



L.E.A.D. Academy Trust
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Da Vinci Academy
A L.E.A.D. Academy

Health and Safety Policy

Da Vinci Academy

Health and Safety Policy Statement

Da Vinci Academy

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the academy
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health and safety so far as reasonably practicable
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from academy activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

Reviewed and updated October 2023

SIGNED:

DATE:

This policy has been brought to the attention of all employees and is kept readily available for employees in the Staff room and on SharePoint.

Responsibilities

L.E.A.D. Academy Trust (The MAT)

As the employer, the ultimate responsibility for health and safety rests with the Trust Board although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Headteachers. Other responsibilities are delegated to the Trust Executive Team, Committees or other Senior Staff.

The Trust will create and maintain a Health & Safety Manual which will include generic risk assessments for selected areas / activities and model policies / procedures.

- Monitor academies' compliance with legislation and Trust policies
- Provide direction/s as necessary to academy management in the interests of health and safety
- Ensure academy management are appropriately trained in health and safety principles
- Ensure that trust-wide purchasing and contracting procedures are in place that consider health and safety compliance and performance
- Provide competent health and advice available according to Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- Manage academy construction/refurbishment projects on behalf of the academy
- Consult with employees on matters affecting their health and safety according to the Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996

The L.E.A.D. Academy Trust defines the policy expectation, but the responsibility for implementation and tailoring the policy to suit local needs rests with the Headteacher of each academy.

Duties of the Academy Governing Body (AGB)

- The role of the AGB is to ensure that the core principles of L.E.A.D. are adhered to and, within the delegations agreed by the MAT Board from time to time, provide oversight and challenge to the performance of the academy. A key function of the AGB is to represent the educational and related interests of pupils and the voice of parents and the community.
- The AGB is not responsible for operational matters – these are the responsibility of each Headteacher. In the event that Governors have concerns regarding the performance of the academy these should be raised by Governors at formal AGB meetings so that concerns are captured in the minutes of the meeting and in that way, brought to the attention of the Trust.

Duties of the Headteacher

The Headteacher is responsible for:

- Demonstrating visible, active commitment to health and safety improvement
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and academy policies are met at all times
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues

- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary
- Monitoring the standard of health and safety throughout the academy
- Ensuring that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.
- Ensuring that competent health and advice available according to Regulation 7 of the Management of Health and Safety at Work Regulations 1999 is provided.

Duties of the School Operations Manager, Safeguarding/Health & Safety Lead

The School Operations Manager, Safeguarding/Health & Safety Lead and Line Managers are responsible for:

- Management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed
- Ensuring staff and visitors are aware of the onsite procedures and the precautions to follow
- Preparation of reports and returns for the academy leadership team

The duties of Department / Line Managers include:

- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring risk assessments are carried out for activities as required
- Ensuring safe working conditions and safe working practices in accordance with legislation and academy policies
- Ensuring employees are 'competent' to carry out their activities
- Ensuring new employees are inducted in academy's health and safety arrangements
- Ensuring all machinery and equipment is inspected and maintained in safe working order in conjunction with FMC
- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring that hazardous substances are correctly used, stored and labelled
- Ensuring that relevant health and safety warning signs are displayed
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Headteacher

Duties of the Facilities Manager (FMC – Vinci)

The Facilities Manager's duties include:

- Keeping the building and site in good order and repair and management of waste / litter

- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. hoists), passenger / stair lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries are made safely, e.g. by avoiding peak pedestrian times if possible
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Headteacher with the annual health and safety inspection
- Undertaking duties in accordance with legionella management requirements

Duties of the Educational Visits Coordinator (EVC)

- Follows the Trust Educational Off-Site Visits Policy where their full responsibilities are outlined.

Duties of All Employees

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with the academy on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns, e.g. hazards or defects etc. in line with local procedures
- To participate in health and safety related training as necessary (e.g. Fire safety)

Arrangements - Contents

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2. Administration of Medicines
3. Asbestos Management
4. Bodily Fluids
5. Construction (Design & Management)
6. Consultation with Employees
7. Contractors
8. Control of Substances Hazardous to Health (COSHH)
9. Curriculum Safety
10. DSE - 'Display Screen Equipment'
11. Electricity at Work
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15. Gas Equipment and Appliances
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Many of these subject areas have associated SPA's. These are effectively specific sub-policies of this policy document. They provide a much greater level of detail for those who have a particular interest. SPA's can be found in the relevant section of the Health & Safety area of SharePoint. Once there, go into the required folder (e.g. Asbestos) and if an SPA has been produced, it will be found in the "Policy and Arrangements" section.

1. Arrangements

Accident Reporting and Investigation

SPA available

Accidents to employees are reported using the appropriate report forms.

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

Accidents to pupils and other non-employees are recorded as laid down in the guidance and flowchart. To summarise:

1. Minor pupil accidents as a result of play e.g. (tripping over own feet, bumping into other children) are recorded locally in Medical Tracker.
2. Pupil accidents where action needs to take place to avoid reoccurrence are recorded.
3. Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported to the Central Trust.
4. Of those accidents that applies to, if the pupil goes directly to hospital from site for treatment (rather than a precaution) then these must be reported to the Health and Safety Executive (see below).
5. As much detail as possible will be supplied when reporting an accident
6. Information about injuries will also be maintained on Medical Tracker.
7. Records held on Medical Tracker will be retained by the academy, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979 and the Trusts Data Retention Policy.

All accidents are investigated by a member of SLT/Head of Department/Lead Teacher and reported to Nicky Tomlinson (School Operations Manager).

Reported accidents are monitored termly to identify any trends, e.g. same pupil or accident in the same location.

The Headteacher, School Operations Manager, Safeguarding/Health & Safety Lead is responsible for ensuring certain more serious accidents to both employees and non-employees are investigated and reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

1. The Facilities Management Contractor should be informed if the accident or incident is site related
2. More significant incidents must also be reported on the accident and incident reporting form to the School Operations Manager, Safeguarding/Health & Safety Lead and in their absence a member of the Senior Leadership Team (SLT)
3. The accident and incident forms are located with the School Operations Manager.

2. Administration of Medicines

The academy has a dedicated policy relating to Supporting pupils with medical conditions. This can be found on SharePoint. Local procedures for this academy are also available on the school website and from the SEND Team.

All medication will only be administered with written parental consent.

First aid trained staff will administer medication, with the supervision of an additional member of staff, and will be provided with appropriate training; a list of trained staff can be found in the staff room.

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Records are kept of all administered medication in the medical room.

3. Asbestos Management - Not Applicable , no asbestos present

If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present, and do not pose a serious risk, the academy will take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Whilst asbestos containing materials remain *in situ* the academy will ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

4. Bodily Fluids

All staff dealing with bodily fluids have been advised to read the appropriate information. There is a copy of these documents kept in the risk assessment file.

All relevant staff have been instructed to:

- thoroughly wash hands before and after dealing with bodily fluids;
- ensure existing cuts and grazes are covered;
- Place contaminated gloves and nappies in bags and put in an appropriate bin;
- complete a risk assessment for Hepatitis B

Suitable equipment is available i.e. hot water, soap, detergent, absorbent material e.g. paper towels, plastic bags, clinical waste bin/bag. An SPA relating to Hepatitis B is available.

5. Construction Work

SPA available

All construction work is monitored in accordance with academy procedures in conjunction with FMC.

6. Consultation with Employees

SPA available

Health and safety is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.

Any local procedure, policy or decision that may have a significant effect on colleagues' health and safety is brought to the attention of staff so that their views can be heard before implementation.

Employees are encouraged to report any health; safety or welfare concerns to the Headteacher or to a nominated person.

Health and safety will be a fixed item on the SLT agenda and will be discussed as required. The Headteacher, Safeguarding and Health & Safety Lead and Operations manager will meet on a regular basis to discuss health and safety issues to be discussed with the FMC and Trust as and when necessary.

The Health and Safety Law poster is displayed within the academy

7. Contractors

SPA available

The academy recognises the shared responsibility that any work is undertaken by contractors is done so in a safe manner. The contractors' health and safety compliance and performance are considered as awarding factors for the tendering of all locally managed contract work.

The Facilities Management Contractor is responsible for day to day management of Contractors on site, although it is recognised that the headteacher should sign to confirm works completed to her satisfaction.

For work not organised and managed by the Facilities Management company, refer to the Trust SPA relating to contractors.

Contractors

The majority of contractors are acquired through the Facilities Management contractor

All contractors used by the academy shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to academy office/reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements, and vehicle movement restrictions. Contractors must provide proof of disclosure and barring if they cannot supply this information they will be escorted at all time.

The Facilities Management contractor is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work.

The Facilities Management contractor is responsible for agreeing a system of work with the contractors to meet Health and Safety standards and for monitoring the progress of work generally to ensure the agreed protective measures are in place.

Before any contractor undertakes hot works a permit must be completed with FMC staff and all the precautions observed – if not the contractor will not be allowed to work on site.

School managed projects

Where the academy undertakes projects direct the Trust would be considered the 'client' and therefore have additional statutory obligations, this applies when approval is given for work to be done outside the contract by the FM.

These are managed by the Facilities Management Contractor who will ensure that consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM¹ regulations will apply.

To ensure contractor competency the academy will use recommended contractors through the FMC.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The academy, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

8. Control of Substances Hazardous to Health (COSHH)

SPA available

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

Risk assessments are carried out for the use of any hazardous substances used / stored on site, i.e. chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant).

Information / COSHH assessments relating to hazardous substances on the premises are kept in the relevant departments Staff will be provided with protective equipment, where necessary.

All chemicals are kept securely under lock and key to prevent unauthorised access. An SPA relating to Infection Control is available.

Our staff use hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Within curriculum areas (in particular Science and DT, Art) the heads of department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the FMC are responsible for substances hazardous to health will be responsible for ensuring compliance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH), i.e.

- Identifying hazardous substances.
- Assessing the risks to health.
- Devising and implementing adequate control measures and communicating these to the persons involved before use.
- Recording sufficient information to justify the conclusion that the risks to health are adequately controlled.

9. Curriculum Safety

SPA available

Risk assessments are undertaken on all lesson activities where there is a significant risk of injury/ill health. Precautions are included in lesson plans as necessary.

Specific department level policies have been produced for the following areas:

- Science
- Physical Education
- Art and design
- Design and Technology

Specialist guidance is provided by:

- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- Science and Technology (ages 3-12) - "Be Safe!" Association for Science Education.

10. Display Screen Equipment

SPA available

The regulations are applicable to regular 'users' of display screen equipment, e.g. Office Staff. This includes laptops. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user'. The use of laptops is regarded as use of display screen equipment.

It is recognised, however, that guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

e.g. admin staff, bursars etc. shall have a DSE assessment carried out by themselves and the results are forwarded to the School Operations Manager to take any appropriate action.

11. Electrical Safety

SPA available

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All portable electrical appliances are checked by a 'competent' person appointed by the FMC on an annual basis. Records of PAT testing are held on site.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the School Operations Manager who will then report to the Facilities Manager if required so that action can be taken to take the equipment out of use.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer appointed by the FMC. Remedial action/s from the report is undertaken by the FMC.

12. Emergency Procedures

SPA available

Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process.

Fire Drills will be held a minimum of three times per year. A record must be kept of each drill to include evacuation time, observations and follow up required. This is the responsibility of the FMC/Safeguarding, Health & Safety Lead.

For further information, refer to Academy's Emergency Plan.

The Headteacher after consultation with the FMC is responsible for organising evacuation practices each term and the FMC are responsible for completing the fire record book.

The FMC and Headteacher are responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the FMC office and reviewed on an annual basis.

13. Fire Safety

SPA available

All fire appliances and installed fire safety systems will be checked in line with recognised best practice and British Standards by specialist personnel. Responsibility for arranging such checks and maintenance rests with FMC.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

- The fire alarm is a loud continuous bell
- Fire alarm testing will take place weekly

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are The MUGA, Tennis Courts and Grass Area.
- Form Tutors will take a register of pupils, which will then be checked against the attendance register of that day
- The appointed admin staff will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with disabilities (PEEPs) and fire risk assessments will also pay particular attention to those with disabilities.

Fire risk assessments will be carried out with the assistance of a competent fire engineers commissioned by the FMC

Inspections and testing will be recorded by the FMC in a fire log book held in their office.

Details of service isolation points (i.e. gas, water, electricity)

- **Gas:** Plant room F2
- **Water.** Main kitchen staff WC
- **Electricity:** main income switch board in plant room F2

Details of chemicals and flammable substances on site are kept by the FMC and departments i.e. Science, D&T and Art.

14. First Aid

First Aid Policy available

First aid facilities are provided at all times employees are at work during normal working hours.

First Aid Kits are available from the medical room.

First aid boxes are stocked with the contents recommended in the Approved Code of Practice to the Health and Safety (First Aid) Regulations is kept in the Medical Room.

Additional first aid boxes are available in various locations throughout the Academy.

Location of First Aid Boxes in high risk areas:

- Science Prep room -
- PE Department Office
- D&T
- Library
- Minibuses

The kits are kept topped-up as arranged by the School Operations Manager on a termly basis. All first aid treatments are recorded on Medical Tracker (see Accident Reporting and Investigation). 'Head bumps' are reported to the injured child's parent /carer by telephone. A more detailed briefing on this will be provided to relevant staff who may be required to deal with such incidents.

A list of EFAW trained staff can be found in the staffroom.

A specific First Aid Policy has been developed to explain the Trust-wide approach in more detail.

Academy First Aid Support

The Academy has a number of staff who have received training in first aid and have access to the medical room. Academy staff will ensure that any medication students bring is passed on as required and have appropriate authorisation from the parents or guardians.

The Assistant Achievement Leaders are available to see students or staff who are ill, the student must have a valid out of lesson pass from a member of staff.

First aiders on site will deal with incidents and accidents in the first instance and contact parents as required.

A list of first aiders is displayed in the staff room and in the medical room.

Transport to Hospital:

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

Health Care Plans

Health care plans are in place for those students with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually and written precautions/procedures made available to staff.

Staff undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

(Could also signpost staff to the Trust policy on Supporting pupils with medical conditions)

15. Gas Equipment and Appliances

All gas boilers / appliances are inspected annually by a 'competent' contractor from the Gas Safe Register™. arranged by the FMC

The FMC is responsible for any action required as a result of the inspections or any reactive repairs.

16. Handling Plants

Heads of Departments/Lead Teachers are responsible for ensuring a risk assessment has been completed for the handling of plants.

Employees have been informed that:

- both staff and pupils must wash their hands after handling plants
- pupils are informed not to touch their eyes when handling plants
- no pesticides are to be used
- staff are to be aware if plants being used, or parts of the plants e.g. berries, are poisonous and avoid

17. Health and Safety Advice

In the first instance contact your line manager, you may then be signposted on to the Facilities Manager, School Operations Manager, Designated Safeguarding Lead, SENCO or Headteacher.

For more complex issues the academy can obtain Competent advice, guidance and generic risk assessments from the Trust Health and Safety Team.

18. Housekeeping (and see also under waste / litter)

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

Arrangements are in place for regular inspections to be carried out of the building and site, at least annually, by the Headteacher, Safeguarding/Health & Safety Lead and FMC

Students' bags are not to be left in walkways or areas where they create tripping hazards.

The cleaners are employed by FMC.

19. Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster "Health and Safety Law- what you need to know" is displayed in the Staffroom.

The name of the Headteacher, contact details for the Trust Health & Safety Team and where to obtain details of the union safety representatives are included.

20. Maintenance of Plant and Equipment

The Facilities Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment. The Facilities Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

Statutory Inspections

FMC are responsible for the maintenance of all site equipment unless it is an excluded asset i.e. the kitchen equipment.

Regular inspection and testing of academy equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept by the FMC and site staff.

The FMC and Site Staff are responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

Damaged or defective furniture and equipment is to be reported by e-mail to the Site Team. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

Curriculum Areas

Heads of Department/Lead Teachers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

21. Keeping and Handling Animals

Heads of Departments/Lead Teachers are responsible for ensuring a risk assessment for keeping and handling animals has been carried out and relevant staff have been informed.

Employees have been informed that:

- animals are not allowed on any surface
- staff and pupils are to wash their hands before and after contact

- staff and pupils are to wear appropriate personal protective clothing/equipment available e.g. gloves and aprons
- staff should be aware of possible allergic reactions to animals, bedding, feed (nuts?) and appropriate procedures
- that first aid procedures to be followed if an animal bites and / or scratches and to seek medical advice if in doubt about the risk of infection
- Trust guidance has been produced on the keeping of animals (based on RSPCA advice)

22. Lettings / Use of Premises out of Hours

The majority of lettings are managed by the FMC. If the academy organises lettings independently they will obtain legal and insurance advice regarding any lettings. A contract with conditions of hire needs to be completed, signed and approved as necessary.

- Conditions for lettings must be set out on the Letting Form which must be completed accordingly
- Details of the key emergency contact details are provided to the hirer
- Emergency procedures and arrangements must in place and both parties must be aware of individual responsibility in the event of an emergency
- Hirers' risk assessments may be requested along with copies of insurance certificates
- The hirer must inform the academy of any damage, equipment failure or faults with the fabric of the building
- The hirer is responsible for ensuring they have sufficient first aid arrangements in place.

23. Lone Working

SPA available

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

It is the responsibility of the Headteacher to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by the Headteacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Staff should seek the permission of the Headteacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a colleague.

24. Legionella / Water Management

SPA available

The FMC employs an external contractor to carry out assessments and some of the key requirements of water testing under L8 guidance.

- A copy of the Legionella Risk Assessment is held by the FMC
- The site team carries out regular checks such as flushing and temperature recording.

A Legionella Maintenance Program to prevent the occurrence of legionella bacteria is required at this school.

The Legionella Maintenance Program is located within the Log Book which accompanies the Legionella Survey Report. Some maintenance and checks are undertaken by an external contractor.

The school is responsible for ensuring the school kitchen is tested for the above, this may be through the FMC.

25. Manual Handling

SPA available

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded. Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

The safe manual handling of pupils, e.g. mobility impaired children, is only carried out by employees who have received specific training provided by a 'competent' provider.

Staff must:

- Avoid hazardous manual handling operations so far as is reasonably practicable
- Act according to any medical advice
- All staff whose duties could include manual handling / lifting must be provided with suitable information and training
- Ensure they are physically capable of safely completing a manual handling task
- Use mechanical aids whenever possible and/or undertake team manual handling

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided in the Trust Safety Manual.

Significant manual handling operations are required as part of the site staff duties provided by the FMC.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the FMC

Special care is to be exercised where students are involved with the moving of objects, e.g. chairs and tables (Students are not allowed to move heavier objects). Staff are required to assess these operations and only allow students to be involved where they will not struggle and adequate precautions are taken to prevent injury.

26. Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

A programme of health and safety audits and site inspections will be undertaken each year by the Trust Health and Safety Team. This health, safety and welfare policy is reviewed annually.

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Headteacher/Safeguarding/Health & Safety Lead

Monitoring inspections of individual departments will be carried out by heads of department or nominated staff.

The person(s) undertaking such inspections will complete a report in writing and submit this to the Business Manager. Responsibility for following up items detailed in the safety inspection report will rest with various heads of departments and the FMC and SLT.

The Link AGB Member is: Andrew Jones.

27. New and Expectant Mothers

SPA available

A risk assessment is carried out as soon as the Headteacher is made aware by the employee. This is a legal requirement. As part of that process, the assessment will be monitored and reviewed, taking into account possible risks that may occur at different stages of pregnancy.

Some risks (some chemicals, physical risks such as radioactive substances and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some occupations (school lab technicians, for example) give the school as much notice as possible so that adjustment can be made.

Line Managers must ensure they explain the matter to their female staff of childbearing age. It is important also not to exaggerate the risks, which are generally quite low in the school setting, to avoid creating unnecessary anxiety. The school will consult the **CLEAPSS** guidance for more specific advice on these issues.

Specific guidance is available within the Trust Safety Manual (SharePoint) which covers the safety management issues surrounding pregnant students.

28. Off-Site Educational Visits

The Educational Visits Coordinator (EVC) is Keir Mather

The EVC is responsible to the Headteacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is also provided by the Evolve, the L.E.A.D. Award Team and the Trust Health & Safety Team. Refer to the Educational Off-Site Visits Policy for further guidance.

Activities will be led by appropriate Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary Risk Assessments before departing. The Trust uses the Evolve system to manage the necessary documentation and permissions involved.

29. Personal Protective Equipment (PPE)

SPA available

PPE is issued to employees as required by the FMC or academy, e.g. to the Facilities Manager, Cleaners and any employee who may have to deal with bodily fluids. PPE is also provided for students, e.g. in science, design and technology and PE. The issuing of PPE is recorded on a record sheet and replaced as required.

Personal Protective Equipment (PPE) will be provided free of charge and must be used where it is identified as a control measure. An SPA relating to Head Protection is available.

30. Positive Handling / De-escalation

Positive Handling Policy available

In all L.E.A.D. Academy Trust schools we ensure our staff are equipped with skills and knowledge to make good decisions – that they can positively handle potentially difficult situations.

It is not illegal to touch a pupil. There are occasions when physical contact, other than reasonable force, with a pupil is proper and necessary. This is explained in more detail in the trust-wide positive Handling policy.

Training will be provided in de-escalation and positive handling through Team Teach.

A list of staff who have received this training can be found in the staff room.

31. Outdoor Area Safety

The Facilities Manager/Appropriate school staff are responsible for ensuring that the outdoor areas are inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects / concerns directly to the FMC via reception/helpdesk

Fixed outdoor equipment is inspected annually by FMC Indoor sports equipment is inspected annually by FMC or appointed company and appropriate staff.

The nature area is the responsibility of the academy; the FMC may be contracted to support.

32. Reporting of Defects, Hazards and Near Misses

All employees have been instructed to report defects, hazards, near misses verbally to the FMC who will ensure that appropriate action is taken to avoid accident / injury.

33. Risk Assessments

SPA available

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally or in appropriate departments.

Generic risk assessments are also available via the Trust Health and Safety SharePoint.

General Risk Assessments

The academy risk assessments (excluding FMC related risk assessments) will be reviewed on an annual basis or when the work activity changes, whichever is the sooner.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/student are held on that person's file and will be undertaken by the relevant line manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant heads of department or subject teachers using the relevant codes of practice and model risk assessments developed by national bodies.

34. Safety Representatives

SPA available

Under legislation academy employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

35. Security Arrangements

SPA available

The FMC is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding or accessing restricted parts of the site.

Key holders are the FMC.

For a period of time during the afternoon when students are leaving at the end of the school day the front school gates will be locked ensuring no vehicles can enter the school site.

36. Slips and Trips

SPA available

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the FMC or Headteacher who will ensure that appropriate action is taken to avoid accident / injury.

37. Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment.

Employees have been advised that heavier items should be stored at approximately waist level to minimise the risk of injury.

38. Stress, Work Related

SPA available

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

The Headteacher is responsible for managing work-related stress within the academy. A stress toolkit is used by management. If employees are experiencing any problems in relation to stress, they are encouraged to report this to their line manager in the first instance or member of SLT.

Support is available through counselling and the Employee Assistance Programme (EAP).

39. Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers.

Drinking water is provided throughout the year and students are advised to take drinking water containers on any outdoor activities as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

40. Supervision

Pupils are supervised during all activities throughout the school day.

A list of duty points and a rota can be found on SIMS.

41. Training

SPA available

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction information on health and safety including the arrangements for first aid, fire, evacuation, security and reporting of concerns. This is recorded and kept on the employee's personal file. New employees are adequately supervised, as required.

Training records are held by the relevant departments and also centrally. A member of SLT is responsible for co-ordinating CPD and health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The SLT will be responsible for assessing the effectiveness of training received.

42. Vehicles, Use of

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use of employees own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment can be found in on the H&S SharePoint.

Only employees who are currently authorised by the Headteacher/School Operations Manager are permitted to drive the school minibus.

Employees are instructed not to use hand held mobile phones whilst driving.

These procedures are designed to give guidance but are not exhaustive. In essence the Academy must ensure that its vehicle is operated safely and complies with all the relevant legislation governing transport operations.

It is a requirement that the school's procedures are followed by all employees. Failure to do so may result in action being taken under the school's Conduct and Discipline Procedure. If you are in any doubt you must seek advice from the School Operations Manager or the Headteacher.

43. Violence

SPA available

Violence, threatening behaviour and abuse against employees or other members of the school community will not be tolerated.

The Academy has adopted the Health & Safety Executive's (HSE) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported and investigated as required by your Line Manager / Headteacher. Training will be provided in de-escalation and positive handling where required. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

44. Waste / Litter Management

The FMC is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around premises, which are emptied daily. External waste bins are secured away from buildings to reduce the risk of damage by arson.

A 'sharps' box is available in the Medical Room in order to deal promptly with any discarded needles / syringes being found.

Arrangements have been made for the safe storage and collection of clinical waste.

Hazardous materials such as chemicals require specialist disposal (School Operations Manager or FMC should be contacted).

45. Welfare facilities

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities.

Pupils have access to drinking water taps/fountain and/or drinking water bottles throughout the day.

There is adequate provision of heating, lighting and ventilation and is monitored and maintained by the Facilities Manager.

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

The academy is a non-smoking site.

46. Work Equipment

SPA available

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, strimmers, hedge cutters, pressure washers, mowing equipment, etc.

Training is carried out, where applicable; in the safe use of certain work equipment, e.g. abrasive wheels, circular saws, etc. Appropriate training records are maintained by the academy.

Arrangements are in place for the statutory inspection of plant / equipment, e.g. local exhaust ventilation systems, fume cupboards, gas boilers / heating systems, lifting equipment (e.g. passenger lifts, hoists for disabled children etc.), pressure systems, etc.

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

47. Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart, so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Access is through the main vehicle access gates.

Designated parking spaces are available including disabled parking

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

Separate entrances for vehicles and pedestrians.

If an event is being held outside of normal academy activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

48. Working at Height

SPA available

The FMC will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The FMC retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

- Access to high levels, such as roofs, is only permitted by trained persons

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the hall, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Facilities Manager. Employees are instructed not to work at height whilst lone working.

Kick stools and sets of small stepladders are available for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for this purpose.

FMC are contacted when items are located at significant heights or where staff are not trained or instructed how to use the equipment.

49. Work Experience

SPA available

Work Experience

The Achievement Leader for Y10 and Y11 is responsible for managing and coordinating work related learning.

The academy retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable. (If academies do not use the LA's preferred suppliers, pre-placement health and safety assessments must be carried out by competent people and supporting documentation completed.)
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent/carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of academy hours' provision) in order that a member of academy staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

SPA's are effectively specific sub-policies of this policy document. They provide a much greater level of detail on certain subject areas. The SPA's listed below can be found in the relevant section of the Health & Safety area of SharePoint. Once there, go into the required folder (e.g. Asbestos) and then go into the "Policy and Arrangements" section.

Accident, Near Miss and Work Related Ill Health Reporting
Asbestos
Boundary and Exterior Safety Management
Buildings and Statutory Equipment (Maintenance & Inspection)
Confined Spaces - Working in
Construction (Design & Management)
Contractor Management (Non Construction Activities)
COSHH - 'Substances Hazardous to Health'
Curriculum Safety
DSE - 'Display Screen Equipment'
Electricity at Work
Emergency Planning
Fire Management & Precautions
First Aid (Stand Alone Policy)
Head Protection
Hepatitis B - Managing the risk
Infection Control
LOLER - 'Lifting Operations & Lift Equipment Regulations'
Legionella Management - The Control of Bacteria in Water Systems
Lone Working
Management of Health & Safety
Manual Handling
Medicines and Medical Conditions
Needles - Handling and Disposal of
New and Expectant Mothers
Noise at Work
Office Health, Safety & Welfare
Permit to Work Systems (PTW's)
Personal Safety
Play Safety
PPE - 'Personal Protective Equipment'
Powered Gates and Doors (Safe Operation)
Pressure Systems and Equipment
Risk Assessments
Security
Signs and Signals - Health & Safety
Slips and Trips
Stress - Assessment of
Training
Unions safety Reps and Consultation

Vibration - 'Hand Arm and Whole Body'
Violence to Staff
Weather Safety and Protection
Working at Height
Work Equipment
Workplace Regulations 1992
Young Person at Work - Work Experience

Appendix 2 Key Legislation and Useful Links

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation (Not an exhaustive list):

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The academy follows [national guidance published by Public Health England](#) when responding to infection control issues.