreen and glass is clean and can be seen through
- Check brakes to see that they are functioning correctly
- Ensure that mirrors and seat are in the correct driving position
- Check that all lights are functioning correctly
- Ensure that all seat belts are being worn. This includes all passengers, who must wear a seat belt
- Ensure that the windscreen washer system works and that wipers are functioning correctly
- Ensure that the vehicle is correctly loaded and that no more than sixteen passengers are being carried

- Emergency exits must not be blocked
- Ensure that all doors are correctly closed
- Check that you have enough fuel for your journey
- As soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts
- At intervals throughout the journey, all instruments and warning lights should be checked, and necessary action taken if a fault is indicated
- Ensure that food and drink are not consumed on the vehicle
- Make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle.

At the end of the journey the driver must lock and make the vehicle secure. Keys should only be taken just prior to making use of the minibuses. The keys should be returned immediately after use to the **key box located or named employee on page 23 of the handbook (17).**

Passenger Responsibilities
- should wear seat belts and always remain in their seats until instructed otherwise
- must never distract the driver by shouting etc
- students should not eat or drink on the vehicle
- must make sure that escape routes are not blocked by bags etc
- students are ambassadors of the academy and must never bring its name into disrepute by gesturing etc
- passengers found to have vandalised the minibuses may face a ban from using it again and be required to pay for damages.

Accident Procedures
If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his/her name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

Report the accident immediately to the **employee responsible on page 24 of this handbook (19)** and complete the appropriate forms for our insurers. In addition, the accident will also need to be reported to the Operations Director.

Breakdown and Recovery
The minibus(es) is/are covered for breakdown and recovery. Details of how to contact the provider and the academy membership numbers are kept in the minibus.

First Aid
All minibuses contain first aid boxes which are checked/re-stocked at the end of each term. The contents of these boxes include:
- Antiseptic wipes
- Bandages
- Assorted adhesive dressings
- Plasters
- Eye pads

- Scissors

Any use of the first aid kit must be reported to the **appointed person named on page 24 of this handbook (20)** as soon as possible thereby maintaining a full kit at all times.

Minibuses must not be used for private use.

Weekly Checks
Weekly checks of the minibuses will be carried out and recorded by **appointed person named on page 24 of this handbook (21).**

Staff who notice any defects in the minibuses should immediately notify **appointed person named on page 24 of this handbook (22)** who will then determine whether the vehicle should be taken off the road and repairs carried out.

The minibuses are inspected every ten/twelve weeks and serviced in line with the manufacturer's recommendations (as specified in the Worknest Compliance).

Incorrect Use of the Minibuses
A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving maybe the responsibility of the driver. Any damage caused to the minibuses through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the academy. These charges will be at the discretion of the Executive Principal/Principal.

Speed Limits
The speed limit for minibuses is as follows:
- 30 mph on urban carriageways
- 50 mph on single carriageways
- 60 mph on dual carriageways
- 70 mph on motorways.

List of Authorised Drivers
All trained drivers need to be included on the academies list of authorised minibus drivers. The **appointed person named on page 24 of this handbook (23)** will maintain a list of trained minibus users and ensure refresher training is booked.

Authorisation may be withdrawn at any time by the Executive Principal/Principal. Any member of staff who has been advised not to drive their own vehicle for medical reasons must advise the **appointed person named on page 24 of this handbook (24)** immediately

8.9 Drugs & alcohol

Alcohol
Staff must not drink alcohol on Trust premises.

Any employee who is found consuming alcohol on Trust premises or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Trust's disciplinary procedure.

Drugs and medication
The possession, use or distribution of drugs for non-medical purposes on Trust premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work, you should discuss the problem with your manager.

If the Trust suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the Trust reserves the right to require you to undergo a medical examination to determine the cause of the problem.

Medical Examination
Existing and prospective members of staff may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective staff and will normally be treated as gross misconduct for current members of staff.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the Trust reserves the right to suspend you from your employment (with or without pay) to allow the Trust to decide whether to deal with the matter under the terms of the Trust's Disciplinary Procedure and/or to require you to undergo treatment and rehabilitation.

Reasonable Grounds
The Trust reserves the right to search you or any of your property held on Trust premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The Trust reserves the right to inform the Police of any suspicions it may have with regard to the use of controlled drugs by its staff on the Trust's premises.

8.10 Electricity
All reasonable steps will be taken to secure the Health & Safety of employees, volunteers and students who use electrical equipment.

Employees must:
- visually check electrical equipment for damage before use
- report any defects found to the **appointed person named on page 24 of this handbook (25).**
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so

- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto Trust premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- never run extension leads under carpets or through doorways
- not daisy-chain extension leads to make a longer one
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.
- not use portable heaters brought in from home, all heaters must be PAT tested

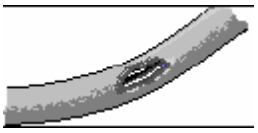
Electrical Safety

What are the hazards?
The main hazards are:
- contact with live parts causing shock/burns (normal mains voltage, 230 volts AC, can kill)
- faults which could cause fires
- fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere, e.g., in a spray paint booth.

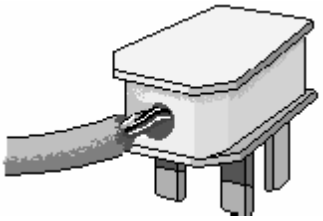
Ensure that:
- suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person
- where possible, equipment, tools and power socket-outlets are switched off before plugging in or unplugging
- equipment is switched off and/or unplugged before cleaning or adjusting.

Visual checks on electrical equipment
Inspections and testing of all portable electrical equipment and the fixed electrical installations is the responsibility of the academy, though the responsibility for undertaking visual checks falls to all employees.

Around 95% of all faults or damage can be found by visual checks and this will involve checking:
- for damage to the cable covering, such as cuts and abrasions, apart from light scuffing, or non-standard repairs e.g., cable wrapped with electrical tape



- where the cable enters the plug. Internal wires - those covered by the outer sheath may be exposed or the cable may be loose and move within the plug



- for damage to the plug, such as cracked casing, bent pins, evidence of overheating i.e., burn marks or discoloration

- for damage to the sockets, switches, etc. e.g., cracked or broken casing
- that equipment has been used in conditions for which it is not suitable, e.g. a wet or dusty workplace or has damage to the outer cover of the equipment or has obvious loose parts or screws
- cables are routed safely, with one extension lead used per socket. Where there is a risk of tripping over cables and they cannot be re-routed, cable strips must be fitted.

8.11 Evacuation, invacuation & lockdown (EIL)

Follow Government and OFSTED guidance.

Your academy trained EIL lead is **named on page 24 of this handbook (26).**

The EIL Lead will need to complete the Lockdown e-learning.

All staff will receive annual Evacuation, Invacuation & Lockdown (EIL) training.

Details of the policy location can be found on page 24 of this handbook (27).

8.12 Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the academy will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment including the sprinkler system
- provide sand in bags in the Science Department as a precaution when using flammable metals
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- plan for the safe evacuation of deaf or otherwise disabled persons
- plan for ensuring all students and visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records.

The academy does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer, or a senior person present declares it is safe to do so and the alarm has been deactivated.

Employees are encouraged to report any concerns regarding fire procedures so the academy can investigate and take remedial action if necessary.

You should familiarise yourself with the location of the fire alarms, fire appliances, fire exits and assembly points.
Occupied room doors may be wedged open, using wedges provided by the academy. The wedge **must** be removed, and the door closed on leaving the room. Other equipment must not be used to wedge open fire doors.

Summary of Key Actions
The key actions required to ensure fire safety is effectively managed are:

- complete and review annually a fire risk assessment
- arrange for fire safety checks to be completed and recorded for the following:
  - termly fire evacuations (drills)
  - fire alarm tests
  - fire escape route checks
  - extinguisher checks
  - emergency lighting tests
  - post fire evacuation notices.
  - all staff to complete Fire Awareness training annually
  - fire Wardens to complete training every two years
  - develop personal evacuation plans (PEEP) for people with special needs
  - provide fire safety training
  - service the fire alarm, emergency lighting and sprinkler system as appropriate.

Only fire blankets and the following types of fire extinguisher are currently present on site. Other types of extinguishers will be added to this chart if they are required on site.

Fire Extinguisher Chart

Extinguisher		Class of Fire						
Colour	**Type**	**Solids**	**Flammable Liquids**	**Flammable Gases**	**Flammable Metals**	**Electrical Contact**	**Cooking Oils & Fats**	**Special Notes**
Red	**Water**	✓ **Yes**	✗ **No**	✗ **No**	✗ **No**	✗ **No**	✗ **No**	Dangerous if used on 'liquid fires' or live electricity.
Cream	**Foam**	✓ **Yes**	✓ **Yes**	✗ **No**	✗ **No**	✗ **No**	✗ **No**	Not practical for home use.
Canary Yellow	**Wet Chemical**	✓ **Yes**	✗ **No**	✗ **No**	✗ **No**	✗ **No**	✓ **Yes**	Cooking Oils & Fats
Blue	**Dry Powder**	✓ **Yes**	✓ **Yes**	✓ **Yes**	✗ **No**	✓ **Yes**	✗ **No**	Safe use up to 1000v.
Blue	**L2 Powder**	✗ **No**	✗ **No**	✗ **No**	✓ **Yes**	✗ **No**	✗ **No**	Earlier M28 model may not work on all metals

Black	**Carbon Dioxide (CO2)**	✗ **No**	✓ **Yes**	✗ **No**	✗ **No**	✓ **Yes**	✗ **No**	Safe on high and low voltages.
White	**Dry Water Mist**	✓ **Yes**	✓ **Yes**	✓ **Yes**	✗ **No**	✓ **Yes**	✓ **Yes**	Safe to use on up to 35kV

If you discover a fire:

Operate the nearest fire alarm call point.

If it is safe to do so and if you have authorisation and appropriate training, attack the fire with the fire-fighting equipment provided

Always ensure there is a safe exit route before attempting to extinguish any fire.

Leave the building immediately if you cannot control the fire or your escape route is threatened.

Immediately vacate the premises by the nearest available exit

Close all windows and doors behind you

Go to assembly point

Report to the person in charge of your assembly point

The assembly point is located:

EYS/KS1 – KS1 Playground and KS2 – Basketball Courts

Do not re-enter the building to collect personal belongings.

Do not re-enter the building until told to do so by the senior person present

Do not use lift unless authorised to do so

On hearing the alarm:
The fire bell sound is a bell

Visitors
All visitors should be escorted to the assembly point by their host.
It is important that they do not leave the area before notifying the senior person present.

Liaising with emergency services
The **named person on page 24 of this handbook (27)** present at the time of the incident will meet and liaise with the emergency services and any other interested parties, giving them pertinent information related to the emergency, such as location and details of emergency, location and presence of hazardous and flammable materials, head count statistics, etc.

8.13 First aid

The academy is committed to providing sufficient provision for first aid to deal with injuries that arise at work or because of Trust activities.

To achieve this objective the academy will:

- appoint and train a suitable number of first aid personnel
- display first aid notices with details of first aid provision
- provide and maintain suitable and sufficient first aid facilities including first aid boxes
- provide any additional first aid training that may be required to deal with specific first aid hazards.

First Aiders
A First Aider is a person who has a valid certificate in either first aid at work or emergency first aid at work training.

First Aiders training will be refreshed every three years by undertaking either the Emergency First Aid at work or the two-day First Aid at Work requalification. (This may be taken up to 3 months before / 28 days after the expiry date on the certificate).

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

The number of first aiders required will be determined by completing a risk assessment. The HSE provide some general guidance on the number of first aiders required and expected provision is illustrated below:

Category of Risk	**Numbers employed at any one location**	**Suggested Number of First Aid Personnel**
Lower Hazard (Most academies fall into this category)	fewer than 25	- at least one Appointed Person - *it is recommended they receive Emergency First Aid at work training* ***(EFAW)***
	25 -50	- at least one first aider trained in **(EFAW)**
	more than 50	- at least one first aider trained in first aid at work **(FAW)** for every 100 employed (or part thereof)
Higher Hazard	fewer than 5	- at least one Appointed Person - *it is recommended they receive Emergency First Aid at work training* ***(EFAW)***
	5-50	- at least one First Aider trained in **EFAW** or **FAW**
	more than 50	- at least one additional First Aider trained in **FAW** for every 50 employed (or part thereof)

The numbers of first aid personnel will be determined by individual circumstances, the level of risk and in line with current government guidance.

Additional First Aid Provision
In addition to the above in higher risk areas such as science, D&T, PE etc. at least one person will be trained to a minimum level of emergency first aid.

Adequate first aid provision will include cover for break times and on educational visits.

First aid provision will be always available whilst staff and students are present on academy premises including out of hours activities. The assessment of need will be reviewed at least annually.

First Aid Boxes

First aid kits, clearly marked, will be provided **in the locations specified on page 23 of this handbook (8)** and be made known to all staff and students.

Additional first aid boxes will be provided on sports fields and for off-site visits.

First aid containers will also be available within specific curriculum areas where an increased risk exists e.g., Design and Technology workshops.

Travel first aid boxes will be kept in minibuses.

First aid boxes will contain a sufficient quantity of suitable first aid materials and nothing else.

First aid does not include the administration of medicines and thus first aid boxes should NOT contain drugs of any kind including aspirin, paracetamol, antiseptic creams etc.

First aid boxes should be located near to hand washing facilities as far as possible.

All first aid boxes will be checked regularly and maintained by a designated member of staff; items should not be used after expiry date shown on packaging. Extra stock will be kept in the academy.

Suitable protective clothing and equipment such as disposable gloves (e.g., vinyl or powder free, low protein latex CE marked) and aprons will be provided near the first aid materials.

Blunt-ended stainless-steel scissors (minimum length 12.7 cm) will be kept where there is a possibility that clothing might have to be cut away. These should be kept along with items of protective clothing and equipment.

Small quantities of contaminated waste (soiled or used first aid dressings) can be safely disposed of via the usual refuse collection arrangements. Waste should be double bagged in plastic and sealed by knotting.

First Aid Room
The first aid room, where provided, is equipped with a sink and accessible WC.

First Aid Information
Notices are posted in conspicuous positions within the academy, giving the location of first aid equipment and facilities and the name(s) and location(s) of the first aid personnel.

New and temporary employees are to be told of the location of first-aid equipment and first aid personnel, and facilities on the first day they join the academy as part of the induction training.

First Aid Records
The academy ensures that the following records are available:
- certification of training for all first aiders and refresher periods
- any specialised instruction received by first-aiders or staff (e.g., Epi-pens)

- first aid cases treated (see accident / incident reporting).

Guidelines on Responding to Injuries

Minor injuries

The following injuries are considered minor and capable of being dealt with by a first aider in the academy: Grazes, small scratches, bumps, minor bruising, minor scalding or burns resulting in slight redness to the skin.

Injuries requiring medical attention:

- Deep cut
- Long cuts. Long cuts are considered to be approximately 1 inch when on the hand or foot and 2 inches when elsewhere on the body.
- The cut is jagged.
- The injury involved a pet, especially a cat.
- The injury involved a wild animal.
- The injury is due to a bite, either human or animal.
- The wound has debris stuck in it after cleansing.
- The wound is bleeding heavily.
- The wound will not stop bleeding after applying direct pressure for 10 minutes.
- The injury is a puncture wound.

Head and face injuries

Injuries to the head and face need to be treated with particular care. Any evidence of following symptoms may indicate serious injury and an ambulance must be called.

- unconsciousness, or lack of full consciousness (i.e., difficulty keeping eyes open);
- confusion
- strange or unusual behaviour – such as sudden aggression
- any problems with memory;
- persistent headache;
- disorientation, double vision, slurred speech or other malfunction of the senses;
- nausea and vomiting;
- unequal pupil size;
- pale yellow fluid or watery blood coming from ears or nose;
- bleeding from scalp that cannot quickly be stopped;
- loss of balance;
- loss of feeling in any part of body;
- general weakness;
- seizure or fit.

Hospital Admission

Where a student is required to attend hospital using an ambulance and their parents are unable to attend hospital promptly, a member of staff should go to the hospital.

In the exceptional circumstance of parental permission being required, and the parent is unobtainable, a member of staff can act in loco parentis.

If a child is taken directly to hospital, they will be accompanied by a member of staff who will stay with the student until discharged or until a handover can be made to a Parent or Carer.

The member of staff at the hospital must update the academy on the condition of the injured student as and when information is made available.

The Parent/Carer of a student attending hospital must be advised at the earliest opportunity.

Support for the injured student and their parents will be provided as determined by the individual circumstances of the incident.

Blood and Body Fluid Spillages

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g., blood borne viruses and diarrhoeal and vomiting illnesses, such as norovirus.

A spillage kit is available in the academy to deal with blood and body fluid spillages, which is **located as specified on page 24 of this handbook (29).**

The person responsible for checking and replenishing the kit regularly is the **appointed person named on page 24 of this handbook (30).**

Spillage Procedure

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons.

In the event of a spillage, cordon off the area where the spillage has occurred.

Cuts and abrasions on any areas of the skin of the cleaner should be covered with a waterproof dressing. Disposable gloves and apron must also be worn, and if necessary, use additional Personal Protective Equipment and clothing to protect the body and clothes.

Hard surfaces e.g., floor tiles, impervious table tops.

In the event of small spills or splashes of blood, clean with neutral detergent and hot water.

Large spills

In the event of a large spill of blood, faeces or other bodily fluid:

- Remove the spillage as much as possible using absorbent paper towels
- Flush these down the toilet or dispose of them carefully in waste bag
- Cover any remaining spillage with paper towels soaked in diluted bleach solution (1:10 dilution with cold water)
- Leave the paper towels in place for up to 30 minutes, and then clear them away.

Alternatively, large spills may be covered with granules from the spillage kit for two minutes. The spillage and the granules should be carefully removed with paper towels and disposed of carefully into a waste bag.

Clean the area with neutral detergent and hot water once either procedure has been completed.

Soft surfaces and fabrics e.g., carpets and chairs

For spills on soft surfaces and fabrics:

- Remove the spillage as far as possible using absorbent paper towels,
- Clean with a fresh solution of neutral detergent and water, and
- Carpets and upholstery can then be cleaned using a suitable cleaning product. Steam cleaning may be considered if necessary.

Contaminated gloves, aprons, paper towels, etc should be carefully disposed of into a leak proof plastic bag, securely tied and placed immediately into the normal external academy waste container. Large quantities of contaminated waste should be disposed of in consultation with the local waste authority.

All employees should wash their hands after taking part in any of the above procedures.

As with other all hazardous substances used in the academy, bleach and disinfectants should be stored, handled and used in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations and the manufacturer's instructions. Product data sheets and safe use instructions should be easily accessible, along with risk assessments and details of actions required in the event of accidental ingestion, inhalation or contact with skin or eyes.

All chemicals must be stored in their original containers, in a cool, dry, well-ventilated place that is lockable and inaccessible to children, visitors and the public.

Appropriate protective clothing (e.g., gloves and aprons) should be worn when handling bleach and other chemical disinfectants. Contact with skin, eyes and mouth should be avoided at all times when handling or using them.

8.14 Gas installations & appliances

The academy will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

Maintenance of Gas Equipment

Gas boilers, heaters, ovens and other gas fired equipment will be serviced at regular intervals, usually annually, and in accordance with the manufacturer's recommendations.

All work on gas appliances to be carried out by a Gas Safe Registered engineer.

Records of all servicing, maintenance and repairs to be kept.

Summary of Key Actions
The key actions necessary to ensure the safety of gas fired appliances are:
- identify all gas fired appliances and create a maintenance schedule for each
- arrange for servicing in line with the schedule and keep records
- prepare a gas leak emergency procedure
- highlight all gas shut-off points.

Gas Emergencies
In the event of a suspected gas leak:
- Call 24-hour gas emergency service on 0800 111 999
- Evacuate the buildings and move the students and majority of the staff to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency National Grid engineer.

If it is safe to do so:
- Put out naked flames
- Open doors and windows
- Turn off the gas supply.

Do not turn electrical switches on or off

If the general public in the neighbourhood are at risk, contact the police on 999.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

8.15 Hazardous substances (COSHH)
All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The academy will implement the following:
- an inventory of all substances hazardous to health kept or present on site will be maintained and copies of relevant hazard data sheets retained.
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control.
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible.
- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness.

- systems of work will be reviewed at suitable intervals and revised if necessary
- all employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls.
- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls.
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions.
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used.
- qualified professionals, where necessary, will carry out health surveillance.
- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years.
- all employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results.
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

COSHH Risk Assessment training will be completed by the **appointed person named on page 24 of this handbook (31)** onlHasco.

The appointed person named on page 24 of this handbook (32) is responsible for ensuring the information within the COSHH folder should be reviewed and stored together so it is readily available. An inventory should be in place and each risk assessment should be referenced within the inventory.

Substances Hazardous to Health

Substances hazardous to health as defined by the COSHH regulations are:

- substances classified as toxic, corrosive, a health hazard, a serious health hazard, flammable, oxidising, explosive, harmful to the environment or gases under pressure. These can be identified by their warning label and carry the pictograms detailed below

- Biological agents directly connected with work including micro-organisms
- Dust of any kind when present as a substantial concentration in the air
- Substances which have a Workplace Exposure Limit (WEL) assigned to them by the Health & Safety Commission document EH40

- Any other substance not specified above which may create a comparable hazard to a person's health

Principles of Control
Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

In all cases personal protective equipment (PPE) should only be used where it is not reasonably practicable to adequately control exposure by other means. For example, fume cupboards in science labs and local exhaust ventilation systems on woodworking machinery should always take precedence over masks.

If a substance is hazardous by inhalation, it is likely to have been assigned a "workplace exposure limit" (WEL). This should be used to assess the level of control.

Where PPE is identified as necessary for use by staff and students it should be ensured it is suitable for the purpose.

Employees have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (lab coat, eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.

Maintenance, Examination and Testing
Where controls such as fume cupboards, dust extraction for wood working equipment etc are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre-use in addition to a thorough examination and tests of engineering controls.

In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 5 years.

All PPE must be kept clean, in good repair and stored correctly to prevent contamination.

Health Surveillance
Health surveillance is typically only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees these should be carried out.

Monitoring and health surveillance records relating to named individuals must be kept for 40 years.

Information, Instruction and Training
Information, instruction and training must be given to employees and students who may be exposed, about the risks to health and precautions.

8.16 Infection control

Academy staff and students are from time to time at risk of infection or of spreading infection.

The academy aims to minimise the risk of the spread of infection and will:

- provide employees with information on potential infections and symptoms measures to assist with early identification and prompt implementation of control measures
- inform and take advice from the local Consultant in Local Disease Control (CCDC) and the Environmental Health Department of the Local Authority if an increase in illness is noted in academy, or if they have any concerns about infectious disease issues
- maintain up-to-date emergency contact numbers for all students, not only so that parents can be contacted if children are ill and need to be taken home, but also to assist in the investigation of any outbreaks
- maintain high standards of hygiene throughout the academy including the promotion of good hand washing
- provide warm water, liquid soap and disposable towels in all toilets and cloakrooms
- undertake risk assessments to include the infection control risk and identify control measures associated with farm or other similar visits
- ensure spillages of bodily fluids (blood, urine, vomit and faeces) are dealt with immediately and that adequate facilities are provided to provide protection to people involved
- organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises
- arrange for safe disposal of any infected materials.

Staff Illness and Reporting

Staff should notify the Executive Principal/Principal if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g., pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- norovirus
- gastroenteritis
- HIV
- COVID-19
- Weil's Disease.

The Executive Principal/Principal will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Confidentiality
Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

8.17 Interactive whiteboards

All reasonable steps will be taken by the academy to secure the Health & Safety of employees and students when interactive whiteboards are used.

To achieve this objective the academy will:

- consider ultra-short throw projectors as a first option during the procurement process as these present the safest option for teachers and students.
- prior to the installation of any new whiteboard a risk assessment will be completed to cover the positioning of the projector and the exposure to intense light.
- try to ensure that projectors are located out of the sight line from the screen to the classroom; to ensure that, when teachers look at the class, they do not also have to stare at the projector lamp. (The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector)
- ensure that students are adequately supervised when they are asked to point out something on the screen.
- provide a stick or laser pointer to avoid the need for the user to enter the beam is recommended.
- provide adequate information and training to persons working with interactive whiteboards especially in relation to beam viewing by teachers and students.

Guidance for Users
Teachers and students should avoid staring into the projector beam at all times.

8.19 Working at height

The academy will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The academy will ensure that:

- all work activities that involve work at height are identified and assessed.
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so.
- all work at height is properly planned and organised.
- all employees required to use stepladders or ladders are competent.
- regular inspections of all stepladders and ladders are undertaken.
- any contractors on academy property comply with this policy.
- ladders and stepladders are secured to prevent unauthorised use.

Risk Assessment for Work at Height

For all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work.

When determining control measures the following hierarchy of controls for work at height as follows must be considered:

- avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way then:
- use work equipment or other measures to prevent falls; and
- where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.

The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:

- the task and activity involved.
- the people (medical conditions etc.).
- equipment to be used including erection and dismantling.
- the location (proximity to roads, overhead electrical cables etc).
- the environment, poor conditions and slippery surfaces (weather, temperature etc.).
- the effect on pedestrians, falling objects.

Using Ladders (including stepladders)

Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task.

Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.

For example, whilst a ladder may reach the area of work, if the task requires strenuous work, carrying bulky / heavy equipment or is likely to take more than 30 minutes then an alternative means of access such as a tower scaffold or podium steps would be more appropriate.

Only those persons who have been trained to use ladders safely may use them.

All ladders should be secured against unauthorised use.

Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

Where ladders are to be used to work from it should be ensured that:

- a secure handhold and support are available at all times
- the work can be completed without stretching
- the ladder can be secured to prevent slipping.

Equipment identification / inspection

The academy will compile a register of equipment (excluding kick stools). Where there is more than one piece of equipment each should be indelibly marked with an identifying number.

Equipment for work at height, should be inspected prior to use and by a competent person termly/6 monthly. The inspection will depend upon the complexity of the equipment.

In the case of tower scaffolds a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place.

Under no circumstances should high areas be accessed using chairs, tables or such other items of furniture not designed the purpose.

This guidance is to help you:

- know when to use a ladder.
- decide how to go about selecting the right sort of ladder for the particular job.
- understand how to use it.
- know how to look after it.
- take sensible safety precautions.

When is a ladder the most suitable access equipment?

As a guide, **only** use a ladder or stepladder:

- in one position for a maximum of 30 minutes.
- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves you carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment.
- where a handhold is available on the ladder or stepladder.
- where you can maintain three points of contact (hands and feet) at the working position.

On a **ladder** where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On **stepladders** where a handhold is not practicable you will need to consider whether it is safe to work or not.

Is it a safe place to use a ladder or stepladder?

As a guide, **only** use a ladder or stepladder:

- on firm ground or spread the load (e.g., use a board)
- on level ground - for stepladders refer to the manufacturer's instructions, for ladders the maximum safe ground slopes on a suitable surface (unless the manufacturer states otherwise) are as follows:

    - side slope 16° – but the rungs still need to be levelled
    - back slope 6°.
- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination.

Never stand ladders or stepladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, vans, stacks of paper or boxes etc. If the ladder or stepladder won't reach, you need to use a more suitable type of access equipment.

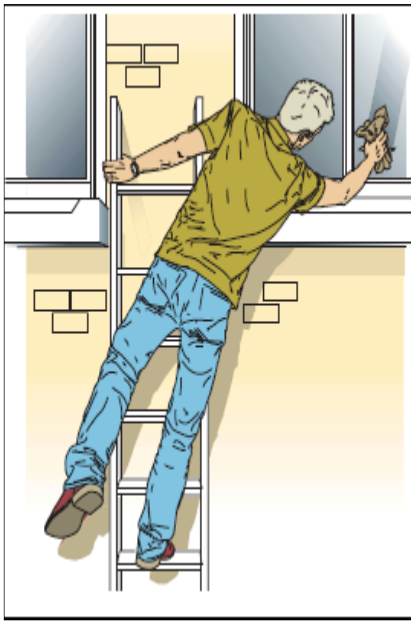
You should **only** use ladders or stepladders:

- where they will not be struck by vehicles, by protecting them with suitable barriers or cones.
- where they will not be pushed over by other hazards such as doors or windows, by securing doors (not fire exits) and windows where possible. If this is impractical, have a person standing guard at a doorway, or inform building occupants not to open windows until they are told it is safe to do so.
- where pedestrians are prevented from walking under them or near them, by using barriers, cones or, as a last resort, a person standing guard at the base.

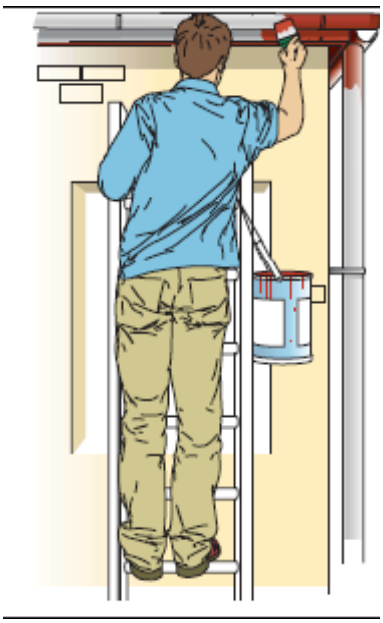
Safety in use – ladders

On a ladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the ladder.
- overreach - keep your navel inside the stiles and both feet on the same rung throughout the task.
- rest ladders against weak upper surfaces e.g., glazing or plastic gutters. Use effective spreader bars instead.
- use the top three rungs.
- move the ladder while someone is using it.
- extend a ladder while standing on the rungs.
- slide down the stiles.



Overreaching – not maintaining 3 points of contact



Maintaining 3 points of contact

Do:

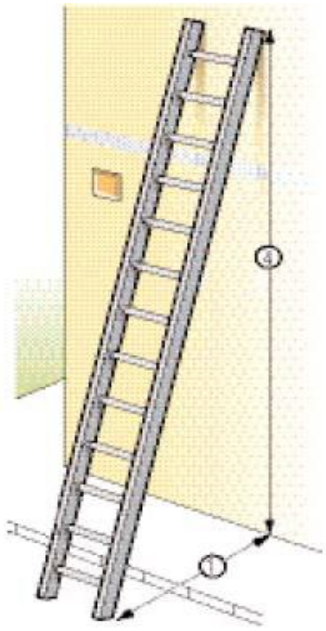
- make sure the ladder rungs are level. This can be judged by the naked eye. Ladders can be levelled using specially designed devices but not by using bits of brick or whatever else is at hand
- check that the weather is suitable - do not use ladders in strong or gusting winds
- wear sensible footwear. Shoes should not have the soles hanging off, have long or dangling laces, or be thick with mud or other slippery contaminants. High heels are also unsuitable!
- check that you are fit. Certain medical conditions or medication, or a fear of heights, could mean that you shouldn't be working at height
- know how to tie a ladder properly.

You should also avoid holding items when climbing (for example by using tool belts). If you must carry something, you must still have one free hand to grip the ladder. Remember the THREE POINTS OF CONTACT RULE – 2 hands and 1 foot or 2 feet and 1 hand **MUST BE** on the ladder at all times when climbing and descending.

Ladders must be erected at an angle of 75°. To judge the angle, use the angle indicator marked on the stiles of some ladders or the 1 in 4 rule (1 unit out for every 4 units up).

Ladders used for access to another level must be tied and should extend at least 1 metre above the landing point to provide a secure handhold.

Correct 1 in 4 angle:

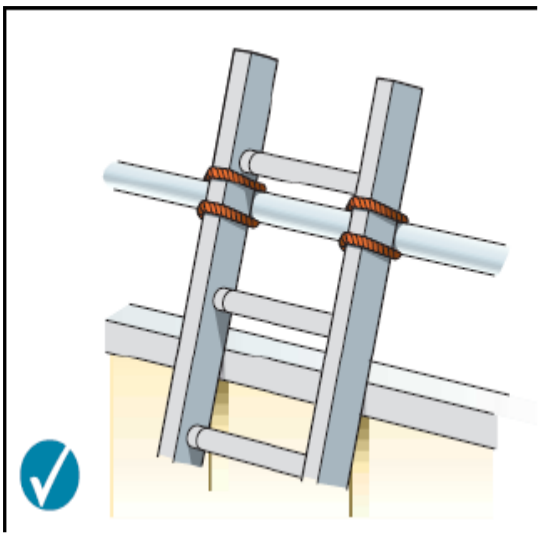


Securing a ladder

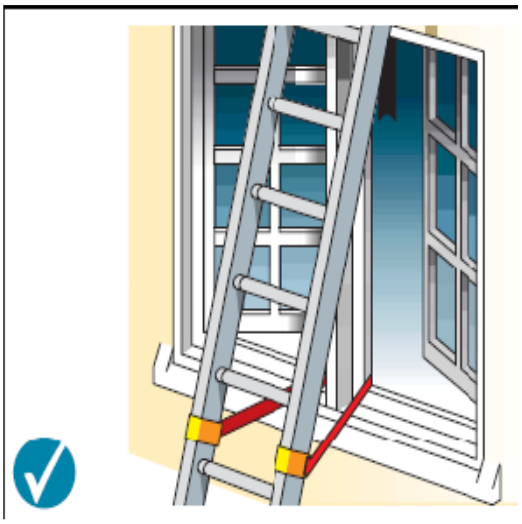
To prevent the ladder slipping away from the wall, or slipping sideways, you must secure it. The options for securing a **ladder** are:

- tie the ladder to a suitable point, making sure both stiles are tied
- where this is not practical, use a safe, unsecured ladder or a ladder supplemented with an effective ladder stability device
- if this is not possible, then securely wedge the ladder e.g., against a wall
- if none of the above can be achieved, foot the ladder. Footing is the last resort and other methods of securing the ladder should be used in preference.

If you do have to foot a ladder, be aware that this will not stop a ladder slipping sideways at the top. Individuals footing ladders should apply weight downwards on the ladder by standing on a rung, or by pushing against the ladder stiles (although this is less effective).

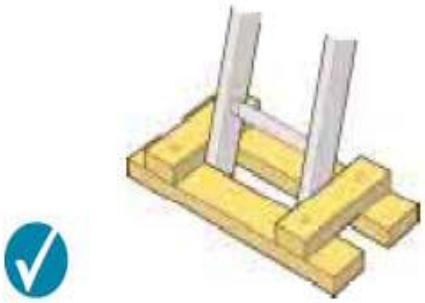


Ladder tied at the top stiles (correct for working on, but not for access)



Tying part way down

Tying near the base



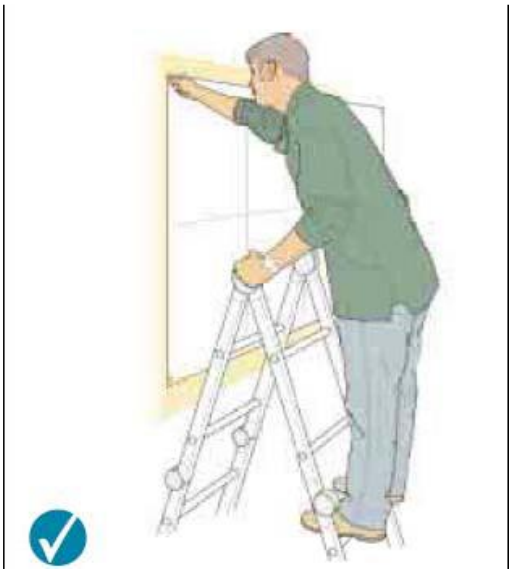
Securing at the base

Safety in use – stepladders

On a stepladder **do not:**

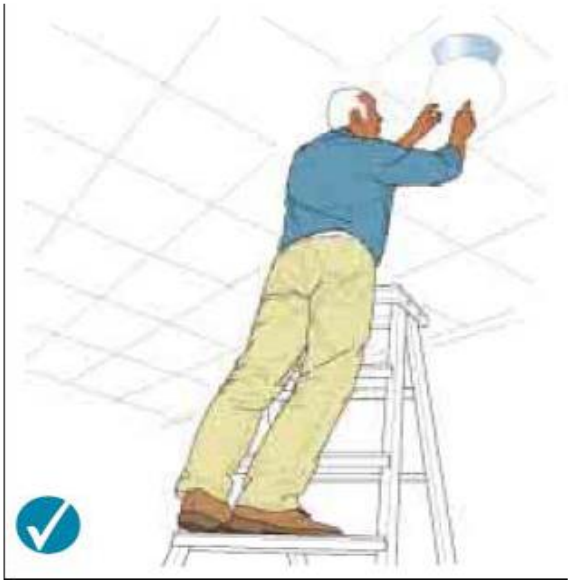
- overload it – you and anything you are carrying should not exceed the highest load stated on the stepladder
- use it in locations where the restraint devices cannot be fully opened. Any locking devices must also be engaged
- use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder

- use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder.



Correct – two clear rungs. Don't

work any higher up this type of stepladder.



Correct – 3 clear rungs, do not work any higher on this type of stepladder

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g., bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.

Incorrect – steps side on to work activity Correct – steps facing work activity

Where you cannot maintain a handhold (e.g., putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- the height of the task
- a safe handhold still being available on the stepladder
- whether it is light work
- whether it avoids side loading
- whether it avoids overreaching
- whether your feet are fully supported
- whether you can tie the stepladder.

Consider tying a **stepladder** where possible and helpful to the task (e.g., side-on working or where two free hands are needed). Stepladders should not be used for access to another level unless they have been designed for this.

Is the ladder, stepladder, step stool safe to be used?

You must check that the ladder or stepladder is in a safe condition before using it (a daily pre-use check). As a guide, **only** use ladders or stepladders that:

- have no visible defects
- have a current detailed visual inspection (look for an inspection label)
- are suitable for work use. Use Class 1 or EN 131 ladders or stepladders at work because domestic (Class 3) ones are not normally suitable for use at work
- have been maintained and stored in accordance with the manufacturer's instructions.

Also, you must always use a non-conductive ladder or steps for any necessary live electrical work.

Pre-use checks

Look for obvious visual defects before using a ladder or stepladder. Check that:

- all the ladder feet are fitted
- the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc)
- the feet are clean - the feet should be in contact with the ground. Ladder feet should also be checked when moving from soft/dirty ground (e.g., dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g., paving slabs), to ensure the foot material and not the dirt (e.g., soil, embedded stones or swarf) is making contact with the ground
- all the screws, bolts and hinges are secure
- on a stepladder, that the "spreaders" on the ladder can be locked into place

- There are no other obvious signs of damage such as cracks.

If you find a problem, DO NOT USE the ladder. It should be repaired (if practicable) or destroyed

Storage
When storing ladders and stepladders, store them in a well-ventilated area to prevent sagging and warping. Store straight ladders in flat racks or on wall brackets, don't hand them from the rungs. Store step ladders in the closed, vertical position.

The information in this Guidance is based on the HSE leaflet 'Safe use of ladders and step ladders'.

8.21 Key holder safety during call outs

This section only applies to academies with this service.

The contact name for the person responsible for our academy's key holding service is detailed on page 24 of this handbook (33).

- Key holders on call out should be mindful of their own safety.
- If the police have left the premises, a key holder can contact the police and request that they return before entering the building.
- Key holders should lock themselves in.
- Before leaving the key holder should ensure that the academy is secure and the alarm re-set.
- If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 101 or on 999 if concerned about their own or the academy's wellbeing.

8.22 Legionnaires disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

The academy will:
- carry out a Legionellosis Risk Assessment.
- prepare a written scheme/plan for preventing or controlling the risk of Legionella.
- implement and manage the scheme/plan.
- keep records for a minimum of 5 years.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the **appointed person named on page 24 of this handbook (34)**

The risk systems include the hot and cold-water storage and distribution system.

To achieve control of legionella bacteria the academy will implement the following:

Avoidance of Conditions Favouring Growth of Organisms
As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C

and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled, and tanks will be lidded.

Monitoring and recording
Temperatures of water outlets will be checked and recorded to ensure temperature controls to prevent bacterial growth are maintained

Disinfection
Periodic disinfection of shower heads will take place to remove any scale and bacteria.

Emergency procedures
Emergency procedures will be established for the discovery of Legionella bacteria. If during routine sampling/inspection of hot and cold-water systems Legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection (e.g., water aerosol spraying equipment) these will be shut down and the situation reported immediately to the Site Manager.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the **appointed person(s) named on page 24 of this handbook (35)** and any problems should be reported to them.

The Duty Holder is: The Executive Principal/Principal – **named on page 24 of this handbook (36).**

The Responsible Person is: The Site Manager/PFI provider - **named on page 24 of this handbook (37).**

Training
The Trust will provide Duty Holder training and Responsible Person training every two/three years (as certificate states).

8.23 Lifts
(This section only applies to academies with lifts)

All reasonable steps will be taken to maintain all lifts throughout the academy

Implementation
The academy will ensure that:

- an examination scheme is drawn up by a competent person for each lift.
- all lifts are fitted with appropriate barriers and interlocking gates to prevent passengers or cargo from falling from the lift, coming into contact with the lift machinery or entering/exiting the lift when it is not at a designated landing.
- suitable equipment and mechanisms are installed to prevent the lift from:
- leaving its landing when the doors are unlocked and/or open.

- falling (including its maximum working load) in the event of a failure in the lifting mechanism.
- overrunning its furthest intended point of travel.
- being operated from more than one position at any one time.
- being overloaded or exceeding its maximum number of passengers.
- lifts are maintained in a safe condition and examined/inspected by competent persons (annually for goods lifts and 6 monthly, if lifting people).
- the safe working load (SWL) is clearly displayed inside each lift.
- notices are posted adjacent to each lift opening advising against the use of a lift in the event of a fire.
- arrangements are made for the emergency evacuation of persons in the event of lift failure.
- lift motor rooms are kept locked and entry only allowed to authorised persons.

Records
All thorough examination reports will be kept for a minimum of 2 years

8.24 Lone workers

This policy on lone working relates to any individual who spends some or all of their working hours working alone without direct supervision and who does not have someone close at hand to assist them in the case of an incident.

Lone working increases the Health & Safety risks to individuals because they may not be able to summon assistance in the event of an incident and any delay may in receiving attention may increase the consequences of any injury.

People falling into this category may include:
- anyone working outside normal hours on their own.
- cleaners who normally work outside academy hours.
- teachers in classrooms away from the main building in the sports centre.
- teachers working in workshops or laboratories.
- site managers or maintenance staff.
- employees who open up or close the building on their own.

It is acceptable for people to work alone so long as the academy has completed a risk assessment and any measures deemed necessary have been put into place.

People who are not lone workers:
- teachers or others working alone in a classroom or office in the main academy buildings when the academy is open.

Some activities should not be carried out by people working alone and each academy should identify those that are relevant to them, typically this may include:
- working at height on ladders or tower scaffolds
- use of high-risk chemicals
- use of high-risk machinery
- electrical work
- entry to areas of restricted or limited access or exit.

Key Actions

- Identify all workers who work alone
- Identify all locations where lone working is carried out
- Complete a risk assessment for all lone working
- Control measures to be identified, prioritised and implemented
- Higher risk activities/area identified, and formal decisions made on authorisation of lone working
- Formal systems/procedures developed for particular activities/areas as required.

Requirements of lone workers
It is important that lone workers are considered for any known medical conditions which may make them unsuitable for working alone. Consideration should be given to routine work and foreseeable emergencies which may impose additional or specific risks.

Lone workers must be suitably experienced, have suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used. The academy shall ensure adequate supervision is provided. The adequacy of the supervision will depend on the level of the risk, types and duration of exposure. Adequacy of supervision may involve some of the following:

- periodic checks on lone workers i.e., visual
- periodic contact with lone worker i.e., telephone
- general or specific alarms for emergencies
- checks on lone workers to ensure they have returned to the academy on completion of extracurricular activities.

Rules for Lone Workers
Anyone working alone must have access to a telephone and ensure that a relative or colleague is aware

The **appointed person named on page 24 of this handbook (38)** must be informed of anyone intending to work late and a satisfactory arrangement made for locking up the building

When the **appointed person(s) named on page 24 of this handbook (38)** is not present all lone workers, for reasons of security, Health & Safety, should lock themselves in the building

Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance

Staff working alone have a responsibility for making themselves familiar with, and follow, the academy's safety procedures and location of safety equipment

If staff rely on mobile phones, they must ensure that their network has good reception within academy. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Opening/Closing the Academy
When the last person has left the building and notified the **appointed person(s) named on page 24 of this handbook (39)** they should then secure the building. This includes the closing of all fire doors and leaving on any emergency and exterior lights.

When the **appointed person(s) named on page 24 of this handbook (39)** arrives in the morning, they must make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If they are in any doubt, they should contact the Police/security firm and should never enter the building if they are unsure of his safety.

Key holders are also advised to inform someone when they are attending an alarm call out.

Emergency Considerations
Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established, and the people concerned trained in using the procedures.

Emergency Procedures may need to cover:
- fires resulting from the activity or work being undertaken.
- if a person has an accident what needs to be done to recover them, especially important in laboratories.
- actions to be taken in case of a chemical spill.
- actions to be taken in the event of power failure (for example where the person is reliant on power for their safety systems or for egress from a building e.g., power operated doors).

8.25 Manual handling
Manual handling means: the transporting or supporting of a load by hand or by bodily force including lifting, putting down, carrying, pushing or pulling.

A load can include a person or animal as well as inanimate objects but not an implement, tool or equipment while in use for its intended person.

Typical manual handling tasks in the academy are:
- moving tables and chairs
- carrying piles of books or stationery
- putting out PE equipment
- maintenance activities
- receiving and putting away food deliveries.

To prevent injuries and long-term ill-health from manual handling the academy will ensure that activities which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the academy will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the academy will ensure that:

- there is no lifting wherever possible and in relation to the handling of students with special needs, this policy is intended to promote a safer handling approach, which means no manual lifting of the whole or a substantial part of a person's body weight

manual handling assessments are carried out of activities that:
- pose a foreseeable risk of injury
- cannot be avoided
- cannot be mechanised and consider the risks to students and employees.
- adequate information and training are provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution, where appropriate
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees are properly supervised
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of Health & Safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations
- wherever possible, the academy will conduct the risk assessments of students with special needs before they attend and the academy should seek to receive information on students in advance.

Reducing the risk of injury
In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:
- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection.

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

Moving and Handling People

There are occasions when a student with medical needs requires assistance in moving. While the basics outlined above still apply, there are other considerations. When a move is essential and the person requires help, then their co-operation should be sought where possible. The move should be explained to them so that they can actively participate in it.

Whenever a student with physical disabilities needs regular support in standard moves such as from a wheelchair to toilet or a seat or vehicle, then a full risk assessment must be written up. Clear instructions covering each activity should be included, so that all staff members who are involved in the task may move the person safely and in the same manner. Ancillary equipment such as hoists, sliding boards, swivel plates, etc.

must all be used in the correct manner and staff must have received appropriate training in the use of the equipment.

The risk assessment should consider both routine manual handling and emergency situations when manual-handling procedures may have to be adapted (e.g., evacuation in the event of a fire). The risk assessment will help inform the procedures for that student's needs. Procedures should be developed with the student or their representatives. An individual's needs might vary day-to-day and even during the course of a day.

Academies should endeavour to ensure employees adopt the same handling techniques when assisting students with moving and handling to ensure a consistent and safe approach. This will help to keep the student calm and reduce the risk of struggling, sudden movement or violence.

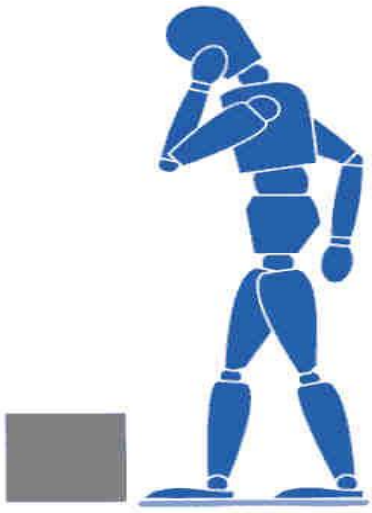
The expert advice of external medical professionals should be considered where complex moving and handling problems of students are presented.

Key Actions

- Heads of Departments to identify and list tasks with a potential to cause injury
- complete a manual handling risk assessment for each task
- Bring the assessment to the attention of relevant staff and students, where relevant
- Provide manual handling information and where required training for staff and students
- Supervise tasks to ensure safe lifting and handling
- Review assessments at least annually
- Complete risk assessments for students with special needs before they enter academy.
- The correct handling technique required to lift items safely is demonstrated below:

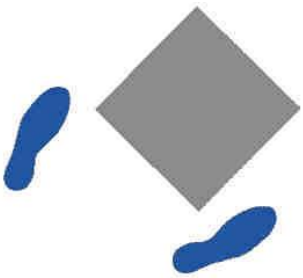
Planning

Plan the lift, consider where the load is to be placed, the distances involved; are there any obstructions such as closed doors, is assistance required and can handling aids or equipment be used?



Feet

The feet should be positioned apart (shoulder width), one foot ahead of the other in the direction of the intended movement



Knees
Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles

Back
The back should be straight - not necessarily vertical (15° - 20° from vertical is alright) keeping the natural curve of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

Arms
The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.

Hands
Ensure a firm grip on the load. Holding the load this way is also less tiring than keeping the fingers straight.

Head
Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

Moving the load

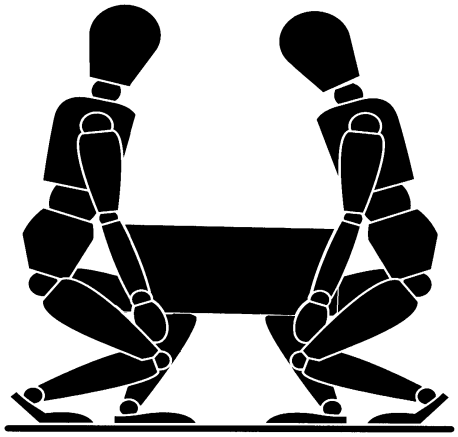
Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.

Lift smoothly

Move the feet not the trunk when turning to the side, i.e., don't twist.

Put the load down and then slide the load into the required position if necessary.

Team Handling
Handling by two or more people may make possible an operation that is beyond the capability of one person or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, handling techniques which allow the use of relatively strong leg muscles rather than those of the back are preferable, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind, however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

8.26 Needlestick or sharps injuries

A needlestick or sharps injury is when the skin is punctured or scratched by a needle or sharp device that may be contaminated. Needles will most commonly be found in adrenaline auto-injectors (known as Epipens) or other medication prescribed to students or staff in an auto-injector. Needles, sharps and other waste or drug paraphernalia may also be illicitly brought on site by students, or be dumped on site by members of the public in an attempt to covertly dispose of it. As such, the academy will take all reasonable steps to protect staff and students from the risks of needles, sharps and similar waste.

The direct handling of needles should be avoided if they are found on site. If this is not possible pick up the needle by the thick end wearing gloves. The needle should then be placed in an appropriate container for disposal. A used Epipen or other auto-injector for medication should be treated in the same way even if it incorporates a mechanism for automatically re-sheathing the needle after use.

If a member of staff or student suffers an injury from a needlestick or sharp which may be contaminated, they must:

- encourage the wound to gently bleed, ideally holding it under running water.
- wash the wound using running water and plenty of soap.
- don't scrub the wound whilst you are washing it.
- don't suck the wound.
- dry the wound and cover it with a waterproof plaster or dressing.
- seek medical assistance as advised by the First aiders.
- ensure that the injury is recorded in the Accident Book.

8.27 New & expectant mothers

The academy recognises that the general precautions taken to protect the Health & Safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

Should you become pregnant or are returning to work after having a baby, then you are requested to notify your Executive Principal/Principal at the earliest possible opportunity so a risk assessment can be carried out.

New or expectant mothers should inform their Executive Principal/Principal of any changes which may affect the risk assessment including any medical conditions, incidents etc.

Any necessary control measures will be implemented and reviewed regularly. Where risks cannot be eliminated or reduced to an acceptable level then consideration will

be given to adjusting working conditions and/or hours or if necessary, providing suitable alternative work or suspension with pay.

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

- employees are instructed at induction to inform their Line Manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times.
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained.
- new and expectant mothers are not allowed to work with chemicals of a mutagenic/teratogenic classification.
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised.
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them.
- any adverse incidents are immediately reported and investigated.
- appropriate training etc is provided where suitable alternative work is offered and accepted.
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition.
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm.
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary, providing suitable alternative work or suspension with pay.

8.28 Outdoor play area equipment

Supervision

Student must be supervised at all times whilst using outdoor play equipment and the appropriate number of people required to supervise play areas must be determined for each location.

Supervising staff should be familiar with the equipment, the rules for use and of the ability of the children.

General guidelines

- Staff/supervisors on duty must ensure that outdoor play equipment is visible and can be appropriately supervised when in use.
- Staff/supervisors on duty have a responsibility to make regular checks for defects and report them as appropriate.
- Staff/supervisors have a responsibility to ensure appropriate behaviour policy.
- Consideration needs to be given to weather conditions, outdoor play equipment should not be used during wet or icy conditions.
- Apparatus must only be used at appropriate times when supervised. Parents need to be informed that the apparatus is for academy aged children only and not to be used before and after academy.

Clothing/Footwear

Suitable clothing should be worn. Hazards can arise from - unfastened coats, woolen gloves, scarves, ties, etc.

Appropriate footwear must be worn. Hazards arise from - slippery soles, open toed and sling back sandals, heels and untied laces, etc.

Zoning of Activities
Consideration will be given to the range of activities occurring within the playground area:

- Ball games/chasing games to be sited away from the climbing area.
- In a nursery garden, wheeled toys in particular, are to be used away from the climbing area.

Play equipment standards
All new outdoor play equipment to be designed, constructed, installed and maintained in accordance with European standards BS EN 1176 and BS EN 1177.

These European standards are not retrospective or a legal requirement but represent good practice in the event of an accident claim. Play equipment which was considered safe under BS 5696 will still be safe under the new standards.

The independent competent person carrying out annual inspection and maintenance will advise whether any alterations need to be made.

Only manufacturers/contractors with appropriate play industries registration will be used to install new outdoor play equipment. Academies will check that companies have API (Association of Play Industries) or BSI registration for equipment manufacture and installation.

Scrambling and climbing elements must not exceed 3 metres, for children below 5 years the height should be a maximum of 1.6 metres.

Height should not be the dominant feature on any item of equipment. Interest challenge and enjoyment should be achieved without the need for height itself.

Structures must be spaced clear of each other to prevent one activity interfering with another, they must also be clear of walls, fences etc.

Suppliers of new equipment will be required to supply information relating to surfacing requirements, intended age range, risk assessment, installation instructions, servicing and maintenance instructions.

Safety surfaces
All products must meet the appropriate BS EN Standards. Both portable and fixed climbing equipment that has a fall height of 600mm must be on an impact-absorbing surface if used outside. (Fall height is the distance from the clearly intended body support to the impact area).

Although impact absorbing surfaces cannot prevent accidents, they may reduce the level of injury. There are a range of surfaces available which provide impact attenuation including rubber mats and tiles, bark etc.

The extent of surfacing around static equipment is dependent on the fall height; this should extend at least 1.75m beyond the outermost points of the base of the frame.

Materials such as topsoil and turf do have limited impact absorbing properties.

Where bark is used this area should be a minimum of 300mm deep with a recommended particle size of 38mm max and 12mm min.

Loose materials will spread if not suitably contained and will need to be topped up from time to time, thus it is important to have additional bark available to top up to the original level.

Inspection and maintenance
For new equipment a post installation inspection will be arranged.

BS EN 1176 recommends that all outdoor play equipment be inspected and maintained on a regular basis. Such inspection and maintenance are at 3 levels.

Level 1 checks – Daily / pre-use checks by staff (these do not require formal recording) Concentrating on the following points:

- no evidence of obvious wear / damage
- area safe from health hazards e.g., needles, glass, faeces etc
- impact absorbing surfaces no cuts, tears, wear or unstuck areas
- all fastening tightly secured
- no broken chains, stretched links or loose or twisted shackles
- uprights unbroken and firm in the ground.

Where any defects / hazards are identified appropriate steps must be taken to prevent use until problems have been satisfactorily resolved.

Level 2 checks – termly inspection in house
A more thorough check of the equipment to be conducted termly and these records kept on site.

Level 3 checks – annual inspection
A detailed certified inspection by an independent competent person capable of inspecting to BS EN 1176 and 1177 these checks must be formally recorded, and records kept on site.

Such checks ensure safety and identify any improvements required in terms of the European standards.

The competent person conducting the annual inspection will advise on the extent of surfacing required for both static and moving equipment.

8.29 Personal protective equipment (PPE)

The academy provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because Health & Safety hazards have been

identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the academy will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure that PPE is sourced appropriately and bears the "CE" certification mark
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- plan for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

8.30 Safeguarding

This section serves as an overview with regard to all employees and visitors safeguarding responsibilities. Please refer to your academy's Safeguarding and Child Protection Policy for full details of roles and responsibilities.

All education professionals, including administrative and facilities staff as well as teaching staff, have a statutory duty of care to all students. This duty extends to promoting the welfare of students who require additional support but are not suffering harm or at immediate risk of harm.

The academy will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which staff are best placed to observe such signs. The Academy has appointed the Designated Safeguarding Lead **(named on page 24 of this handbook (40)**, who is responsible for providing support to staff members in their safeguarding duties and for liaising closely with the relevant social services such as children's social care.

Staff Responsibilities

The academy requires all staff to:

- assist in providing a safe environment in which students can learn
- raise all concerns with the designated safeguarding lead, including concerns about other staff members
- always err on the side of caution and report suspected cases of abuse or neglect
- report concerns directly to children's social care if it is not possible to raise them with the designated safeguarding lead

- always act in the best interests of the child
- complete the iHasco Safeguarding training annually
- implement the academy's Safeguarding and Child Protection policy
- read and adhere to:
    - Part 1 Keeping Children Safe in Education (KCSIE) 2024 (2025 when published) and Annex A
    - Guidance for Safer working practices for those working with children and young people in education settings February 2022
    - The Trust's policy - Managing Allegations of Abuse Against Staff

If at any point there is a risk of immediate serious harm to a child, staff members should make an immediate referral to the Designated Safeguarding Lead or children's social care. If the child's situation does not improve, staff members with concerns should press for re-consideration.

8.31 Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the Trust that all of its premises are smoke-free and that all staff and students have a right to work in a smoke-free environment.

Smoking is prohibited on all Trust premises, including the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This policy applies to all employees, students and visitors in all areas of the Trust, including Trust vehicles.

Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

The academy will ensure that all staff and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in Trust vehicles that are covered by the law

8.32 Stress

The Health & Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly demanding work colleagues. As a reasonable Trust, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with employees on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Line Manager or through the Trust's Grievance Procedure. If deemed appropriate, the Trust will provide access to confidential counselling for staff affected by stress caused either by work or external factors. Support from employees can be accessed via our Employee Assistance service, Smart Clinic.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the member of staff concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

8.33 Temporary staff & volunteers

The academy will take the necessary measures to ensure the Health & Safety of any temporary and volunteer staff in its employment.

To achieve this, the academy will provide temporary or volunteer staff with the following information prior to starting work:

- details of the qualifications and skills required to do the work safely
- the requirements of the safeguarding policy
- the risks to Health & Safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency
- identify what training they are expected to complete on the Trust Mandatory Training Standards

The competence of temporary and volunteer staff will be assessed to ensure they are capable of working safely.

All Volunteers must follow the academy Volunteer Procedure.

8.34 Training

Training in Health & Safety is a legal requirement and also helps create competent employees at all levels within the academy to enable them to make a far more effective contribution to Health & Safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the academy.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All staff will need to know about:
- the Health & Safety policy
- the structure and system for delivering this policy.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Staff will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled. All employees will be provided with the company Health & Safety Handbook.

Managers and supervisors training needs will include:
- leadership and communication skills.
- safety management techniques.
- skills on training and instruction.
- risk assessment.
- Health & Safety legislation.
- knowledge of our planning, measuring, review and audit arrangements.

All our staff training needs will include:
- relevant Health & Safety hazards and risk
- the Health & Safety arrangements relevant to them
- communication lines to enable problem solving.

All staff will also receive **induction training**. Such training will cover:
- fire procedures including warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures.
- first aid/injury procedures including reporting and the names of first aiders/appointed persons,
- instruction on any prohibition areas (i.e., no smoking).
- issue of protective clothing/equipment and its use.
- instruction under COSHH.
- mandatory protection areas.
- thorough instruction applicable to their particular duties at work.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees. All Health & Safety training will be recorded on the iHasco portal.

Employees must:
- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed

8.35 Violence towards staff

The academy recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees.

To achieve this objective the academy will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations
- support the employees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

All staff must familiarise themselves with any relevant risk assessments to help them prevent violence and aggression so far as possible and to help them manage it if it occurs.

If you are a witness or receive any violence or aggression towards you, then you should report this to the **appointed person named on page 24 of this handbook (41)** so that this can be recorded and investigated. The academy will support the decision of any employee wishing to press charges against the individual(s) involved. Access to counselling can also be provided where required.

8.36 Visitors

In the interest of safety and security, the academy will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or are accompanied
- they adhere to applicable Health & Safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees aware of people on the premises who may be unauthorised should report these to the **appointed person named on page 24 of this handbook (42)** for action.

Emergency Action
In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

8.37 Voice care

Introduction
Teachers are particularly at risk of developing voice problems. Female voices are more vulnerable and some subjects, e.g., physical education, music and technology create more risk to the voice than others.

Environmental factors can contribute to voice strain. In academies these can include:
- class size
- class layout and design
- noise
- acoustics
- chalk dust, fumes, irritants
- uncomfortable temperature, poor ventilation.

Research also indicates that as the voice influences the listener's reaction, the teacher's voice quality can affect student learning.

The most common voice misuse is shouting and screaming, strained loud voice and also excessive throat clearing. The usual symptoms of voice problems are:
- throat pain when speaking or swallowing
- sore throat in the morning which disappears when the voice "warms up"
- hoarse, tired voice in the evening
- increase in mucus
- rapidly changing pitch or loss of control of voice.

Aim
We aim to ensure that appropriate steps are taken in to minimise the risks to our employees' voices. To achieve this, we will;
- identify those teaching areas where a risk of voice loss may occur
- assess the risk of voice loss in each area
- implement measures to reduce the risk of voice loss as far as reasonably practicable in areas identified as at risk
- provide information to employees on the risk of voice loss and how to reduce the risk
- keep records of reports of voice problems
- refer affected employees to occupational health.

Employees will be encouraged to seek medical help if there is:
- persistent hoarseness for more than 2-3 weeks
- regular hoarseness or voice loss
- significant voice quality changes
- constant vocal fatigue

- difficulty or pain when swallowing.

Monitoring and Review
We will:
- keep a log of any incidents or requests for help.
- work with Heads of Department to make appropriate risk assessments.
- ensure that appropriate action is taken.
- log progress and outcomes as part of our Health & Safety management system.
- make a termly report to the Executive Principal/Principal.

The Executive Principal/Principal will report on any cases to the Governing Body.

8.38 Window restrictors

The fitting and use of window restrictors within academy premises is used to ensure the safety and security of members of staff, students and visitors. The academy is particularly concerned with preventing persons from falling from height and has fitted window restrictors to remove the possibility of persons opening a gap large enough for a person to fall through. It is therefore essential that all window restrictors are maintained in a good working order and that all staff report defects to their line manager as a matter of urgency.

The academy will:
- risk assess the danger of falling from any window and the effects of installing a window restrictor, including the possible loss of ventilation
- identify all vulnerable parties who may be particularly at risk from falling out of windows
- ensure that all window restrictors are secured with tamper-proof fittings
- ensure that the window frames are sufficiently robust where the window requires a window restrictor
- ensure that all window restrictors are properly maintained and kept in working order
- provide adequate training and supervision to all staff who use or maintain window restrictors

If you discover a window restrictor that is damaged or broken, you must report it to the **appointed person named on page 24 of this handbook (43)** Any window restrictor that is found to be broken will be replaced or repaired as a matter of urgency, but you must ensure that you leave the window locked and do not open it until repairs are carried out. If the repair will not take place for more than a day, temporary signage should be put in place to indicate that the window should not be used.

8.39 Work equipment

The academy will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective the academy will:
- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations.

- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant.
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees.
- inspect all equipment at installation and prior to first use.
- regularly inspect work equipment in accordance with the manufacturer's recommendations.
- maintain work equipment in accordance with the manufacturer's recommendations.
- keep records of all inspections and maintenance.
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely.
- provide refresher training as appropriate and as determined necessary by workplace inspections.

8.40 Working time regulations

The academy will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The academy will NOT encourage workers to work over the 48 hours, but workers can choose to work longer hours if they wish by opting out. Workers cannot be forced to opt out and can revoke their opt out if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult workers:

- a maximum of 48 hours per week, averaged out over a 17-week reference period (employees can opt out of this)
- entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out
- entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro-rata for part time workers)
- maximum of 8 hours per shift for night shift workers
- free health assessments for night shift workers
- 24-hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- entitlement to a rest break, if working over six hours
- employees must not suffer any detriment if they choose not to opt out.

Travelling to and from the normal workplace, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official employee representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period.

Young persons are generally excluded from shift working.

Further information
All staff should refer to their contract of employment for full details of the Trust's policy on working times, holidays and other benefits.

8.41 Work place transport

The academy will take all reasonable steps to control the risks associated with vehicles operating on its premises to ensure a safe site, safe vehicles and safe drivers. In consideration of the above the academy will:

- assess, implement and maintain appropriate risk control measures to reduce the risks associated with workplace transport on site
- segregate pedestrians from moving vehicles by providing designated safe walkways where it is reasonably practical
- where pedestrians must cross the traffic routes, provide designated crossing points and ensure that priority is given to pedestrians
- reduce reversing manoeuvres wherever possible and ensure adequate arrangements are in place to control the risks associated with any that are necessary i.e., the provision of mirrors, CCTV and trained persons to assist the driver
- manage and enforce a safe speed limit on site and employ speed calming measures where necessary
- plan the workplace including designated parking areas to ensure the layout of routes is appropriate for the vehicle and pedestrian activities
- prohibit vehicles parking in no parking areas and where they will obstruct any entrance, exit door and emergency escape route
- ensure the traffic infrastructure is maintained in a safe and suitable condition including roadways, pavements, car parks, signage and lighting
- use 'highway code' signs and road markings to indicate vehicle and pedestrian routes, speed limits and pedestrian crossings
- avoid traffic routes passing closely to vulnerable items such as fuel or chemical tanks, pipelines or other surfaces
- ensure vehicles are suitable for the purpose in which they are used and are properly maintained and are provided with mirrors or other such devices to facilitate safe travel
- ensuring the management of safety, maintenance and the safe operation of the trust's vehicles
- carry out trust vehicle checks and ensure the timely reporting of vehicle defect and damage
- ensure drivers are authorised to drive that class of vehicle and have received the necessary training and where appropriate ensure drivers have passed medical fitness tests
- any vehicle being driven must be covered by current insurance certificate, MOT and is appropriately taxed where applicable.
- ensure loading and unloading of vehicles take place in a safe area and carried in a safe manner with regards to all foreseeable risks including work at height and that the driver ensures loads are secure and stable.

9. Faculties & departments

9.1 Science

This policy sets out the academy's arrangements for ensuring that practical work within the science department is carried out safely and that safety control measures applied are pragmatic and proportionate so as not to inhibit good teaching.

The task of overseeing Health & Safety within the science department is that of the Head of Department.

Information

All staff are issued with a copy of this policy which they should keep in their personal Health & Safety portfolio.

Any new instructions, restrictions or rescinded (lifted) restrictions made by the trust are communicated to all staff in writing.

Monitoring and checking

The academy requires the science department to monitor the implementation of this policy. Records of monitoring are kept by the Head of Department.

Training

Any non-science staff who have to supervise any class in a laboratory will receive brief training in laboratory rules.

Records of the training received by members of the science staff are kept on file.

Risk Assessments

The academy follows the recommendation of the Health & Safety Executive to adopt 'model' or 'general' risk assessments adapted to the academy curriculum and facilities.

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are to be checked against the model risk assessments and significant findings incorporated into texts in daily use, i.e., the scheme of work, set of lesson plans, syllabus, technician notes.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment is to be completed. In order to assess the risks adequately, the following information is collected:

- details of the proposed activity
- the age and ability of the persons likely to do it
- details of the room to be used, i.e., size, availability of services and whether or not the ventilation rate is good or poor
- any substance(s) possibly hazardous to health
- the quantities of substances hazardous to health likely to be used, including the concentrations of any solutions
- class size
- any other relevant details, e.g., high voltages, heavy masses, etc.

Lesson plans have been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been also checked with the models and where appropriate agreed with the Head of Department.

Where an activity must be restricted to those with special training, that restriction is included in a note in the text.

Fume Cupboards
The academy will arrange regular testing of fume cupboards at a maximum interval of 14 months but require teachers to perform a quick check before use. Records of the tests are kept on file.

All users have been trained to carry out a quick check that a fume cupboard is working before use.

Equipment Safety
All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the Provision and Use of Work Equipment Regulations). Equipment listed by specialist educational equipment suppliers is taken to meet these Regulations but all other equipment, especially gifts, is treated with caution and carefully assessed.

Any user who discovers a hazardous defect in an item of equipment must report it to the appointed person named on page 24 of this handbook (44).

Personal Protective Equipment
The academy accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them and safety spectacles for students. The condition of the eye protection is checked at the start of each term.

Chemicals
The safe storage and, where necessary, disposal of chemicals including highly-flammable liquids, will be arranged in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) in order to ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished.

Hazardous activities involving chemicals is restricted to those who have received special training and as identified in the texts in daily use as part of the risk assessment.

Waste disposal
Waste chemicals and equipment are disposed of in an environmentally responsible manner in accordance with relevant legislation.

Safe disposal of Sharps
All sharps must be correctly and safely disposed in a leak-proof, puncture resistant, lockable container. The container should not be filled more than two thirds then sealed and disposed as per the academy procedure.

Security
Access to laboratories and preparation rooms will be controlled to prevent unauthorised access. All science rooms including storerooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty, and that the door is locked. All laboratories which are left open are cleared of all hazards, including shutting-off all services when supervision by a suitably trained teacher or teaching assistant comes to an end. No class is allowed to be in a laboratory without adequate supervision.

All science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

Firefighting equipment
Two 2 kg carbon-dioxide extinguishers and one fire blanket provided for firefighting are the standard for science classrooms.

When using flammable metals, it is better to have a bag of sand immediately available in case of fire. Dry powder extinguishers may cause permanent damage to computers and lead to such a mess that industrial cleaning will be required. A fire blanket can be used to smother fires, often causing less damage than a carbon dioxide extinguisher, which may blast apparatus across the bench.

Spills
Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly flammable fumes ('minor spills') are dealt with by teachers using a 'spill kit' provided for this purpose.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures which may involve calling the Fire Service. This training is supported by regular drills arranged by the Head of Department.

Pressure Vessels
Autoclaves and pressure cookers need periodic inspection, normally annually, under the Pressure Systems Safety Regulations. Records of examinations are kept on file

Pressure vessels used in the academy science departments include autoclaves and domestic pressure cookers (used as autoclaves).

Due to the high pressures at which they operate and the steam that is generated they are subject to the requirements of the Pressure Systems Safety Regulations. The metal from which the pressure vessels are constructed may become corroded. Pressure vessels include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and failure of pressure-regulating and other safety valves could lead to an explosion.

To ensure the safety of the pressure vessels used and to meet the requirements of the legislation the academy will:

- establish the safe operating limits of the equipment

- provide adequate instructions to ensure the equipment is operated safely, and instructions for procedures to be followed in case of emergency
- ensure that the equipment is properly maintained
- have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate intervals, of the equipment
- arrange to have examinations carried out by a competent person at the intervals set down in the scheme
- keep adequate records of the most recent examination.

Autoclaves and pressure cookers require periodic inspection under the Pressure Systems Safety Regulations.

The examination take place annually as scheduled in Worknest Registry.

The examination is carried out by the company named on page 25 of this handbook (45) who uses a written scheme of examination provided by the insurance company.

Records of examinations are kept on Worknest registry.

Radiation
Teaching about ionising radiation in academy helps students to develop a balanced attitude towards the subject, for many the study of ionising radiation at academy may be their only opportunity to achieve this.

Academy work involving ionising radiation is very safe because great care has been taken in the choice of sources, control measures and procedures. However, all radioactive substances can cause harm if misused.

To comply with legislation and to ensure the academy follows best practice the academy has appointed the person named on page 25 of this handbook (46) as Radiation Protection Adviser (RPA) and the person named on page 25 of this handbook (47) as Radiation Protection Supervisor (RPS).

The Local Rules for the use of ionising radiations have been adapted from the CLEAPSS model in consultation with the RPA and it is a function of the Teacher in charge of science to see that they are adhered to. Staff using ionising radiations have been issued with their own copies, as a part of their training.

The Radioactive Sources History (i.e., authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal is kept in the Science Prep. Room.

The Use Log (showing the times that any sources are removed from and returned to their store) is kept in the location specified on page 25 of this handbook (48).

The Monitoring Record of tests for leakage of radioactive sources and contamination by radium sources is kept in the location specified on page 25 of this handbook (49). Testing takes place in line with the schedule in Worknest Registry.

It is the function of the appointed the person named on page 25 of this handbook (46) to ensure these records are all kept up to date.

9.2 Food technology

The teaching of Food Science must be carried out to ensure the safety of students and teachers; in addition, the food prepared in academy must be handled and served to comply with good hygiene practice to make sure the food is safe to eat.

Food Hygiene Training

The academy will ensure that Food Science teachers and any persons who supports teaching programmes are competent in all aspects of food hygiene that they are required to teach to ensure that students are provided with appropriate experience to enable them to work correctly and safely, Level 2 in Food Safety is considered the minimum qualification for teaching staff.

Food hygiene training will be obtained by attending certificated courses which should be regularly reviewed, updated and refreshed every three years.

Key Considerations for Teaching Food

Food preparation rooms and classrooms provided are of sufficient size to allow people to work and circulate around the room with ease.

Class size can be determined by considering factors such as the size of the room, the equipment available, the age and ability of the students and the experience of the staff. Teachers must work within safe operating limits so that there is a safe teaching and learning environment and that they are able to provide adequate supervision for hazardous activities.

Staff are provided with safe equipment and systems that are regularly checked, inspected and maintained in an efficient state to recognised standards, with records kept. In addition to PAT testing this includes the servicing of gas equipment, fridge and freezer temperature checking, equipment guard checks, where appropriate.

Teachers will be trained to the standards specified in Health & Safety Training Standards in Design and Technology published by the Design & Technology Association (DATA).

Teachers will teach students about general Health & Safety requirements relating to the working environment and instil in them the need to work safely at all times.

The students will be made aware of the hazards involved when working using processes, equipment and materials in various situations. They will be taught to assess the risks and identify the control measures taken, to help ensure the Health & Safety of themselves and others, and reference will be made to the appropriate British Standards.

Lessons will be planned ahead to avoid risk. Work will be planned to involve the use of a wide range of food, food components and equipment to complete focused practical tasks. student ability, knowledge, maturity, experience and special needs must be taken account of, to provide challenging tasks and potential for achievement.

Teachers should be aware that because of their inexperience, students working with food require a high level of supervision, and should not be left unattended.

Students with special needs may have poor coordination, slow reaction times and variable levels of concentration which require extra support and guidance. This will affect the teaching capacity/group size and may require additional support. Sometimes students can be paired with responsible peers to ensure safe working practices.

Teaching sessions must be long enough to complete processes without too high a percentage of time being taken up preparing for and tidying up afterwards. Short sessions can lead to frustration of both staff and students, as there is often insufficient time for full processes to be completed. Very long sessions without a break can give rise to problems with concentration.

Additional teaching support in lessons not only reduces risk but facilitates demonstration and allows for more practical work to be undertaken to the advantage of the students.

Manual Handling
It is recommended that trolleys are used for carrying heavy equipment and food stuff.

Sugar and flour are best purchased in small containers, despite the possible cost savings from purchasing bulk containers.

The use of high-level storage should be avoided. Where this is not possible there must be safe procedures for access to such storage and the provision of suitable and adequately maintained steps/footstools.

Personal Protective Equipment
Appropriate protective equipment, clothing, and storage of such, will be provided including suitably sized oven gloves and clean aprons.

Students should be made aware of the hazards of unsuitable footwear. Soft shoes and open toe sandals offer little protection from falling objects or spillages.

Long hair, jewellery, loose clothing such as ties and unbuttoned cuffs are potential hazards.

Sleeves should be rolled up, watches and ties removed, and long hair tied back.

Additional personal protective equipment such as gloves and eye protection is required when using hazardous cleaning agents.

Microwave & Combination Ovens
Manufacturer's instructions must be followed.

The ovens must be kept clean, including ensuring that air vents are not blocked or obstructed, and that food debris does not build up around the door seal which could lead to leaks.

The ovens must not be used if the door does not close properly or if the door interlock switch does not work properly.

The ovens must not be switched on when empty.

Burns and scalds can be avoided by using oven gloves, removing lids or microwave film away from the face and checking the temperature of food and drink.

It is important to ensure food is thoroughly cooked throughout by stirring and turning the food during cooking.

Only food grade microwave film should be used in direct contact with food during cooking and defrosting.

Food should not be cooked in sealed containers; pierce the film covering containers (unless there are specific manufacturer's instructions to the contrary). Only use containers, films and ingredients which are known to be suitable for heating in a microwave oven.

Users should be made aware of the risk of certain foods superheating.

Deep Fat Frying
Where small electrically powered thermostatically controlled deep fat dryers are provided.

The following precautions should be remembered:
- fryers should not be over-filled
- electric leads should be kept as short as possible
- fryers should be positioned safely
- fryers should not be left unattended
- water must not be allowed to come into contact with hot oil or fat (dry food before deep frying)
- the handle must be positioned safely, and fat must be cooled before straining or pouring into plastic containers
- All persons must be trained to deal correctly with a fat or oil fire.

Pressure Cookers
Pressure cookers are covered by the Pressure Safety System Regulations 2000 and require annual inspections against a suitable written scheme of examination.

Knives & Utensils
No student should be allowed to use a knife unless he or she has been properly trained in appropriate techniques.

The degree of supervision which is required when students are using knives depends on the age of the particular students and the tasks for which knives are being used.

Students should be made aware that sharp utensils can cause cuts that falling utensils can present a hazard, and that slipping can occur when pressure is applied.

Knives must be kept sharp and, when they are not in use, they must be stored securely.

The knives inventory must be checked at the end of each lesson.

Where possible, the use of knives should be avoided, e.g., by the provision of vegetable peelers, scissors, etc. Mandolins are not recommended for use in academies.

Sharp utensils should not be left projecting from work surfaces and instruction must be given in their correct use, handling, storage and cleaning.

There is a model risk assessment on the CLEAPSS website on Food Preparation: Using Knives, which will be adapted for academy use to reflect all reasonably foreseeable hazards.

First Aid
Teachers must be aware of students with particular medical problems, including allergies, so that they are able to take the necessary precautions during lessons.

At least one person holding a current first aid certificate, or who has been trained in emergency first aid, should always be available to attend and to provide first aid when cookery rooms are in use.

A first aid container equipped and maintained in accordance with Health & Safety (First Aid) Regulations should be readily available.

Food standard sterile waterproof dressings coloured blue for ease of detection in food should be provided.

Fire Safety
Fire escape routes and fire doors must be operational and clearly marked, should be easily opened and free from all obstructions.

Firefighting equipment, including fire extinguishers, fire blankets and fire detectors, should be readily available and maintained.

It is difficult to reduce the risk of fat-pan fires to zero, so specific instruction must be given to everyone on how to deal safely with such a fire when it occurs.

Spark devices are safer than matches for lighting gas hobs/ovens.

All displays be should suitably positioned away from heat sources.

To reduce the dangers of accidents, the number of students working at any one time around heating equipment must be controlled and close supervision given.

Health & Safety Notices & Signage
Appropriate notices and signs are to be clearly displayed including warning signs next to hobs that have no visual indication that they are on/hot, next to freezers, for hazardous materials, for fire exits, escape routes, firefighting equipment and emergency first aid.

Hand washing/personal hygiene posters are also recommended.

Signs are not a substitute for teaching students safe working practices. However, they do act as a reminder to those students who might forget what they have been taught.

9.3 Design & technology

This policy outlines the procedures for ensuring safe working in Design and Technology (Textiles Technology, Food Technology, Graphics and Product Design). All staff are required to follow this policy to minimise risks to themselves, to students and to others. Teachers are expected to use this information to help them to plan lessons and decide if an activity can be carried out safely, considering the age and responsibility of the students.

Communication, information and training

The **appointed person named on page 25 of this handbook (50)** is responsible for ensuring that all staff are made aware of this policy and ensuring that the procedures are followed, providing suitable training or directing new staff to an appropriate member of staff, and for recording the dates and content of any training given.

Trainee teachers who are following a recognised teacher training course should be supervised by a qualified teacher at all times when they are engaged in practical work. Such trainees may use machines and may show students how to use machines as part of the lessons that they are teaching provided that appropriate supervision is maintained. This supervision may be progressively reduced, depending on the competence of the individual trainee teacher. In such instances a specific risk assessment of the situation should be carried out, and the degree of supervision needed discussed with the Head of Department.

Generally, the department follows guidance in *BS 4163:2007 Health & Safety for design and technology in academies and similar establishments – Code of practice* and is also licensed to use CLEAPSS. A copy of the code is available in the academy and all teachers within the department are given access to the CLEAPSS website.

Monitoring and checking

The academy requires the D&T department to monitor the implementation of this policy. Records of monitoring are kept by the **appointed person named on page 25 of this handbook (50).**

Equipment and machines will be checked in accordance with current guidelines and records kept.

Risk assessments

The academy follows the recommendation of the Health & Safety Executive to adopt published 'model' or 'general' risk assessments which the D&T department adapts to the academy curriculum and facilities.

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are to be checked against the model risk assessments and significant findings incorporated into texts in daily use, i.e., the scheme of work, set of lesson plans, syllabus, technician notes.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment must be completed.

Every activity is to be assessed for risk including working with simple hand tools as well as potentially hazardous processes such as wood machining. An attempt is made to balance the desire to eliminate risk with the need to reduce risk in order to maintain practical work, e.g., certain activities may be demonstrated in order to reduce the level of risk to students.

It is the responsibility of all staff and other adults to follow the relevant risk assessments and lesson plans.

Equipment Safety
New equipment will be purchased that is safe and suitable for the intended purpose and to comply with the *Provision and Use of Work Equipment Regulations*. Equipment listed by specialist educational equipment suppliers is taken to meet these Regulations but all other equipment, especially gifts, are to be treated with caution and carefully assessed.

Use of guards
All staff in the department must use all guards and other safety devices on machines and other equipment at all times. Under no circumstances should any guard or other safety device be removed or not used to enable a task to be done. Any operation which cannot be done with guards and other safety devices in place must not be done.

Maintenance, Inspection and Testing of Equipment
All equipment and machinery must be maintained in a safe condition. To achieve this, equipment will be regularly maintained, inspected and, where necessary, tested.

There are 3 levels of inspection, maintenance and testing of equipment which must be carried out.

These are:
- **Level 1:** A visual check by staff of equipment prior to its use or on a daily basis.
- **Level 2:** A more formal visual inspection which should be carried out termly by staff. This requires checking equipment against an inventory using a checklist. Small items, e.g., hand tools, knives, can be banded together.
- **Level 3:** Formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually except for LEV (Local Exhaust Ventilation) which is carried out every 14 months. This includes PAT testing; no electrical equipment should be used in the academy unless it has an up-to-date PAT sticker.

When maintenance of equipment is carried out, all machines must be isolated from the power supply and the fuses removed or the isolator locked off. A notice stating that the machine is under maintenance should be fixed to the machine. A risk assessment of the hazards involved in the task should be carried out before the work is started.

Recording of Inspections and Testing

All Level 2 formal inspections of equipment by members of staff should be recorded. An up-to-date record of Inspections will be maintained by the technicians on a weekly basis.

All Level 3 inspections/maintenance must be recorded. It is recommended that the subject leader holds records of examinations, tests and certificates. This information will be kept in the office in the Health & Safety folder.

If any faults, or the need for maintenance, are identified at any time, they must be reported to the Head of Department. If the fault or need for maintenance makes the equipment unsafe, it must not be used and must be electrically isolated. An appropriate label must be clearly displayed on the equipment.

Pressure Vessels
Autoclaves and pressure cookers need periodic inspection, normally annually, under the Pressure Systems Safety Regulations. Records of examinations are kept on file.

Local exhaust ventilation
The academy requires the regular testing of local exhaust ventilation equipment (dust extraction and fume extraction from heat treatment areas) every 14 months. The Head of Department has the responsibility of seeing that this happens. The records of the tests are available for staff reference and for inspection by an HSE Inspector on file.

Room Safety
All practical rooms must be locked when not in use.

Unsupervised students must not be allowed in hazardous rooms.

When starting a practical lesson, staff should check that rooms are clear, all thoroughfares and room exists are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken.

Fire doors must be unlocked and clear.

Only authorised staff are permitted to switch on the electricity and gas mains isolators. Students may not switch on these – not even under supervision.

Students must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly.

Particular care should be given to the distribution and collection of hand-tools and of small items of equipment, the number and condition of which should be checked at both the beginning and the end of an activity or a lesson.

Only one person may operate a machine or piece of equipment at a time.

A specialist room may only be used for other curriculum activities if the person supervising the students understands room hazards in the room and can prevent them having accidents.

Supply or cover teachers must be given information on the room hazards; explaining the location and operation of main services such as electrical isolators, any local hazards and where help can be obtained.

Students and staff are not to eat or drink in a room/workshop - this includes break and lunch times. Gas and electricity must be switched off at the mains at the end of the day - the location of mains switches/taps is clearly indicated in each area.

Large volumes of shavings, sawdust and plastic cuttings are likely to constitute a fire hazard and so clearance and disposal should take place on a regular basis, rather than at the end of the day. Excessive dust from machining operations and 'walked in' dirt contributes to respiratory problems and should be removed by vacuuming on a regular basis, rather than by sweeping.

At the end of the day and particularly at weekends, all tool and storage cupboards should be locked, key switches and main electrical supplies isolated, gas valves closed, all machine tools and bench shears padlocked, and all electrical equipment turned off. It is the responsibility of the teacher in charge of the room to make sure that all systems are safe, all hot items are cool and that everything is closed down safely before they leave the building.

All D&T areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

Storage

Storage must be kept well organised and tidy. Large items should not be stored high and proper stepladders or similar must be available for reaching high shelves safely.

All chemicals should be stored in accordance with the COSHH Regulations and risk assessments must be in place dealing with their safe use.

Standing on benches, chairs, tables to watch a demonstration/get equipment etc. is not permitted.

Sharp tools and utensils must be stored so that accidental contact with the sharp part is unlikely, and they must be securely locked when not in use.

All materials which are hazardous, for example they may be toxic, flammable or corrosive, must be clearly labelled. The labelling must state the material and the nature of the hazard(s).

Keep all working quantities of these materials to a minimum.

Access to hazardous materials must be restricted to authorised staff only (technicians).

All hazardous materials must be stored away from direct access by students.

Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom.

All sharp Design Technology Food knives should be stored in the locked store cupboards.

All sharp craft knives should be stored in a locked cupboard or room.

No sharp knives should be left unattended in a classroom.

Shelving
Shelves must not be overloaded, and heavy materials must not be stored high up.

Proper stepladders must be provided for access to shelving beyond easy reach from the floor.

Safety Signs, Notices and Displays
Each workroom must have a set of safety rules and procedures displayed clearly. Cautionary notices and signs must be displayed where appropriate.

Personal Protective Equipment
The academy accepts the duty to provide eye protection, gloves, overalls and aprons for employees where the risk assessment requires them and safety spectacles for students.

Eye protection must be worn by all staff and students when using any machine or when soldering using soldering irons. Eye protection should be used for any other operation where the risk assessment shows it is required. Eye protection must conform to BS EN166.

The employer expects eye protection to be available for students and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them.

The condition of the eye protection is checked at the start of each term.

Protective clothing such as aprons must be used in lessons where students could get dirty during practical work, or where hazardous materials are being used.

Emergency procedures
In the event of a fire sound the fire alarm.

On hearing the fire alarm staff should turn off the gas, electric and any machinery or equipment and make their way to the assembly point.

In the event of a fire and if it is safe to do so staff should attempt to extinguish a fire using the appropriate fire extinguisher.

9.4 Physical education

The academy is committed to safe practice in physical education and recognises that the academy and the teaching staff and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element.

Young people should learn about the principles of safety as applied to themselves and to the care and wellbeing of others. This should be a planned and intentional aspect of the curriculum.

The academy follows the standards set out in 'Safe Practice in Physical Education and Academy Sport' produced by the Association for Physical Education.

Implementation
The Head of PE is responsible for ensuring this policy is brought to the attention of all staff in the Department, for ensuring that it is complied with.

The Head of PE is also responsible for completing an Association for Physical Education (afPE) PE risk assessment form for each PE event where significant Health & Safety hazards are reasonably foreseeable and for bringing risk assessments to the attention of relevant staff.

Staff competence and qualifications
Teachers with responsibility for the planning and delivery of PE programmes should have satisfactorily completed appropriate initial and/or in-service training which cover all those aspects of activity required to be taught, as recognised by the DfE.

Where there are specific National Governing Body Certificates available for certain sport or activities, teachers planning or supervising these activities should be certificated as appropriate.

Only in exceptional circumstances and with great care should teachers of other subjects who have no specialist training in physical education be time-tabled to teach in the PE department. Those teaching staff should not take full responsibility for any aspect of physical activity where there are elements of hazard and attendant risk. This will include swimming, gymnastics, athletics and throwing events.

Supervision of Students
Unqualified teachers will not be required to teach in areas where they lack the appropriate experience and expertise, particularly where there are safety implications. A qualified specialist teacher should closely supervise PE classes. It is not acceptable for non-teaching staff to supervise a practical class on their own.

Adults other than Teachers (AOTTs)
When adults other than teachers are used to support the delivery of physical education and in the extended curriculum to:

- support and work alongside teachers in the delivery of the curriculum
- work alongside and support teachers in the development of academy clubs and teams on the academy site
- deliver off-site activities.

The academy governors continue to have a duty of care that operates for any activity in which students are engaged. Teachers cannot transfer this duty and therefore AOTTs must work alongside teachers with supervision.

The academy will ensure that stringent checks, including Disclosure and Barring Service (DBS) checks, are made before allowing any unsupervised access to children.

Refer: 'Guidelines for Local Education Authorities, Academies and Colleges' in the use of 'Adults other than Teachers in Physical Education and Sport Programmes', BAALPE.

Class sizes in Physical Education
In determining the size of teaching groups in physical education, account will be taken of:

- nature of the activity
- age, experience and developmental stage of students
- requirements of National Curriculum.

Risk Assessment
The academy will create and maintain a risk assessment for each PE work area. Significant hazards and their control measures will be included in "schemes of work" as appropriate. All staff working in PE and academy sport will be made aware of these findings and be involved in their review.

Manual handling and storage of equipment
Where possible manual handling tasks should be avoided or the risk of handling injury minimised by appropriate task design or the use of handling aids (e.g., trolleys). The layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised.

Apparatus Handling by Students
It is an integral part of the subject to involve students in apparatus handling, particularly in gymnastics. However, this must be carried out in such a way as to reduce risk to students as far as is reasonably practicable. The academy will make arrangements to enable students to learn how to handle equipment safely according to their age and strength.

Inspection of equipment
All indoor PE facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment will be inspected termly, and records kept.

PE department staff should carry out pre-use visual checks of equipment to identify obvious defects this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.

All games posts will be kept in good condition, with freestanding posts and lighter portable posts secured to prevent them falling over and all posts subject to regular checks.

Hazards and equipment defects
It is the responsibility of everyone in the PE department to inform the teacher in charge of any hazards, e.g., defects to equipment, so that appropriate action can be taken.

If the teacher in charge considers a defect to be a significant threat to Health & Safety, the equipment must be taken out of action until the defect to the equipment has been remedied and/or the Head of Department agrees it is safe to be used. A

notice must be attached to the equipment indicating that it is faulty and must not be used.

Emergency procedures
The **appointed person named on page 25 of this handbook (51)** is responsible for preparing written emergency procedures for activities where there is a risk of serious and imminent danger to employees and/or students. Where employees are allocated specific tasks to perform in an emergency their role will be detailed, and they will be suitably trained.

Away Fixtures
Such risks could be significant in the case of an injury to students during a lesson both on-site and off-site. Effective procedures are complicated by when and where the emergency happens. The academy will consider what they will do during away fixtures and matches and agree procedures that will ensure effective handling of the situation.

First Aid
The academy will ensure that a suitable number of trained first aiders are available.

A travelling first aid kit and clear, effective procedures for contacting the emergency services is considered to be the minimum requirement.

Procedures to address the needs of injured students and the remainder of the group away from academy premises and the managing accidents will be included in PE risk assessments.

Clothing and Footwear
This must be appropriate to the activity.

Suitable footwear must be worn on all occasions. Specific requirements are:
- Games, athletics, cross-country running

Training shoes are acceptable in most circumstances. However, the soles must provide satisfactory grip, particularly in wet conditions. Studded footwear should be worn where appropriate. Participation in 'everyday shoes', such as those with heels or open toes, must not be permitted under any circumstances. Footwear must always be secured by suitable fastenings. Long, loose laces and flapping tongues present a significant hazard.

In football related activities, students in boots / blades and those in trainers will involve an assessment of the students' footwear to ensure it is suitable part of the on-going risk assessment undertaken by the teacher.

- Indoor activities, (dance, gymnastics, etc.)

Participation with bare feet will enhance the quality of work considerably, thereby making it much safer. If the condition of the floor does not allow bare feet, then soft soled plimsolls provide the best alternative. During activities, such as 'step aerobics', where excessive and repeated impact might be anticipated, suitable training shoes must be worn.

9. H&S acknowledgement forms

Please read the notes below.

Clearly, we will do all in our power to ensure the Health & Safety and welfare of all our staff and we look to our employees to abide by the Health & Safety standards laid down.

We have formulated our Health & Safety at Work Policy as legally required and this handbook informs you of those sections of the Policy which affect you.

You should read the information contained in this Handbook and adhere to the rules at all times.

Please discuss any queries you may have with your employer.

I have read the Health & Safety Handbook and understand and accept its contents. I will keep myself informed of its contents.

Signature:

Print name:

Date: