

Health and Safety Policy Arrangements

Hans Price Academy

Detailed below are the arrangements for ensuring that the aims and objectives of the Academy's Health and Safety Policy are implemented to ensure a safe and healthy working environment.

1. Law Poster

By law an employer must display the HSE Health & Safety Law Poster. The poster outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. The poster is to be displayed in a prominent position with the contact information box completed.

Academy: This poster is located in staff work bases, sports centre reception, site office and the contact details have been completed.

2. Accident Reporting, Recording and Investigation

- All accidents will be recorded in an Accident Book.

The accident book is located in the First Aid room.

- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) will be actioned by Chantelle Cresser and reported to

Jo Crickson, CLF H&S Manager – 07928 668789

CLF H&S Manager will notify the HSE of all RIDDORs.

- Details of all accidents will be brought to the attention of the Academy's Health and Safety Committee where they will be discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

3. Asbestos

Karen Williams is the CLF approved Asbestos Contractor – 07833 231165

- The Asbestos Survey, Asbestos Policy and Management Plan, and Log Book which contains the asbestos register are located site office (no asbestos at HPA).
- Key staff have attended Asbestos Awareness Training and undertake annual refresher training organised by CLF.

- Key staff are familiar with the CLF Asbestos Policy and Guidance document.
- Staff will immediately report any damage to identified areas to the Building Services Manager. If they are unavailable they will notify the Academy Business Manager.
- A Refurbishment / Demolition (R&D) asbestos survey will, when required, be used to locate and describe, as far as reasonably practicable, all asbestos containing materials (ACM's) in the area where the refurbishment work will take place or the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas including those that may be difficult to reach. This survey will be carried out by Karen Williams.

4. Visitors

- All visitors will report to main reception upon arrival and departure. They will sign in upon arrival and given a visitor's badge and a health and safety leaflet.
- Upon departure visitors will sign out and return their visitors badge.

5. Contractors

- All contractors will report to main reception upon arrival and departure. They will sign in the contractors signing in book upon arrival and will be given a blue hi-viz vest to wear and a health and safety leaflet.
- A member of the Site Team will issue the Academy's Contractors Pack which will include for example, the asbestos log book which contains the asbestos register, Academy's H&S Policy, Emergency Procedures.
- Upon departure, contractors will be required to sign out, hand back the hi-viz vest and inform a member of the site team of the work / actions that have been carried out and any further work that is required.
- Before contractors are appointed by the Academy to undertake any works, the Academy will ensure they have undertaken and passed the CLF Pre-Qualification Questionnaire (PQQ) process.

The Academy will ensure the following:

- That all relevant staff are informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works;

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- Any changes to the work activities are discussed with the appropriate representative, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary;
 - Contractor's performance is monitored during their works and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improved procedures will be undertaken. The emphasis must be to stop any unsafe activity until the Academy are satisfied with the health and safety practices and/or procedures;
 - Hazardous works e.g. 'hot work' are governed and monitored via a 'Hot Work Permit' between the Academy and contractor.

6. COSHH (Control of Substances Hazardous to Health)

The Academy will ensure the following:

- An inventory of all hazardous substances used on site is compiled and reviewed regularly;
- All regularly used products will have material safety data sheets (MSDS) to accompany each product;
- The arrangements for the delivery of hazardous substances to the Academy are managed by department lead.
- Deliveries of hazardous substances are planned for outside the Academy's day and are temporarily stored in chemical cupboard or immediately moved to chemical cupboard;
- Any new products that are brought into the Academy that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, mis-use, quantities or storage will require a risk assessments to be undertaken;

COSHH Risk Assessments are available on CLiF.

- Details of products used by the Site Team are kept in the First Aid room with a copy provided in each cleaning cupboard / site staff area.
- Any decanted substances will clearly display the product name, information, dilution rates and safety information.
- Cleaning contractors are expected to have their own COSHH procedures and arrangements that will dovetail into the Academy's arrangements.

- Science, D&T and Art departments will have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances. Reference should be made to particular Science, D&T or Art Health and Safety Policies.
- The disposal of chemicals will be carried out by a CLEAPSS approved contractor.
- A full inventory with the amount of all the hazardous substances being disposed of is required. The hazardous substances will be correctly labelled, stored, securely contained and packed ready for disposal. All hazardous substances will be correctly labelled.
- There are hazardous products that can be diluted and safely disposed of by the department. The use of the CLEAPSS *Hazcards* should be referred to for specific substances.

7. Radioactive Sources

Under the ionising Radiations Regulation 1999, every Academy has to have an appointed / qualified RPA (Radiation Protection Adviser) and each Academy holding radioactive sources should have an RPS (Radiation Protection Supervisor). An RPS is someone who has been on a training course and oversees compliance of this on a day to day basis within the Academy.

In simple terms, the RPA is the official enforcer who has the authority to sign the inspections off and the RPS is the “doer”; Academies need to have both.

Academy Radiation Protection Supervisor (RPS) is Simon White.

Radiation Protection Advisor Service – **Somerset Scientific Services**

- The Head of Science Department and the RPS are responsible for ensuring all records in relation to radioactive sources are maintained;
- The CLEAPSS guidance in Managing Ionising Radiations and Radioactive sources is followed;
- The Science department have their own departmental procedures and arrangements for the storage, use and handling of radioactive sources.

Microwave testing ensures that the levels of radiation emitted from a microwave oven are within the recommended limits. The radiation limit set by the regulations is 5 milliwatts per square cm at approximately 2 inches from above the oven. After a period of time, the door seals on a microwave can become faulty causing microwave leakage levels to exceed the recommended limit.

Microwave Testing is carried out annually by APJ Sales Service.

The records are held in the site office.

8. Defect Reporting Procedures

All staff have a responsibility for their own and others health and safety. They are responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of the Site Team so remedial action can be taken.

Any faulty equipment will be taken out of use and if appropriate isolated and labelled 'Do not use'. Information about the faulty equipment will be logged.

9. Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations came into force on 1st January 1993 (some minor changes were made in 2002). These regulations seek to protect the health of workers by reducing risks from DSE work.

DSE is a device or piece of equipment that has an alphanumeric or graphic display screen which, regardless of the display process involved, includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices.

It will generally be appropriate to classify someone as a Display Screen Equipment User if most or all of the following criteria apply:

- The individual depends on the use of display screen equipment to do their job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment.
- The individual needs significant training and/or particular skills in the use of display screen equipment to do their job.
- The individual normally uses display screen equipment for continuous spells of an hour or more at a time.
- The individual uses display screen equipment in this way more or less daily.
- Fast transfer of information between the user and screen is an important requirement of the job.
- The performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.

The DSE Regulations require employers to:

- Analyse workstations to assess and reduce risks;
- Ensure workstations meet specified minimum requirements;
- Ensure work activities include breaks or changes of activity;
- Provide eyesight tests as required (detailed within the CLF Employment Manual);
- Provide information and training.

Step 1 - DSE Questionnaire - User

To help evaluate a DSE user's workstation and activities, a 'DSE User Risk Assessment Questionnaire' will be completed by the individual at the workstation they normally or most frequently use. The questionnaire must be completed in one session. This form can be found on CLiF.

The completed questionnaire is to be given to the user's line manager for evaluation.

Step 2 - DSE User Risk Assessment – Line Manager

Upon receipt of the completed questionnaire the line manager will review it to ascertain if there are any areas of concern.

No Areas of Concern Identified – Questionnaire to be placed in employees HR file.

Area/s of Concern Identified – The line manager will be required to carry out a Risk Assessment in collaboration with the employee. This form can be found on CLiF.

The risk assessment will identify the level of risk and ensure appropriate action is taken to rectify the concern.

Once reasonable adjustments have been made to enable the risk to be closed, the DSE Questionnaire and Risk Assessment is to be placed in the employees HR file.

Reasonable adjustments are those which balance the requirements of an employee and what is feasible and practicable for the employer to perform, for example: purchasing specialist equipment or providing window blinds if glare or reflections are causing an issue.

Failure to provide an adjustment, when it is reasonable, could potentially lead to an Employment Tribunal as it is recognised as discrimination under the Equality Act 2010.

10. E-Safety

E-Safety is recognised as an essential aspect of strategic leadership in the Academy. The Principal, along with the support of the Academy Council, will ensure safe practices are undertaken across the Academy.

The Designated Safeguarding Lead, Nicky Munro will ensure the Policy is implemented and updated as required.

11. Electrical Equipment

The Electricity at Work Regulations 1989 requires any electrical equipment, that has the potential to cause injury, to be maintained in a safe condition. This means Academies must ensure that all electrical work equipment is safe, suitable for the purpose and properly maintained in good order. The Regulations do not specify what needs to be done, by whom or how frequently (i.e. they do not make inspection or testing of electrical appliances a legal requirement, nor do they make it a legal requirement to undertake this annually).

The intervals between carrying out a formal visual inspection and combined PAT test should take account of the type of equipment, how it is used and the working environment (this can be based on industry guidance and / or a risk assessment). The Academy can classify different testing periods for different types of electrical equipment but should instruct a competent person to undertake the testing for the different ranges of equipment.

Brand new electrical equipment should not require an initial PAT if purchased from a reputable UK supplier and has a European Kite mark. Regardless of any legal requirements, the consequences of an electrical fault causing a fire or resulting in somebody receiving an electric shock, must be considered.

The HSE Information Leaflet INDG236 titled 'Maintaining portable electric equipment in low-risk environments' provides a useful table which will assist with determining the frequency of the testing: <http://www.hse.gov.uk/pubns/indg236.pdf>

- Electrical faults will be reported immediately to the Site Team.
- Faulty fittings (e.g. cracked sockets etc.) will be isolated and labelled for repair.
- Portable appliance testing (PAT) is carried out by MFM Ltd.
- The PAT register is kept in the site office.
- Staff have been informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) has been undertaken.
- During the testing, all defects are either repaired, removed or labelled as defective and stored in a secure area.
- Electrical socket outlets will not be overloaded. Staff will have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Where it is necessary to use an extension lead, this will be only as a temporary measure. Extension leads should be fully unwound.
- Hirers of the Academy's facilities / rooms, contractors and visitors must ensure that any electrical equipment they bring in to the Academy has an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

12. Fixed Wire Testing

Fixed Wire Testing is a legal requirement and is to be carried out every 5 years as a minimum. This testing is governed by the IET Wiring Regulations Seventeenth Edition, also referred to as BS 7671 "Requirements for Electrical Installations", which is currently on its 3rd amendment known as BS 7671:2008+A3:2015.

Fixed Wire Testing forms part of the CLF Mechanical & Electrical Contract. On completion of testing, the M&E contractor will supply the Academy with an Electrical Installation Condition Report (EICR).

This report will detail any problems or observations and will be coded according to their danger level; the codes are C1, C2, C3 and FI.

Code 1 (C1) is described as 'Danger present. Risk of injury. Immediate remedial action required.'

The presence of a C1 requires immediate action. This will be rectified straightaway by the MFM engineer carrying out the testing and recorded in the EICR report.

An example of a C1 defect would be accessible live conductors due to damage, poorly modified enclosures or removed maintenance panels. Incorrect polarity would also attract a code C1 as it may allow conductive parts, not normally expected to be live, to become live.

Code 2 (C2) is described as 'Potentially dangerous - urgent remedial action required.' A potentially dangerous defect might be items that do not pose an immediate threat but are likely to become a danger in the future.

The presence of a C2 will be recorded in the EICR report. The rectification of the defect will take place within 3 months of receiving the report. To ensure compliance, evidence that the defect has been corrected will be provided upon completion of the works.

FI (Further Investigation) is described as 'Further investigation required without delay.'

The electrical engineer will have observed something whilst carrying out the testing, for example, emergency lights seem very dim. This might not have been covered in the report so this will be noted separately as code FI.

Code 3 (C3) is described as 'Improvement recommended.'

This means it does not comply with the regulations but isn't actually dangerous. A code C3, in itself, should not warrant an overall unsatisfactory report.

Rectifying Defects - The Academy will need to address C1, C2 and FI faults in order to achieve compliance; however, it is considered good practice to rectify all faults on site to include C3s.

Upon completion of the rectification works, the electrical engineer will issue the Academy with the relevant paperwork, either an Electrical Installation Certificate (EIC) or Minor Works Certificate (MW).

- This paperwork will be kept together with the EICR in the site office
- The Building Services Manager will send a copy of this paperwork to the Compliance Team to evidence that all faults have been rectified in accordance with BS7671.

A retest of the whole installation does not need to take place following remedial works.

13. Fire Procedures

The Academy Fire Procedures are shared with staff staff handbook under Health & Safety.

- The responsible fire person is Chantelle Cresser
- The assembly point is the Astro at the front of the Academy
- The Fire Log Book is kept in the site office

The roles and responsibilities of fire wardens are provided in a separate document and have been provided to relevant staff.

- A fire drill is a method of practicing how a building would be evacuated in the event of a fire or other emergency. A minimum of 3 will be undertaken during an academic year. The first drill will be within the first 3 weeks of the new academic year. This will be recorded in the Fire Log book.

Important: A false activation does not count as one of the 3.

- Every week the alarm will be tested by the Site Team to ensure that it is operational. Manual break glass points from different zones will be used to trigger the alarm to ensure that all break glass or other points are in working order. Details will be recorded in the fire log book.
- The fire alarm system is monitored remotely by Southern Monitoring. Fire Services will be despatched by Southern Monitoring if the alarm is activated.
- The fire extinguishers and emergency lighting are formally inspected annually by CLF M&E contractor. Weekly and monthly checks are undertaken by the Site Team. This is recorded in the fire log book.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes are free from obstructions.
- Final exit doors are unlocked whilst there are people in the building.
- The use of display materials or pupils work along emergency exit routes is controlled.
- Decorations, display materials or pupils' work will not be placed near temporary heaters, suspended light fittings or obscure fire signage, exits or call points.
- All visitors will be made aware of emergency evacuation arrangements in the event of a fire.
- The location of mains isolators and explosive substances, such as gas supply pipes, butane gas cylinders and highly flammable substances, are known and recorded.

- Should the emergency fire services attend the Academy in the event of a fire, the Senior Fire Officer will be informed by Chantelle Cresser, Academy Business Manager of all relevant information - i.e. if there is any person still in the building, location of asbestos containing materials, chemical store rooms, gas and electricity supply.

14. First Aid

- A list of the appointed person(s) who holds the nationally recognised qualifications are displayed in staff work bases, around the school and in the Academy Business Managers office. These named persons are qualified to administer first aid to casualties.
- Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites.
- The First Aid box is sufficiently stocked and is replenished as and when necessary. First aid boxes do not contain any medication, tablets creams or ointments.
- If the First Aider 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 parents/guardians cannot be contacted.
- The procedure for the completion of incident/accidents records will be followed.

Please refer to the First Aid Policy for further advice and guidance

15. Glazing

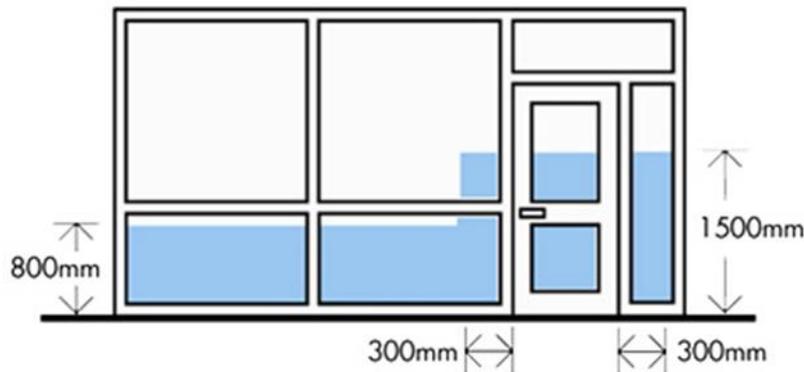
The Academy has a responsibility to ensure that the environment is safe and complies with the following legislation, British Standards and best practice:

- Workplace (Health, Safety & Welfare) Regulations 1992, Regulation 14;
- BS (British Standards) 6206 or EN 12600;
- Building Regulations 2010 approved Document N;
- Safety Film BS6262.

To determine if there is a risk of injury, a risk assessment will be carried out. The actions (control measures) taken following the risk assessment will depend on the likelihood (of an incident) and severity (extent of injury) of each location. Common controls should include:

- Replacement of the glazing with a safer material such as safety glass, strengthened, toughened glass, polycarbonate or thickened annealed glass;
- Modify the glass by applying safety film;
- Make its presence more apparent by applying markings;
- Re-organise Academy traffic routes and recreational activities to avoid the risk of glazing being broken;
- Erect suitable barriers or screens to prevent Academy users coming into contact with the glazing.

Making anything completely safe is impossible, and the same applies to glazing. But it is possible to put appropriate glazing products in the most vulnerable positions, which are termed “critical locations” in the regulations and standards. The diagram below details critical locations in internal and external walls as defined by BS 6262, EN12600 and Section N1 of Approved Document N of the Building Regulations.



Any glazing within a shaded area must be safety glass that complies with BS 6206 and EN12600.

In all buildings, or parts of buildings, where the planned activity or use generates a ‘special risk’ all glazing (regardless of position or height) must comply with the glazing requirements set out in BS6206. Glazed areas deemed to be ‘special risk’ are:

- All glazing in special schools and pupil referral units;
- All glazing in gymnasiums, sports halls or other areas where sports activities or ball games are likely to be played;
- All glazing on unprotected elevations facing playgrounds / playing fields;
- All glazing below 800mm from floor level;
- All glazing below 1500mm in door frames and side panels;
- All glazing surrounding a stairway for a distance of 2000mm away from the bottom of the stairs and a distance of 900mm from the flights, otherwise 1100mm either side of the stairs must be safety glazing.

Over time, it is possible that the use of a particular building or area will change and may become an area of ‘special risk’. It is the duty of the Academy to undertake regular risk assessments of all areas to ensure that the standard of safety glazing reflects the use of the building.

Safety, laminated or toughened glass should have a BS6206 kite mark displayed on the surface and is usually situated in one corner of the pane.

GWPP Safety Glass – Georgian Wired Polished Plate is clear glass with a wired mesh in the middle layer. In the event of fire, this provides an effective barrier to flame, smoke and hot gases. It has a minimum fire rating of 30 minutes.

Laminated Glass – Two or more pieces of glass bonded together. The interlayer bonding keeps the layers of glass bonded even when broken and its high strength prevents the glass from breaking up into larger sharp pieces. 6mm thickness is the most widely used.

Toughened Glass – A processed glass that when it shatters breaks into tiny little squares. The surface of the glass is very strong and withstands a much harder impact than ordinary glass.

16. Kiln

- Staff are trained and competent to use a kiln.
- A risk assessment for the kiln is displayed in the kiln room along with operating and emergency procedures.
- The kiln is inspected annually by CLF M&E contractor.
- Personal protective equipment in the form of thermal gloves are available and located in the kiln room.

17. Lettings

- All lettings are approved by the Academy Business Manager.
- Conditions for lettings are set out on the Letting Form.
- Details of the Academy's emergency contact details are provided to the hirer.
- Emergency procedures and arrangements are in place and both parties will be aware of individual responsibility in the event of an emergency.
- Hirers risk assessments may be requested.
- Adequate insurance is required from any hirer and held with finance.
- The hirer must inform the Academy of any damage, equipment failure or faults with the fabric of the building.

18. Lone Working

There is a requirement to carry out a risk assessment in any situation where there is the potential for staff to be at risk when lone working.

If the result of the risk assessment is that there is a high level of risk the activity should not be undertaken until appropriate control measures have been implemented.

Please refer to Lone Working Policy.

19. Manual Handling

Staff will: -

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Expectant mothers will undertake manual handling activities in a safe manner;
- Staff who have medical conditions and or have recently received surgical operations will not undertake any unsafe manual handling activities;
- Staff are required to assess any unsafe / hazardous manual handling operations;
- Staff, whose main duties do not include manual handling but could be expected to carry and lift certain items, would benefit from suitable information and training;
- Staff will ensure they are physically capable of safely completing a manual handling task;
- A manual handling risk assessment should be carried out and recorded on all those handling activities that may pose a risk of injury to Academy staff. They do not need to be recorded if: it could be easily repeated and explained at any time because it is obvious, the manual handling operations are quite straightforward, it is low risk, it is going to last only a very short time, or the time taken to record them would be disproportionate;
- When staff are required to handle goods (stock, furniture) that may be hazardous, they will have received suitable and sufficient training, know how to carry out safe manual handling (including good handling technique), use mechanical aids whenever possible, undertake team manual handling when required.

20. Medications

Only staff who have received medications training can administer medicines.

Please refer to the Academy Medications Policy for further advice and guidance

21. Minibus

- Staff or persons permitted by the Academy to drive the minibus must have a full driving licence.
- All staff or persons who are permitted by the Academy to drive the minibus will have undergone MiDAS Training even if they have a D1 licence. Refresher training will take place every 4 years.
- Only staff or persons over the age of 21 can drive the minibus. If over the age of 21, a licence must have been held for two years.
- Staff will make the Academy Business Manager aware of any medical conditions that may adversely affect the driving of the minibus.

- The minibus will be kept in a fit and serviceable condition at all times.
- Pre-use checks of the vehicle will be undertaken. Drivers will report promptly to site team any defects or symptoms of defects that could adversely affect the safe the operation of the vehicle. Reports will be recorded and provision will be made to record details of any rectification work done.
- Drivers defect reports, used to record any faults and rectification work, must be kept for at least 15 months.
- The vehicle will undergo regular servicing and have a full MOT.
- At least one fire extinguisher which complies with the relevant British Standards will be kept on the minibus.
- A First Aid Kit will be available on the minibus. It will be fully stocked.
- No trailers will be towed.

Note: CLF Insurance is in place for minibuses.

22. Play Equipment

- All staff should check the PE apparatus before use.
- External play equipment will only be used when supervised.
- Equipment will be checked daily, weekly or monthly by PE staff for any apparent defects and particularly for contamination by animals.
- External play equipment is inspected annually by Academy Business Manager and Building Services manager and a record of the inspection is kept in site office.
- The Academy has a risk assessment for the outdoor activities that includes the play equipment.
- Playground equipment rules are explained to pupils and reinforced when appropriate.

23. Personal Protective Equipment (PPE)

- PPE will be provided free of charge where is it is identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.

- The Head of Department or Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or pupils when required.
- Staff members are responsible for ensuring that they use PPE where it is provided.
- Suitable and sufficient signage will be displayed for the use of PPE.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

24. Risk Assessments

The Management of Health & Safety at Work Regulations 1999 requires an assessment to be made of the risks arising out of the activities Academies undertake. All staff need to assess 'reasonably foreseeable' risks and put in place control measures to reduce the risks so far as is reasonably practicable. A risk assessment is a key tool and an important step in protecting staff, pupils, visitors, the environment and an academy as a whole.

- Risk assessments are completed by staff for all activities where there is a foreseeable risk of injury or harm occurring.
- CLF model template risk assessments can be found on CLiF and will be used as a guide only. Staff can use the details within the model risk assessments but will amend it to reflect the activities they are undertaking.
- Each department will have up to date risk assessments relevant to their activities.
- Risk assessments will be reviewed annually as a minimum or if there is a change.
- The Academy will ensure all staff use the same Risk Assessment template to guarantee conformity.

25. Safeguarding

The Academy Council fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our Academy to identify, assess, and support those children who are suffering harm.

- The Academy has a Safeguarding Policy that was last reviewed on December 2016.
- The Safeguarding Officer(s) are Nicky Munro, Jan Disney-Fairchild and Chantelle Thompson.
- All staff have received safeguarding training.
- All sub-contractors i.e. catering, cleaning staff have received safeguarding training.

Please refer to the Safeguarding Policy for further advice and guidance

26. Trips and Off Site Activities

- The Academy has an Academy Trips Policy that was last reviewed September 2012.
- The Educational Visits Coordinator (EVC) is Chantelle Cresser.
- The EVC attended training on 13th March 2018.
- EVOLVE, the online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities is used without exception for all trips and off site visits.
- All Cat C trips have been signed off by a CLF approved Health and Safety contractor.
- Risk Assessments have been completed for the activity undertaken, and suitable and sufficient action plans and procedures are in place.
- Activities will be led by Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made.
- Pupils will be briefed about the off-site visit, together with expected behaviour rules.
- Staff will be fully briefed about the off-site visit.
- Adequate staff to pupil ratios will be assessed.
- Information and arrangements to parents/carers of pupils is communicated effectively.
- Advice from the SENCO is sought if applicable for individual pupils.
- Volunteers on any off-site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information from the risk assessment, or a copy of the risk assessment.
- All volunteers and staff are DBS checked.

Please refer to the Academy Trips and Off Site Visits Policy for further advice and guidance

27. Smoking/Vaping

The Academy is a non-smoking/vaping site.

28. Staff Consultation

The Academy Council, through the Principal and Academy Business Manager, will make arrangements for full and proper consultation with employees on health and safety matters.

There is no requirement to have a union health and safety representative at the Academy. If a person wishes to represent staff, they should have been employed by the Academy for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

29. Wellbeing

- Line Managers will include workplace stress and wellbeing as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures so far as is reasonably practicable.
- Where workplace stress arises, the Line Manager will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- The Academy will encompass the HSE Management Standards for work related stress in demonstrating good practice through a step by step risk assessment approach.
- If employees are experiencing any problems in relation to stress, they are encouraged to report this to their line manager in the first instance.
- The HR Department, Occupational Health, and if applicable an Employee Assistance Programme are available to staff and should be contacted when required.

30. Violence to Staff

- The Principal and SENCO are responsible for assessing the risks of violence to staff.
- Staff will report incidents of violence and aggression to their Line Manager and Academy Business Manager.
- Staff are asked to keep a record of such episodes.
- Appropriate steps will be taken by the Principal to deal with such a situation.
- The Academy may refer to HR for any incidents of violence and aggression to staff. A letter may be sent to any violent or aggressive person informing them of the Academy's position and any arrangements for sanctions or exclusions.

31. Water Hygiene (L8)

- A copy of the Legionella risk assessment is located in the site office.
- CLF M&E contractor is employed to carry out many of the requirements of water testing under L8 guidance.
- The site team carries out weekly flushing and temperature recording.

32. Working at Height

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to reduce the risk to as low as possible.
- Risk assessments prior to commencement of any working at height activity will be undertaken.
- Access to kick stools, small steps or ladders will be provided by Site Team.
- Site Team carry out regular inspections of the ladders and records these checks.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps. Staff must wear the correct clothing and footwear.
- Information, instruction and supervision will be provided to specific pupils that may use access equipment for Academy related activities e.g. drama production.
- Contractors are expected to provide their own equipment and will not be permitted to use the Academy's equipment without Site Team consent.

33. Work Equipment

- All work equipment used on the premises will be fully inspected upon installation.
- All work equipment will undergo an annual recorded maintenance and service inspection by a competent person.
- Records will be kept and made available for annual maintenance and servicing regimes.
- Staff are responsible for carrying out pre-use visual check of equipment ahead of use.
- Employees will not provide their own equipment.
- Heads of departments and line managers will ensure that equipment within the department is used appropriately and training or refresher training is provided as required.
- Heads of Department and line managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.
- Personal Protective Equipment will be provided free of charge if required.

34. Work Experience Pupils

A nominated person in conjunction with an external organisation will provide guidance on student work experience placement. The nominated person and or external organisation will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

For work experience placements at the Academy, the students will be monitored / supervised by the class teacher or support staff they are assigned to and liaise if necessary with the nominated person.

35. Pond

- The pond is in the rear playground.
- Pupils have access to the pond without adult supervision, however the pond is located so that it is clearly visible from school building.
- Anyone who has worked in/near the pond are required to wash their hands on leaving the pond.

36. Health and Safety Committee

While the Academy Health and Safety Committee is not a formal sub-committee of the Academy Council, the CLF Health and Safety Policy states that it is the responsibility of the Council to ensure a Health and Safety Committee is established.

Membership and Administration

Membership:	Principal or their nominated member of the Senior Leadership Team Academy Business Manager Academy Councillor responsible for Health and Safety Department or Faculty Leads for each high risk area Sports Centre Manager Member of site team Trade Union representatives (where applicable)
In Attendance:	Academy Building Services representatives / ABM representatives / Other Academy Council representative / Staff as required
Terms of office:	N/A
Chair:	Academy Business Manager
Clerk:	Kylie Bradley
Quorum:	4 members
Frequency of meetings:	At least 3 meetings per annum; more frequently if required.
Minutes:	To be circulated to members of the committee, SLT and posted to staff noticeboard once approved.
Review:	These terms of reference will be reviewed on an annual basis.

The Health and Safety Committee does not have any authority delegated to it from the Academy Council. It will review progress against CLF audits and action plans and provide regular feedback to the Council.

The specific duties of the group shall be:

1. To review the Health and Safety section of the Academy Risk Register.
2. To ensure an action plan is in place following a Health and Safety audit and to monitor progress against that plan.
3. To review the accidents and near miss log and ensure any trends are followed up and remedial action taken.
4. To examine any planned building works or modifications to review the Health and Safety implications of these projects.
5. To ensure the PQQ process is in place and is followed.
6. To ensure appropriate risk assessments are in place and are shared with all staff.
7. To ensure the sufficient First Aid arrangements are in place across the Academy.
8. To ensure that all school trips have been appropriately assessed and have been authorised.
9. To monitor the Academy's Health and Safety training arrangements.
10. To ensure that a Critical Incident Plan is in place and has been tested.
11. To escalate concerns regarding any of these areas to SLT and to the central team; to further escalate concerns to the Academy Council if deemed necessary.

37. Health and Safety Training

The Academy recognises that while many staff will already be aware of risks around their Academy, effective training will always help reinforce a positive health and safety culture.

Health and safety training is managed and recorded by the Academy Business Manager.

Training requirements will have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff and Councillors.

Recording when staff and Councillors have completed relevant training, assists the Academy to complete a training needs analysis ensuring everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety.