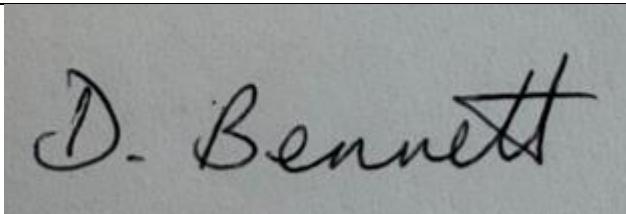
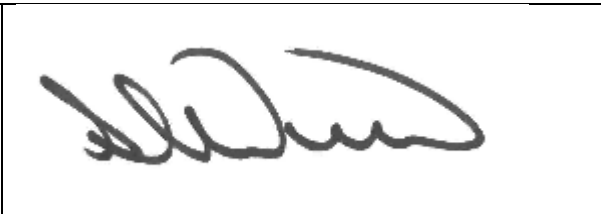




Health and Safety Policy

Policy Review Details This review date is a guideline only and if circumstances or recommendations change then the policy will be reviewed and amended as appropriate.	
This policy will be reviewed by the Board of Governors on an annual basis	
Date of Issue: Autumn 2026	
	
Chair of Governors Signature	Headteacher Signature
Date of next review: Autumn 2027	

Review and Amendments of the Health and Safety Policy

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Section 1 - Health and Safety Policy

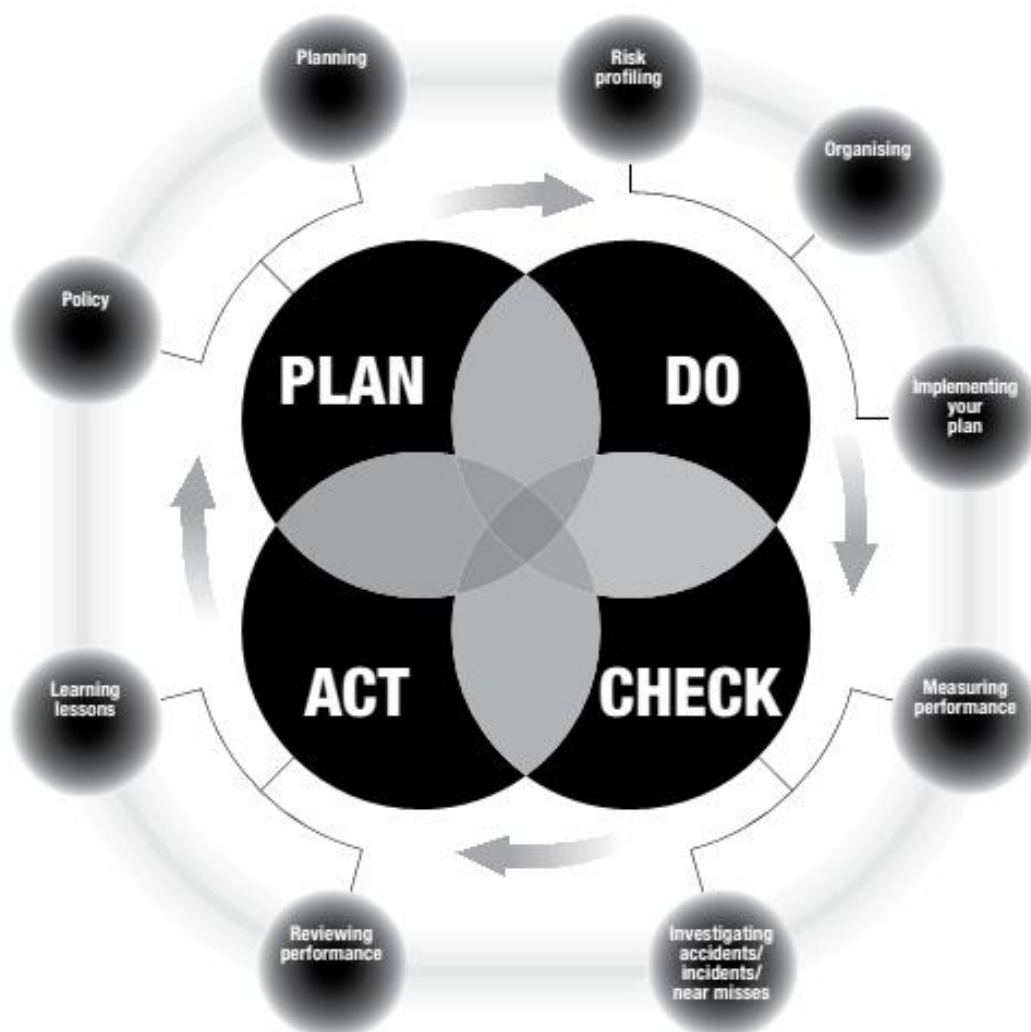
1.1 Introduction

The management of health and safety is equally as important as the management of any other aspect of a company's operations.

Accidents and incidents can be prevented by effective management action. The cost benefits of successful health and safety management will be substantial.

To be successful however, it requires the total commitment of the Academy as a whole, from senior management at the top who will drive health and safety down to the employees and volunteers. There is no part of the Academy that does not have a role to play in the management of health and safety.

This document has been prepared in line with the Health and Safety Executive document "Managing for Health and Safety – HS(G)65 (third edition, published 2013)" and takes full account of current legislation and industry best practice. The document places the importance of the 'Check' element of the Plan, Do, Check, Act management model.



1.2 Health and Safety Policy Statement

Heather Garth Primary Academy School are fully committed to the highest standards of health and safety management and will continue to develop and further improve working practices and procedures that shall assist in ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees, any contractual employees and members of the public as a result of its activities.

To achieve the highest possible standards of health and safety, the Academy's objective is to see that everything practical is undertaken to prevent injury and ill health by ensuring:

- All employees are provided with the necessary information, instruction, training and supervision such that all perceived risks are adequately controlled.
- That the Academy conducts its activities in such a manner as to ensure that persons not in its employment who could be affected by its acts or omissions are not exposed to undue risk.
- A safe and healthy working environment.
- Adequate welfare facilities and arrangements.
- Maintained, safe plant and equipment.
- Completion and regular revision of risk assessments.
- Safe systems and methods of work.
- The provision of personal protective equipment free of charge where necessary.
- A safe work place including safe access and egress.
- Safe handling and use of substances and items.
- Adequate emergency procedures.
- Access to a competent health and safety advisor at all times.
- Continued communication and consultation with the workforce on all aspects of health and safety.

This Health and Safety Policy is reviewed on an annual basis, or before if significant changes have meant that aspects of the policy are no longer applicable.

The Academy is totally committed to continually improving the management of health and safety. The Governors and Senior management are visibly committed to eliminating all injuries and occupational ill health problems caused by the company's activities. To enable the Academy to succeed with this objective the Academy requires that employees co-operate at all times.

Section 2 – Organisation and Responsibilities

2.1 The Board of Governors

To be responsible for ensuring that the declared statement of safety policy is effective in achieving, so far as is reasonably practicable, the health and safety of all School employees, contractors, pupils and members of the general public working within, hiring or visiting the school premises.

The Board of Governors will ensure that the functions listed below are carried out:

- a) That there is an effective and enforceable policy for the provision of health and safety throughout the school, including a signed declaration of the Board of Governors commitment to the safety of the school premises for persons employed there, those who may be affected by the school's activities or those who use or hire the school premises;

- b) Make appropriate decisions about remedial action, under their jurisdiction, which are found necessary by inspections carried out in school;
- c) That health and safety issues receive appropriate attention and that sufficient funds/resources are made available to implement any such issues;
- d) Establish and maintain an effective communication system on health and safety matters between The Board of Governors and School Management Team;
- e) Periodically assess the effectiveness of this policy through the Schools' Strategic Assurance Monitoring regime and ensure that any necessary changes are made to its implementation.

2.2 The Headteacher

The Headteacher has been delegated responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using or hiring the premises or who are engaged in activities sponsored by the school. The Headteacher will take all reasonable steps to achieve this through the involvement of all staff at the school.

The Health and Safety functions to be carried out by the Headteacher are to:

- a) To ensure they are familiar with the School's Health and Safety Policy.
- b) To meet the declared aims of the Health and Safety Policy.
- c) To ensure the production of an effective Operational Occupational Health and Safety Management System (comprising Strategic Assurance Standards, Operational Assurance Standards and Strategic Monitoring Standards) including the Emergency Resilience Management System (the Emergency Plan and Business Continuity Plan).
- d) To ensure that effective information and instruction on health and safety risks and control measures is provided to their employees and that an appropriate level of training is delivered as set out section five of this document relating to competencies.
- e) To ensure they take a positive lead in their School's Operational Occupational Health and Safety Management System by promoting and developing healthier and safer working practices.
- f) To ensure that their Operational Occupational Health and Safety Management System is monitored and reviewed regularly with particular reference to organisational changes with the cooperation and involvement of the Board of Governors.
- g) To establish and implement any recommendations made by the Authorities, the Health & Safety Advisor and other external professionals to improve standards in areas of low performance.
- h) To ensure that risk assessments are undertaken and that any control measures which are identified as being required are implemented, adhered to and regularly reviewed as appropriate.
- i) To advise their managers/deputies/heads of department on new regulations and on any proposed changes in existing regulations.

- j) To take appropriate action with regard to any of their employees who fail to carry out any health and safety duty, for which they have received appropriate information, instruction and training, or who endanger any of their colleagues by any of their acts or omissions.
- k) To investigate any accident, occurrence or industrial disease, which causes injury or illness to an employee or member of the public, and to ensure the appropriate accident report is completed.
- l) To seek advice and guidance as appropriate from the Council's Health, Safety and Emergency Resilience Unit.

2.3 Responsibilities of Health & Safety Advisor

The Health & Safety Advisor shall:

- a) Provide competent health and safety advice to the Academy on all aspects of health and safety.
- b) Update the Academy on the potential impacts of all planned and new legislation where this is applicable to the business activities.
- c) Carry out audits on the Academy activities at the request of the Academy.
- d) Liaise with the Enforcing Authorities on behalf of the Academy on all aspects of health and safety where required.
- e) Carry out accident / incident investigations in conjunction with the Academy where required.

2.4 Deputy Headteacher/ Managers/ Heads of Department

- a) To ensure they are familiar with the Health and Safety Policy, and its effective implementation within their own area of responsibility.
- b) To cooperate with the Headteacher in complying with statutory duties for health and safety by undertaking any duties which have been delegated to them.
- c) To ensure they are familiar with the appropriate legal requirements concerning the health, safety and welfare of all employees in their area of responsibility and are complied with.
- d) To ensure that the advice of their management on health and safety matters is sought, when necessary.
- e) To ensure that risk assessments and safe working practices for their area of responsibility are implemented and adhered to.
- f) To ensure any identified unsafe or unhealthy situations are reported and rectified, so far as is reasonably practicable.

2.5 All Employees (including volunteers and agency staff)

All employees must comply with the requirements listed below:

- a) To take reasonable care of their health, safety and welfare and others who may be affected by their acts or omissions.
- b) Co-operate with their employer to comply with statutory duties for health and safety.
- c) Use correctly and safely any work item provided by their employer in accordance with the training and instruction given.
- d) To assist the Headteacher/Manager/ Head of Department in reporting any accident or incident that may cause injury to a person or damage to plant or property.

2.6 Trade Union Safety Representatives

Safety Representatives have been appointed by recognised Trade Unions. The duties of Safety Representatives are as detailed in the Safety Representatives and Safety Committees Regulations 1977.

An outline of the main duties are as follows:

- a) Representing employees in consultation with the employer to develop arrangements for effective co-operation in measures to ensure the health safety and welfare of the employees.
- b) Investigating potential hazards at the workplace.
- c) Investigating accidents and dangerous occurrences at the workplace.
- d) Investigating complaints by the employees they represent.
- e) Making representations to the employer on matters arising out of points b, c and d.
- f) Making representations to the employer on general matters affecting the health, safety and welfare of employees at the workplace.
- g) Carrying out inspections of the workplace.
- h) Representing employees in consultations with HM Inspectors of Health and Safety.
- i) Attending safety committee meetings, as necessary.

2.7 Representatives of Employee Safety

The School recognises employees not represented by Trade Unions and Safety Representatives. These employees have rights to consultation with their employer under the Health and Safety (Consultation with Employees) Regulations 1996.

An outline of the main functions are as follows:

- a) Making representations to their employer on any hazards, dangerous occurrences and general health and safety matters that may affect the health and safety of the employees they represent.
- b) Representing their group of employees in consultations with HM Inspectors of Health and Safety.

Section 3 - Arrangements for Health and Safety

3.1 Accident / Incident Reporting & Investigation

All accidents, however minor, shall be recorded with the Academy.

All accident reports shall be stored in a secure location for Data Protection purposes.

The process flow is as follows:

Step 1 - Report your accident / incident to the office.

Various forms are in place for the type of incident – see the offices for the relevant form:

E.g:

- Report of an accident to an employee
- Report of an accident to a non-employee
- Report of aggression and violence
- Report of an accident to a pupil
- Bump note

Step 2 – The Senior leadership team/Administration will review them to determine the next steps such as if a full documented investigation and/or reporting to the HSE is required. Contact your Health & Safety Consultant for advice.

Step 3 – Actions to take in the event of a serious Accident/ Incident would be:

- Preserve the scene (but make safe);
- Take photographs;
- Take names and details of all witnesses;
- Obtain all relevant documentation – risk assessments, training records etc
- Notify H&S consultant
- Commence internal investigation;

Step 4 – Is it Reportable?

Certain accidents that occur will require reporting to the enforcing authorities and these are summarised below:

1. A fatality
 - a. Where any person dies as a result of a work-related accident
 - b. Where any person dies as a result of occupational exposure to a biological agent
 - c. Where an employee has suffered a specified injury listed below which is the cause of their death within one year of the date of the accident
2. A specified injury
 - a. Any bone fracture diagnosed by a registered medical practitioner, other than to fingers, thumbs or toes
 - b. Amputation of an arm, hand, finger, thumb, leg, foot or toe
 - c. Any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or a reduction in sight in one or both eyes
 - d. Any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen
 - e. Any burn injury (including scalding) which:
 1. covers more than 10% of the whole body's total surface area; or
 2. causes significant damage to the eyes, respiratory system or other vital organs
 - f. Any degree of scalping requiring hospital treatment
 - g. Loss of consciousness caused by head injury or asphyxia
 - h. Any other injury arising from working in an enclosed space which:

1. leads to hypothermia or heat induced illness; or
2. requires resuscitation or admittance to hospital for more than 24 hours
3. Where any person at work is incapacitated for routine work for more than seven consecutive days (excluding the day of the accident) because of an injury resulting from an accident arising out of or in connection with that work.
4. Where accidents to members of the public or others who are not at work result in an injury and the person is taken directly from the scene of the accident to hospital for treatment (not precautionary or for diagnosis) to that injury.

The reporting of accidents shall be made as follows:

- Online: <http://www.hse.gov.uk/riddor/report> (all accidents)
- Telephone: 0845 300 9923 (out of hours fatal and specified injuries only)

The reporting of fatal and specified accidents shall be reported without delay via telephone or online. This must be undertaken within 10 days of the accident occurring

For accidents resulting in the over seven-day incapacitation of a worker, the enforcing authority will be notified within 15 days of the incident, using the appropriate online form.

Once an accident has been reported, the Academy will be issued with a record of the accident on the form F2508. Copies of these forms shall be kept in a secure location along with the accident book entry.

Step 5 – complete the Incident Investigation form where appropriate.

Where the accident / incident is severe also:

- Notify Insurance brokers;
- Notify solicitors;
- Appoint a designated person to speak to the investigating authority on the company's behalf;
- Inform employees not to speak on behalf of the Academy without consent;
- Consider how to deal with media

Accident statistics shall be created to assist the Academy with measuring health and safety performance by analysing trends.

Step 6 – Review your Risk Assessments, Methods of Working and Training

Involve your Health & Safety Consultant, staff who carry out the work and any other relating persons to carry out a competent review of risk assessments, methods of working and training to reduce as far as possible the incident occurring again, either in that location/or where there might be similar processes, equipment or location factors that might pose the same/similar risks.

3.2 Asbestos

The work premises are of an age where asbestos is within the fabrication of the building construction. As such the Academy have carried out an Asbestos Management Survey to identify a register of where asbestos is present, what level of risk is posed and controls that need to be followed. This register shall be used for regular inspections to ensure its integrity is maintained.

Where any changes to the building occur or where the asbestos integrity has deteriorated, a Refurbishment Survey is carried out to manage or remove the asbestos using an approved contractor who is registered and competent to undertake these activities.

Where the risk of exposure to Asbestos is identified, no persons within the Academy shall attempt to touch or remove any asbestos. If any person has concerns, they should stop work immediately and report the risk to the Directors.

The Governors, Headteacher or Site Manager will ensure work that may disturb Asbestos (or assumed Asbestos) or that may expose their or other workers to Asbestos is ceased and reported to the responsible duty holder of the company. Work may not continue until the area is made safe, this may mean stopping work entirely, or reducing the scope of works undertaken until the area is made safe.

Asbestos Awareness training is provided to key employees and refreshed annually.

Exposure to asbestos is reportable under RIDDOR when a work activity causes the accidental release or escape of asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person. Such situations are likely to arise when work is carried out without suitable controls, or where those controls fail – they often involve:

- use of power tools (to drill, cut etc)
- work that leads to physical disturbance (knocking, breaking, smashing) of Asbestos containing materials.
- work involving aggressive physical disturbance of asbestos cement eg breaking or smashing

If these activities are carried out without suitable controls, or the precautions fail to control exposure, these would be classed as a 'dangerous occurrence' under RIDDOR and should be reported.

Where this occurs the Academy will review their risk assessments and current Asbestos management plans.

If employees are concerned about possible exposure to asbestos from work activities, they are advised to consult their GP and ask for a note to be made on their personal record about possible exposure, including date(s), duration, type of asbestos and likely exposure levels (if known).

3.3 Audit and Review

The Academy will co-operate with any health and safety audits that are undertaken on behalf of any external interested party. This will include implementing any recommendations identified in ensuring that legal compliance and current best practice is achieved and maintained.

The appointed health and safety advisor will carry out regular audits, site inspections on behalf of the Academy and produce a report of suggested recommendations on each occasion.

The health and safety policy, procedures and all associated documentation created e.g. risk assessments etc, shall be reviewed at least every twelve months or when there has been a significant change to the work process, people, environment, legal requirement or following an accident which means they are no longer valid.

Audit and review of policy and procedures assists with the performance of health and safety providing opportunity for improvement and plays a key part in the Plan, Do, Check, Act cycle.

3.4 Behavioural Safety Culture

The Academy will endeavour to provide effective Health and Safety leadership to assist in the promoting of positive health and safety culture and to engage our employees in decisions that affect their health, safety and wellbeing.

The Board of Governors is committed to ensure that a high level of Health and Safety performance is established maintained and promoted throughout the school and will monitor that the Health and Safety policy is being implemented in school

Our continuing aim is to promote an understanding of safety and identify how we can positively influence safety behaviour within our business. The Academy operates a number of initiatives to support a reduction in this type of incident:

1. The Health and Safety Advisor carries out an annual Audit and review of our policies, procedures and practice, including hazard observations on site and speaking with key employees.
2. The Governors play a key part in strategic review of policies and practices throughout the Academy to help gain an understanding of safety culture in practice.
3. Briefing / training employees will help them to recognise both safe and unsafe practices and encouraged to stop unsafe activities and suggest improvements to working methods including keeping up to date with legislation and best practice.
4. Contractors will be monitored to ensure we monitor their working culture whilst on our site after providing initial site safety information.
5. The Academy carries out accident investigations that encompass and explore safety culture with the aim to implement improvements.

3.5 Confined Spaces

The HSE define a confined space as:

Any place by virtue of its enclosed nature there arises the reasonably foreseeable specified risk.

These risks are specified as:

1. Serious injury arising from fire or explosion.
2. Loss of consciousness arising from an increase in body temperature.
3. Loss of consciousness or asphyxiation arising from gas, fume, vapour or the lack of oxygen.
4. Drowning arising from the increase in the level of liquid.
5. Asphyxiation arising from a free flowing solid.

Currently there are no such foreseeable risks on site.

3.6 Consultation and Communication

The School is committed to complying with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

The School will consult with the recognised trade unions and employees' representatives (both trade union and non-trade union) on the appointment of safety representatives and representatives of employee safety, and the formulation of Safety Committees.

The Academy shall take steps to ensure that all employees are consulted and communicated within good time on matters relating to their health and safety; particular regard shall be paid to the following:

- The introduction of any measure into the workplace that may substantially affect the health and safety of those employees.

- Any health and safety information that is required to be supplied to our employees under the relevant statutory provisions.
- The planning and organising of any health and safety training that is required under the relevant statutory provisions.
- The risks to the health and safety that employees are likely to be exposed to and the measures necessary to control such risks.

The Academy shall operate an open-door policy with regards to health and safety. All employees are encouraged to report all situations with the potential to cause injury or loss and where they feel improvements can be made in the management of health and safety.

Emails, briefings, staff meetings, memos and other means of communication will be used to ensure key health and safety information is sufficiently and effectively communicated; This will include the recognition that language and understanding could potentially be barriers to adequately communicating information, instructions and training; as such additional communication measures will be implemented to ensure communication is effective.

Periodic health and safety meetings will be developed to ensure health and safety remains a part of the company's focus.

3.7 Contractors

All contractors that work on behalf of the Academy shall be assessed to ensure that they are competent and adequately resourced to carry out the works. This shall be undertaken by a questionnaire being completed and sub-contractors submitting the relevant health and safety documentation in advance of their work commencing to ensure that it can be vetted and approved. Where sub-contractors are already approved the Academy will review all documents annually to ensure all details including insurances are up to date.

Once approval has been granted the contractor will be given site rules and an induction on arrival that will include:

- Familiarisation of the work site and any potential hazards that may be encountered and haven't been included on the risk assessments.
- Information on relevant and appropriate Permit to Work systems where required.
- Information on emergency procedures, hazard, incident and accident reporting procedures.

Contractors will be required to:

- Conduct their activities in accordance with safe practices, taking precautions to protect the work site, all employees and others that may be affected by the activities.
- Comply with our Health and Safety Rules and Health and Safety Policy.
- Comply with all occupational Health and Safety Laws applicable to the work being undertaken.
- Provide their own personnel with suitable protective clothing and equipment.
- Keep their employees within the areas designated for the work being undertaken and access to it.
- Engage on the contract only such persons who are skilled, experienced and competent in performance of their trade or tasks.
- Not to commence any work designated 'High Risk' without the appropriate 'Permit to work' having been issued.
- Be aware of the requirements of RIDDOR.

Using this vetting procedure and whilst on site, the performance of sub-contractors shall be constantly monitored to ensure that they are working in line with their own standards or those as stipulated by the Company.

Where larger construction projects are required, adequate resources will be used to ensure the Academy comply with the Construction (Design and Management) Regulations 2015.

3.8 Control of Substances Hazardous to Health

The Academy shall complete COSHH assessments for all hazardous substances that are used during working activities.

The COSHH assessment shall identify the following:

- Substance characteristics
- Effects on the body
- Persons affected
- Control measures
- First aid procedures
- Emergency procedures
- Fire procedures
- Safe use, handling, storage and disposal

All persons who are required to work with hazardous substances shall be briefed on the contents of the relevant COSHH assessments to ensure that they are aware of and understand the adverse health effects that can occur when working with the hazardous substance and also the control measures that are to be taken to ensure the health and safety of individuals during the work activity.

The Academy has made steps to ensure the purchasing of hazardous substances used as part of its activities are controlled and hold a register of their hazardous substances which is updated. Where new products are sourced the relating Safety Data Sheet is obtained in order for a COSHH Assessment to be carried out on its use by staff or the Site Manager.

3.8a Control of risk from Biological, Legionella and Bacterial Hazards

The risk of Legionella and other bacterial and biological hazards could present itself potentially within the water systems. Controls in place are that the water services are that a risk assessment has been carried out by a competent contractor with amendments to water systems made to control the risk.

The Site Manager carries out on going recorded and logged checks and maintenance to ensure the systems are effective.

The Academy may additionally employ the services of a Pest Control contractor to ensure bacterial (e.g. Leptospirosis) risks are controlled when required.

3.9 Display Screen Equipment

These Regulations only apply to employers whose workers regularly use Display Screen Equipment (DSE) as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users. These Regulations do not apply to workers who use DSE infrequently or for short periods of time.

A self-assessment shall be carried out for all DSE user's workstations every two years or where necessary (e.g. where there are changes in layout, equipment or after injury etc). Once the assessment has been completed the relevant Manager will review the assessment and take

appropriate corrective action to rectify issues that have been raised. Once the corrective actions have been set in place, the assessment must be reviewed to ensure its effectiveness. The advice of the Health and Safety Adviser may be sought should issues become complex and further advice be required.

All employees that use DSE equipment shall be entitled to an eyesight test at the expense of the Academy if they request one. The employee shall arrange a suitable time and date with the optician as to when the eye test will take place. Where relevant the Academy may stipulate which opticians are to be used in order to ensure that value for money is maintained.

Once the eyesight test has been carried out the employee shall provide a copy of the report to the Academy to enable any recommendations to be acted upon as required.

Where the eyesight test recommends the use of corrective lenses for use with DSE equipment the cost of a basic pair of lenses shall be at the expense of the company. Where relevant the Academy may stipulate which opticians are to be used for purchasing the corrective lenses in order to ensure that value for money is maintained.

3.10 Drugs and Alcohol

The Academy accepts that alcohol, illegal, prescribed and even some over the counter drugs can affect the performance of employees whilst at work. The consumption of alcohol and illegal drugs whilst at work is strictly prohibited and shall be looked upon as a disciplinary offence.

Any person in charge of a vehicle must be fit to drive, it is illegal to drive while unfit due to the effects of alcohol or drugs, whether illegal, prescribed or over-the-counter medicines. A driver may not even notice that they have been impaired until it is too late.

If an employee is suspected of being under the influence of alcohol or drugs, whether illegal, prescribed or over-the-counter medicines (e.g. even some cold remedies or antihistamines can cause ill effects), the management will remove the person from work duties with immediate effect to safe guard that particular employee and also others who may be affected by their acts or omissions.

Any employee who is prescribed drugs for medical reasons or taking over the counter drugs where it is advised that these may affect the person whilst they are taking the medication, shall report this to their Line Manager at the very earliest reasonable opportunity before commencing any work activities. The Line Manager may alter the employees work pattern or temporarily suspend them from work if there is thought to be a risk to their own or other persons health and safety.

The Academy recognises the increased risk to employees of incurring sharps injuries from discarded drugs waste and does not expect any of its employees to remove or dispose of discarded drugs waste which they may encounter whilst carrying out their duties unless they have received specific information, instruction and training and have the appropriate equipment.

Guidance is available for those who may have to deal with or sustain injury from sharps in the Strategic Assurance Standard for contaminated injuries

The Academy reserve the right to carryout drugs testing and will pull on the services of a professional provision to assist with random screening, the management and GDPR compliance relating to drugs and alcohol risks within the business.

3.11 Electrical Safety

Electrical equipment within the premises can be split into two categories; fixed mains electrics and portable electrical appliances.

Any electrical work can only be undertaken by a suitably trained and competent person. No Live Working is permitted and all equipment and electrical systems to be worked on must be isolated. Correct isolation and checking the equipment or system is 'dead' must take place before works commence.

The Academy shall ensure that any electrical appliances used by operatives as part of their working activities are free from the risk of electrocution, in addition they will ensure that fixed mains testing is carried out at a frequency no less than 5 years in duration or at a frequency indicated by their insurers. Where defects are found they will be repaired or replaced as a matter of priority.

All electrical appliances shall be subject to both formal and informal inspections. All staff shall carry out a visual inspection of their electrical equipment prior to them being used and report any defects where necessary. All electrical equipment used within the School must be appropriately CE marked.

All electrical appliances used shall be subject to a Portable Appliance Test (PAT) in line with HSE guidance. A log of all PAT tests shall be maintained and all appliances that have successfully passed the PAT test shall be provided with a green sticker to indicate that they are electrically safe to use.

3.12 Fire Safety

In line with legislation the Academy shall ensure the appointment of a Responsible Person to be responsible for all aspects of fire safety.

This role may be shared and delegated to relevant staff.

The key duties of the Responsible Person are to ensure a suitable and sufficient Fire Risk Assessment is carried out considering the size, layout and complexity of the site. The findings of the risk assessment will be managed as a matter of priority to ensure the risks of fire are controlled. The risk assessment will be reviewed regularly and where necessary (further to changes to the business, layouts and/or processes etc).

Other duties include ensuring adequately maintained fire safety equipment is in place such as a suitable alarm and detection system, emergency lighting and adequate fire-fighting equipment.

The Academy have the following systems in place to manage their fire safety:

- a) Alarm and detection system - tested weekly and serviced twice annually.
- b) Emergency lighting - tested monthly and serviced annually.
- c) Fire Extinguishers - inspected monthly and serviced annually.
- d) Fire doors and exit routes - checked monthly.

Records are kept for all maintenance and testing within the Fire Log.

Employees shall not interfere with any equipment provided to fight fires within any work premises or customer sites. Likewise, the blocking of emergency escape routes is strictly prohibited.

The responsibility for fire safety must be shared throughout the Academy to ensure its effectiveness, this is usually achieved by providing training and information to all employees on

fire safety, implementing various management systems such as electrical safety and no smoking policies.

All employees shall be briefed on the emergency procedures during the induction and shall adhere to them at all times. Emergency procedures will be practiced termly to ensure its effectiveness and ensure effective understanding to all employees covering absence or temporary employee changes. Fire Assembly points have been designated.

The Academy have a duty to identify where any persons may need assistance evacuating, such as where there are disabilities (e.g. mobility, vision, hearing), temporary mobility restrictions, understanding challenges etc.

In these cases a Person Emergency Evacuation Plan (PEEP) must be prepared and agreed with the person, and include identifying any support 'Buddies' (and cover) and/or equipment that may be required to be used during the event of an emergency evacuation.

This PEEP must be communicated and practiced with a record held.

3.13 First Aid

The Academy has carried out a First Aid Assessment of Needs which is reviewed on a regular basis.

The Academy have adequate numbers of First Aid trained personnel, to ensure that adequate provision is available at all times taking into account the spread of buildings, hazards, and sickness absence. The details of all Academy first aiders shall be displayed on the Academy noticeboards.

First aid kits are kept in the staff room, entrance hall, kitchen and disabled toilet.

Small first aid bum bags are carried by key staff during school play times outside along with walkie talkies.

A self-operating Defibrillation unit had been installed.

All First Aid equipment will be checked on a regular basis for quantities and expiry dates, a log of these checks will be completed.

Any persons who are not first aid trained shall not attempt to administer any first aid treatment on any other person.

3.14 Gas Appliance system

There is a communal gas boiler system that is located in the out building and managed / maintained by BMBC.

It was reported that this provides heating and hot water to both the school and some of the residential properties locally.

School gas inlet equipment is located within the cleaner's cupboard in school.

The gas appliances belonging to the Academy are to be maintained in a safe condition at all times. This will involve an annual service of the appliances being carried out by an external competent contractor. Once an appliance has been serviced a test certificate shall be provided and this shall be kept on file. Any changes to the gas system require appropriate test certificates when all work is complete before being brought back into use.

Only contractors that are Gas Safe registered shall be authorised to carry out any works on the gas system (the steam boiler shall be serviced on a 6-monthly basis by a competent contractors).

No employees will be permitted to carry out works on the gas system.

Where any potential defects with the gas system are identified i.e. through a smell of gas, then the premises will be fully evacuated and the gas supply will be isolated. The premises will then be adequately ventilated prior to any persons being allowed back into the premises to continue working.

3.15 Health Surveillance

All employees shall be required to complete a pre-employment medical questionnaire when they join the Academy to establish any health issues that they may already have and that will require monitoring during their employment.

The school's emergency contact form is used to annually re-collect information relating to emergency contacts and any changes in medical health information.

Where necessary employees shall be sent for regular occupational health screening with a profession provision, this is a system of ongoing health checks. These health checks are required by law for some employees who are exposed to noise or vibration, fumes, dusts, biological agents and other substances hazardous to health where identified by risk assessment.

Health surveillance can sometimes be used to help identify where more needs to be done to control risks and where early signs of work-related ill health are detected, employers should take action to prevent further harm and protect employees. Screening results will be interpreted and acted upon to improve health and safety within the workplace.

It must be noted, that completion of medical health information is not mandatory, however the Academy will be unable to sufficiently manage their legal duty of care to monitor both the health and safety of employees without knowledge of medical health information. Therefore, decisions on employment risks may be affected. All medical health information will be kept in accordance with GDPR guidelines.

3.16 Housekeeping and Waste

Good standards of housekeeping are imperative to reduce slips and trips within industry, one of the highest causes of accidents (40% of major injuries reported to the HSE). In addition, it helps control the risks such as obstructing egress and access, increasing potential sources of combustion, increasing sources of hazardous substances stored on site and the risk of environmental spills or contamination.

The Academy aim to establish the highest standards of housekeeping, spill and waste control and as such housekeeping responsibilities will be included in job roles, risk assessments and workplace inspections to ensure it is maintained at all times. Employees are expected to maintain these standards and highlight any defects and issues that may pose a danger to themselves or others.

Waste products and spills shall be cleared from the workplace and the yard areas at regular intervals to prevent the buildup, fire risk or risk of slips and trips.

It is a cultural fact that where housekeeping is lacking, this will encourage more poor housekeeping. By setting high standards, the buildup of waste becomes clearly identifiable and helps the system to maintain itself.

3.17 Liability Insurance

The Academy shall have valid Employer's Liability and third-party insurances at all times and a copy of the insurance certificate shall be on display in line with legislation.

3.18 Lone Working

Lone working is carried out within the Academy, by staff, the Site Manager or those travelling for work (not to and from work) as part of the normal working day.

Staff who are required to work alone shall have a mobile phone with them at all times that has a charged battery and an emergency contact number stored in the memory.

Staff who are required to work alone regularly shall have a risk assessment carried out that shall include a means of emergency contact and monitoring, emergency procedures and First Aid provision.

3.19 Manual Handling

Making use of any mechanical equipment that is available shall avoid or reduce the amount of manual handling necessary.

Where the manual handling activity cannot be avoided but there is still a foreseeable risk of injury, a suitable and sufficient manual handling assessment shall be carried out. The principle aim of the assessment is to analyse the manual handling activity in greater detail and assess the overall level of risk. Once the analysis is complete, suitable control measures can be implemented to reduce the risk of harm being caused.

All persons that are required to carry out manual handling activities shall receive adequate training on the correct handling techniques to further reduce the risk of manual handling. This shall be organised by the Office team.

3.20 Medical Needs and Infection Control

The School is committed to complying with Medical Needs and Infection Control guidance.

The Headteacher will ensure that any pupils within its care which require specific medical care are subject to a health care plan produced in conjunction with parents, health professionals, the Local Authority and any other relevant organisation which provides guidance and advice about arrangements which need to be made to ensure their health, safety and welfare.

The Headteacher will ensure that the necessary consent and notification forms and training records are completed and retained should the School allow the administration of medicines on behalf of parents.

3.21 New and Expectant Mothers

The Academy are responsible for providing a safe working environment while effectively managing risks to the health and safety of all employees through risk assessments.

This is particularly important for new and expectant mothers (those who are pregnant, have given birth in the last six months or are currently breastfeeding).

All employees are encouraged to inform the Academy if they are a new or expectant mother so that the Academy can make necessary changes to support employees. A certificate to confirm the pregnancy should be provided to us from the employees GP within a reasonable timescale.

The Academy will carry out a risk assessment to ensure that risks are assessed associated with employees work and that changes can be made where necessary to working shift, welfare provisions, working conditions and other matters in a timely manner.

The assessment will be reviewed at regular intervals throughout the term to ensure the early identification of any changes that may be required.

Once the mother has given birth and prior to her returning to work the risk assessment will be reviewed with an appropriate person to ensure that adequate facilities are in place to meet any specific needs that she may have.

3.22 Noise

Working in noisy environments is well known as a major source of damage to hearing and measures must be put in place to alleviate the hazard. Alternative processes, equipment and/or work methods can be used to reduce the exposure to employees.

Where employees are likely to be exposed at or over the exposure values we put in place a planned program of noise control by:

- Tackling the immediate risk by providing hearing protection.
- Identifying what is possible to control the noise, how much it could be reduced and what measures are reasonably practicable.
- Prioritise action and timetable the measures.
- Assigning responsibilities so we can deliver the various parts of the plan.
- Ensuring that work for noise control is carried out.
- Checking to see that measures implemented have worked.

Hearing Protection

Hearing protection will be issued to employees:

- If hearing protection is needed above what can be achieved by noise control.
- As a short-term measure whilst other methods are being developed.
- If requested by employees and their exposure is between lower and upper action values.
- Where their exposure exceeds the upper action levels.

Hearing protection will not be used as an alternative to controlling noise using organisational or technical methods.

Employees will receive information on the risks exposed to them upon induction and at regular intervals throughout their employment.

Noise surveys and monitoring will be reviewed on a regular basis and where there is a change to the business or processes.

3.23 Occupational Road Risk

All employees that are required to drive on behalf of the Academy will be in possession of a full valid driving license. A copy of employees driving licenses will be taken on an annual basis and these will be kept on file.

Eating, drinking or smoking shall not be permitted whilst driving on behalf of the company. The use of hand held mobile phones shall not be permitted whilst driving Academy vehicles.

Should the vehicle breakdown, instructions on how to manage a vehicle breakdown shall be in place by the employee and shared with the Academy in advance (e.g. confirmation of breakdown cover).

3.24 Permit to Work

The Academy will ensure that the following 'Hierarchy of Prevention/Control' is adopted to identify work activities which require a Permit to Work and/or appropriate means of Isolation, and thereafter implement such controls:

Identification of Activities Requiring a Permit to Work -

- Electrical Isolations
- Hot Works
- Working at Height
- Entry into Confined Spaces
- Plant and Equipment Isolations
- Excavation Work
- Any hazardous activity as identified by the Management Team
- Any work as carried out by Contractors

Identification of Activities Requiring Either Electrical or Mechanical Isolations -

- Installation of New Plant, Equipment etc.
- Maintenance of Existing Plant, Equipment etc.
- Process Pipework 'break-in's' or modifications etc.
- Confined Space Entry – tanks, vessels etc.
- Cleaning Operations
- Or any other hazardous activity as identified by the Management Team

Risk Assessments and Safe Systems of Work/Method Statements are to be in place and assessed prior to issuing a Permit to Work

Training - ensuring that all Employees/Contractors have the correct level of competencies to carry out the working activities safely

This strategy will ensure, so far as is reasonably practicable, that our Employees or Contractors who undertake hazardous work activities do so with a minimum risk to their health and safety.

3.25 Personal Protective Equipment

The Academy accepts that personal protective equipment (PPE) is a recognised control measure, but it is only acceptable as the last measure once all other reasonable controls have been implemented.

PPE shall be made available to employees free of charge where the work activity dictates that this may be necessary. Where an employee has been issued with a piece of PPE they shall ensure that it is worn correctly when required and properly stored when not in use. Information on fit, storage and use will be provided by the company, if you are in doubt, ask. If an employee does not have the correct piece of PPE, they must obtain it before carrying out any work that requires its use.

PPE and Food Hygiene used onsite includes:

- Safety footwear
- Overalls
- Hairnets
- Safety glasses
- Hearing protection
- Gloves where required.

A visual inspection of the PPE shall take place by the employee prior to them using it to ensure that it is in good condition. All defects shall be reported to the management team and a replacement obtained.

All employees are responsible for ensuring they wear the correct PPE at the right times, Supervisors and Management will carry out regular checks to ensure good culture is in place. Regular workplace inspections will also include the correct wearing of PPE.

3.26 Physical Education and Outdoor Pursuits

The school will ensure that relevant staff have access to the afPE (formerly known as BAALPE) publication, "Safe Practice in Physical Education & School Sports". PE activities will be carried out in accordance with the guidance.

All outdoor and indoor PE/adventurous equipment will be inspected periodically (at least annually) by a competent person. The Authority's Parks Services department can advise on the annual inspection of trim trails.

3.27 Risk Assessment

Risk assessments shall be used to identify all the hazards in a particular activity and evaluate the risk of harm or loss being caused to an individual or group of people.

The Academy shall complete risk assessments for all activities where there is a risk of significant harm being caused and shall maintain a written copy of all risk assessments completed.

The risk assessment process will consist of identifying the following:

- Activity
- Persons who could be affected
- Hazards
- Hazard effects
- Severity of harm
- Likelihood of harm being caused
- Risk
- Control measures
- Residual risk

The overall aim of carrying out a risk assessment shall be to identify control measures that when implemented will reduce the risk to as low as is reasonably practicable.

Once a risk assessment has been completed it shall be brought to the attention of all persons who may be affected by the work to which it relates. This shall be done during the induction, and through informal briefings. Employees shall be required to confirm in writing that they have read and understood the contents of the risk assessments once the contents have been brought to their attention.

All risk assessments shall be reviewed at least every twelve months or earlier if there is a significant change meaning that the assessment is no longer valid. Once a risk assessment has been reviewed any changes made shall be brought to the attention of all personnel who may be affected by the change.

3.28 Safety Signs and Signals

The School is committed to complying with the Health and Safety (Signs and Signals) Regulations 1996 and will ensure that where necessary suitable and sufficient signs and signals are provided to indicate safe conditions, prohibitions, mandatory control measures and specific hazards.

3.29 Training

All new employees that commence employment with the Academy shall receive health and safety induction training and a record of this training shall be maintained. The induction training will ensure employees are provided with key health and safety information such as the health and safety policy, relevant risk assessments, details on emergency procedures, roles and responsibilities.

Training and refresher training on various other aspects of health and safety such as (but not only): Manual Handling, Legionella Awareness, DSE, Asbestos Awareness, and First Aid shall be provided as and when required with records kept.

Headteachers shall ensure that all health and safety training needs are considered in employees' Performance and Development Reviews and that training provided to employees is recorded.

Headteachers should check that the Board Of Governors have received a copy of The Department for Education and Skills "Guide to the Law for Governors" and that those with responsibilities for health and safety have been on the relevant training course.

3.30 Vibration

Under the regulations and where potential vibration hazards exist the Academy will:

1. Carry out an assessment of the vibration risks to employees.
2. Decide if our employees are likely to be exposed above the daily exposure action value (EAV) and if they are:
 - i. Introduce a program of controls or reduce exposure to the lowest level possible.
 - ii. Provide health surveillance.
3. Decide if employees are likely to be exposed above the daily exposure limit value (ELV) and if they are:
 - i. Take immediate action to reduce their exposure to below this limit
4. Provide information and training to our employees on the health risks and the measures we have taken to control those risks.
5. Consult with employees on proposals to control risk and provide health surveillance.
6. Keep records of relevant assessments and control measures.
7. Keep health records for any employees that are under health surveillance.
8. Review and update our assessments regularly.

The Academy should be mindful that where the action level of 2.5m/s^2 is reached then they must reduce that level to as low a level as is reasonably practicable. In addition, the Academy should ensure that employees are not exposed to vibration above the exposure limit value of 5m/s^2 .

3.31 Visitors and the Public

The School will conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that members of the public are not endangered by work carried out on school premises.

All visitors must book in and out of the premises via the Reception area. They must be accompanied by an employee, who will be responsible for their health and safety.

All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known to exist, or that they are made aware of such risks

If visitors are to be allowed free access around the building, they must be briefed on the hazards, precautions and emergency procedures and the employees responsible will issue any required personal protective clothing (a risk assessment must be in place). The visitor must sign to demonstrate their understanding and compliance when signing into the building.

All employees are responsible for ensuring visitors they are responsible for evacuate the building safely during an emergency.

3.32 Visits and Journeys

The School is committed to complying with the general requirements of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 as they apply to visits and journeys whether they involve employees, non-employees or clients of the Council

The School will ensure that before embarking on a visit or journey, the necessary risk assessments are carried and appropriate control measures introduced in accordance with the Authorities guidance document on organising school visits and journeys.

3.33 Welfare

Suitable welfare facilities shall be provided for all employees of the company. This will include ventilation, toilets, washing and rest facilities, hot and cold running water, drinking water and a means of heating food and water.

A contract cleaning regime is in place to ensure these areas are kept hygienic and clean. Employees are requested to keep the welfare facilities in a good clean and tidy condition and shall not interfere with any provision made available.

Workplace inspections will be regularly undertaken to actively maintain the welfare facilities in place.

3.34 Work at Height

Under the Work at Height Regulations there is a duty to:

- Avoid work at height wherever possible;
- Use work equipment or other measures to prevent falls.
- Prevent items from falling.
- Where working at height cannot be avoided precautions must be put in place to minimise the distance and consequences of a fall should one occur.

A risk assessment shall be carried out for all work at height activities. Wherever possible all work at height shall be avoided if the activity can be carried out at ground level. Any persons required to work at height will be informed of the content of the risk assessment and will undergo working at height training.

All those involved in work at height must be trained and competent. Any equipment for work at height must be placed on a central register, appropriately selected and inspected before use. When not in use all access equipment must be secured to prevent unauthorised/misuse. Any

defects identified must be reported, the equipment taken out of use, quarantined and clearly marked until repaired or replaced, this will prevent accident use when defective.

Employees may make use of Professional standard EN131 ladders for gaining access or properly constructed steps with handrails where they are present. Note that ladders are only to be used for short duration (15-30 minutes) temporary work, outside this then safe working platforms and other safer means should be used.

Staff who suffer from medical conditions or that are taking medication that may affect them whilst working at height shall be prohibited from such activities.

3.35 Work Equipment

Legislation requires that equipment provided for use at work is:

- Suitable for the intended use.
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, guarding of hazardous moving parts, adequate means of isolation from sources of energy, clearly visible markings and warning devices.
- Used in accordance with specific requirements, and protected from unauthorised/misuse.

In order to fulfil the requirements, all equipment purchased is researched to ensure it is fit for the purpose. Once purchased where fixed, it will be installed by a competent contractor and commissioned prior to use.

A visual inspection of all work equipment shall take place before its use and any fault or defects identified must be reported immediately to the Line Manager so that a competent person can carry out a repair. Employees shall not attempt to repair work equipment if they are not competent to do so.

The Academy will endeavour to ensure all statutory testing, inspection and regular maintenance is carried out on appropriate work equipment, and plant. Records will be held and reports reviewed to ensure that where any defects are identified, equipment is repaired or replaced.

3.36 Work Related Stress and Wellbeing

HSE defines stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them' (stress at work must not be confused with stress exacerbated by work).

Employees feel stress when they can't cope with pressures and other issues. Employers should match demands to employees' skills and knowledge. For example, employees can get stressed if they feel they don't have the skills or time to meet tight deadlines. Providing planning, training and support can reduce pressure and bring stress levels down.

Stress affects people differently – what stresses one person may not affect another. Factors like skills and experience, age or disability may all affect whether an employee can cope.

There are six main areas which can affect stress levels at work, they are:

- demands
- control
- support
- relationships

- role
- change

The Academy recognises that workplace stress management and wellbeing is an important part of helping employees maintain good mental health as well as helping to reduce strain and lost time implications for the business. As a Academy our focus is on implementing wellbeing throughout every department because we understand that employee's mental health is just as important as their physical health. With this in mind our end goal is to ensure employees feel happy to come to work feeling positive, valued and safe within the workplace.

3.37 Young Persons

Risk assessments shall be carried out for young persons i.e. those under the age of 18 years.

The requirements of the risk assessment shall be adhered to at all times. The risk assessment will identify the activities that are specifically prohibited for the young person to carry out.

All young persons will be assigned a Supervisor within the workplace who can provide supervision and guidance at all times.