

'Love your neighbour as yourself.' There is no commandment greater than this.

Mark 12: Verse 31



Health & Safety Policy

Author:	VP Teaching, Learning & Assessment
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Introduction

At All Saints Academy our vision is "Living Well Together with **Dignity, Faith and Hope**". We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

Our vision translates into our everyday practice. The values of **Dignity, Faith and Hope** are particularly relevant in ensuring all in our community are encouraged to be healthy and kept safe. The Governing Body notes the provisions of the Health and Safety at Work Act 1974 (HASAWA 1974) and other Health and Safety Legislation. The Governing Body has a responsibility to take all reasonably practical steps to secure the health and safety of students, staff and others using the school premises or participating in school sponsored activities. The HASAWA 1974 states that it is the duty of every employer to conduct their business in such a way to ensure, as far as it is reasonably practicable, that persons who are not in their employment, but who may be affected by it, are not exposed to risk to their health and safety. The Governing Body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students. The Governing Body also appreciates its responsibilities under the 1988 Education Act.

Purpose

The purpose of this policy is to provide a respectful, safe and healthy place of nurture and support for students, staff and visitors. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety.

The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and students must appreciate that their own safety, and that of others, also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

This Statement includes a description of the Academy's organisation and its arrangements for dealing with different areas of risk. Refer to DFE health and safety advice for schools. Details of how these areas of risk will be addressed are given in the arrangement section.

This policy statement supplements:

Central Bedfordshire's General Statement of Health and Safety at Work Policy;
[CSF Health and Safety Policy, Organisation and Arrangements Statement](#)

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Organisation

As the employer, All Saints Academy has overall responsibility for Health and Safety at the school.

Duties and responsibilities have been assigned to Staff and Governors as laid out below.

Responsibilities of the Governing Body

The Governing Body is responsible for health and safety matters and are responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the school.
- Reviewing the School's Health and Safety Policy and performance annually.
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary.
- Providing appropriate resources within the School's budget for the implementation of the attached arrangements.
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters.
- Reporting to EFA any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive H&S culture and high standards of health and safety within the establishment.

Responsibilities of the Principal

Overall responsibility for 'Living Well together' through the day to day management of health and safety in the academy rests with the Principal. As manager of the establishment and of all the activities carried on within it, the Principal will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Principal has responsibility for:

- Communicating the policy to all relevant parties.
- Ensuring there is an adequate system in place for undertaking risk assessments.
- The implementation and monitoring of the School's health and safety arrangements which form part of this policy.
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues.
- Ensuring that the School has emergency procedures in place i.e. *Critical Incident Policy and Business Continuity Plan*.
- Reporting to EFA any hazards which cannot be rectified within the School's budget.
- Ensuring there is no misuse of plant, equipment etc.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- The provision of appropriate health and safety information to governors.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).

The Principal may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the

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Principal from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

Delegated responsibility in brackets below working in conjunction with the Site Manager

- Apply the academy's Health and Safety Policy to their own Curriculum or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements. (Curriculum Leaders)
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the CSF, CLEAPSS, DCFS, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance. (Curriculum Leaders – Science, Technology and PE and Site Manager)
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented. (Curriculum Leaders)
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control. (Curriculum Leaders)
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Principal or Line Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them. (Curriculum Leaders)
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. (Curriculum Leaders)
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety (Curriculum Leaders)
- Ensure that all accidents (including near misses) occurring within their curriculum areas are promptly reported and investigated using the appropriate forms etc. (Curriculum Leaders)
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe. (Site Manager or as delegated by the site manager)

Responsibilities of employees

Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities. Within our vision of Living Well Together, we encourage the idea of fellowship, being a family and interdependence. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the academy have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the academy's Health and Safety Policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with academy management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns, including near misses, immediately to their line manager.

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- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Arrangements

The following list of arrangements covers the key elements of a health and safety policy.

Please refer to the County and CSF Health and Safety Manuals which cover many other risk areas, codes of practice and guidance notes.

Appendix 1	Fire Evacuation and other Emergency Arrangements
Appendix 2	Fire Prevention, Testing of Equipment
Appendix 3	First Aid and Medication
Appendix 4	Accident Reporting Procedures
Appendix 5	Lone Working
Appendix 6	Health and Safety Information and Training
Appendix 7	Work Equipment
Appendix 8	Flammable and Hazardous Substances
Appendix 9	Moving and Handling
Appendix 10	Health and Safety Monitoring and Inspections
Appendix 11	Asbestos
Appendix 12	Risk Assessments
Appendix 13	Offsite visits
Appendix 14	Work at Height
Appendix 15	Display Screen Equipment
Appendix 16	Vehicles
Appendix 17	Lettings
Appendix 18	Contractors
Appendix 19	Minibuses
Appendix 20	Stress
Appendix 21	Legionella

Detailed information is given in the [Education Health and Safety Manual](#) (Click on underlined to access site)

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APPENDIX 1: FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Principal is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#).

The fire risk assessment is located in "the Fire Folder (held by the Site Manager) and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the academy's induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in and posted in each classroom and common use areas.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the, P.A. to the Principal.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the fire log book;

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Identified staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.
- **Details of service isolation points** – Gas
Meter box by old Northfields gate. Water
Isolation – Site Managers workshop
Electrical Isolation – Site Managers Workshop

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APPENDIX 2: INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Site Manager and visual six monthly checks and a record kept in the fire log book.

Any defects on the system will be reported immediately to the Site Manager

A fire alarm maintenance contract is in place with and the system tested bi-annually by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

Site Manager will undertake an annual maintenance service of all firefighting equipment. On

a regular basis, the Site Manager and team check that all firefighting equipment is available for use, operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Site Manager.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly by the Site Manager and annually by Company Test records are located in the site's fire log book and the emergency lighting book.

MEANS OF ESCAPE

Daily the Site Manager and team will check for any obstructions on exit routes and ensure all final exit doors are operational.

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APPENDIX 3: FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Denise Greenwood is responsible for regularly ensuring that the contents of first aid boxes are complete and replenished as necessary.

A check should be made at least termly.

The following staff are available to provide first aid-

TRAINED TO FIRST AID AT WORK LEVEL:

Transport to hospital

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

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

Tel 999 for ambulance. Ambulance crew decides destination for sick or injured person.

NHS111 – Call 111 when it is less urgent than 999.

Blood (and body fluid) Spillages

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

Administration of medicines

All medication will be administered to students in accordance with the Supporting students with medical conditions policy.

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

The only medication kept and administered within school are those prescribed or brought in from home specifically for the student at the request of the parent /carer and with the consent of the Principal. Records of administration will be kept by Lisa West in Student Services.

All medications kept in the academy are securely stored in the Student Services Office with access strictly controlled. Where students need to have access to medication i.e. asthma sufferers, it will be kept in Student Services, and clearly labelled. This will be locked at 3.15pm, so students will need to make alternative arrangements for after school activities.

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

APPENDIX 4: ACCIDENT REPORTING PROCEDURES

In accordance with the Academy Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the standard Academy Incident and Dangerous Occurrence Report (IDOR) form.
- Copies of these forms are available Student Services.

The Principal will countersign the original copy of the RIDDOR form which is filed at Student Services.

- A local accident book at Student Services is used to record all minor incidents to students.
- School accident reports will be monitored for trends and a report made to the Governors via the Health & Safety Committee, as necessary.
- The Principal or the nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Curriculum equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE).

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site <http://www.hse.gov.uk/riddor/> or by telephone on 0845 300 9923.

The Education Health and Safety team should also be informed.

In the event of an incident resulting in

- a casualty being taken to hospital
- Employee absence, as the result of a work related accident, for periods of over 7 days or more (including W/E"s and holidays)

These must be reported to the HSE within 15 days of date of the incident occurring. This is only if the incident is due to the state of the premises, lack of supervision or within a curriculum led session.

In every case where an incident is reported to the HSE a copy of the F2508 form should be attached to the IDOR/VIR form and sent to the Education Health and Safety Team.

Full guidance and copies of the form are located in the [Beds County Health and Safety Policies and Guidance Manual](#). Click on underlined to access site.

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APPENDIX 5: LONE WORKING

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

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

Where lone working cannot be avoided staff should:

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

APPENDIX 6: HEALTH & SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

Academy Health and Safety committee comprising representatives from governance and staff representatives meet once a term.

Two governors meet annually with the site manager to discuss health, safety and welfare issues affecting staff, students or visitors. The Annual Governor Inspection Form is completed and action points are brought forward for review by academy management.

The teaching Trade Union appointed Safety Representative on the staff is Ross Brain NUT.

Communication of Information

Detailed information on how to comply with BCCs health and safety policy is given in the Education

[Health and Safety Manual](#),

The Health and Safety Law poster is displayed in staff room.

The Education Health and Safety Team provide competent health and safety advice for Academy, Community, special and VC schools.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided. Records will be maintained by Michelle Arnold.

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

Employees will be provided with:

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required

Training records are held centrally by the Academy Manager to co-ordinate health and safety training needs and to include details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

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

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APPENDIX 7: WORK EQUIPMENT

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

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by Three Counties PAT Testing. Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment. Major fixed wiring circuits will be checked at least once every five years.

External PE equipment

The external play equipment will only be used when supervised. Such equipment should be checked daily by the site manager, Curriculum Leader: SH&L for any apparent defects and particularly for contamination by animals in areas covered by bark chippings or soft sand.

Curriculum

Curriculum Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

An asset register will identify all work equipment and drive the need for risk assessments to be carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users. The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

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EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMELY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold	Site staff and Sandpit staff	Site staff and Sandpit staff	Site staff and Sandpit staff	Ladders termly Tower scaffold on erection and weekly thereafter if left in situ
Caretaking/cleaning equipment including hand tools	Site staff	Site staff	Site staff	As per manufacturer's advice.
Radiation	RPS (Science technician)	Annual	Radiation	RPS (Science technician)
CL/Senior Technician	Science staff	Senior Technician	As per CLEAPSS annual stock check	DOL/Senior Technician
Pressure Vessels	CL/Senior Technician	Science staff	Senior Technician	Annual
Gas Cylinders	CL/Senior Technician	Science staff	Senior Technician	Annual
Gas outlets	CL/Site Manager	Science staff	Corgi registered contractor	Termly inspection by Senior Technician
Grounds maintenance equipment	Site staff	Site staff	Site staff	As per manufacturer's advice
Gas appliances (includes school catering equipment, boilers, food tech etc.)	Site Manager	Catering staff C&D teachers	Corgi registered contractor	Annually
PE and play equipment	CL SH&L	SH&L staff	Approved contractor	Annually
LEV, dust extraction /fume cupboards	CL Science	Science staff	Approved contractor	14 monthly(max)
Art/Design Equipment	CL C&D	C&D staff	Approved contractor	Annually
Portable electrical equipment	Site staff, Senior Science Technician, Network Manager	All	PAT Testing, Senior Science Technician, Network Manager	Annually

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APPENDIX 8: FLAMMABLE & HAZARDOUS SUBSTANCES

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

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "**Control of Substances Hazardous to Health Regulations 2004**" (the "COSHH" Regulations).

In all other areas the academy's nominated person(s) responsible for substances hazardous to health are Site Mnaager and Site Manager Assistant for the Sandpit.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances (generic risk assessments are available for products purchased from Bedfordshire Supplies, these are adapted to suit specific use of material on site).
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are labelled clearly
- suitable personal protective equipment (PPE) has been identified and available for use.

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

RADIOACTIVE SOURCES

The academy follows CLEAPSS guidance in Managing Ionising radiations and Radioactive sources.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for BCC
- Member of staff in charge of radioactive sources (RPS) is Lesley Botcher, Science technician who is responsible for ensuring all records pertaining to radioactive sources are maintained.

APPENDIX 9: LIFTING & HANDLING

MANUAL HANDLING OF LOADS

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

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

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

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

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

APPENDIX 10: HEALTH & SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be undertaken/co-ordinated by the site manager in conjunction with CLs.

Inspections will be conducted jointly with the Health and Safety Sub-Committee if possible.

The person(s) undertaking the inspection will complete a report in writing and submit this to the Principal.

Responsibility for following up items detailed in the safety inspection report will rest with the site manager. Governors will be involved / undertake inspections on an annual basis and report back to the Resources Committee and Full Governing Body Meetings.

APPENDIX 11: ASBESTOS

The BCC Asbestos Policy, available on the [BCC](#) web site will be followed.

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

The Establishment's Asbestos Authorising Officers is the site manager. The authorising officer shall ensure:

- The asbestos log is maintained and that any changes are notified to the BCC asbestos helpdesk.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.

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- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

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

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

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported the site manager.

APPENDIX 12: RISK ASSESSMENTS

General Risk Assessments

The academy risk assessments will be co-ordinated by Site Manager following guidance contained in the Education Health and Safety Manual.

These risk assessments are available for all staff to view and are held centrally.

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

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

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by Michelle Arnold following guidance contained in of the County Health and Safety Manual.

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

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Curriculum Leaders and subject teachers using relevant Health and Safety Codes of Practice for Create & Design, Science, PE etc. and are held centrally.

APPENDIX 13: OFFSITE VISITS

Offsite visits will be organised following guidance contained in the Bedfordshire County Council Children, Schools and Families Offsite Visits Manual

The County Council Offsite Visits Advisor, Pete Hardy, must be notified of all level 3 trips, which include, overseas trips and school led adventurous / hazardous activities.

The academy's Educational Visits Co-ordinator is Elaine Boyd.

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All Offsite Visit activities must be risk assessed using relevant BCC forms, these assessments are monitored and reviewed by the principal or nominated member of the Leadership Team, Elaine Boyd, Vice Principal.

APPENDIX 14: WORK AT HEIGHT

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

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

The school's nominated person responsible for work at height is the site manager. The nominated person shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

APPENDIX 15: DISPLAY SCREEN EQUIPMENT (DSE)

Advice on the use of DSE is available in the Education Health and Safety Manual.

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All staff who habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

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

APPENDIX 16: VEHICLES ON SITE

Vehicular access to the school is restricted to academy staff and visitors only and not for general use by parents / carers when bringing students to school or collecting them. Gates are kept shut between 3pm and 3.15pm. The students' and parents/carers' access shall be kept clear of vehicles. The access from the road shall be kept clear for emergency vehicles.

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

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APPENDIX 17: LETTINGS/SHARED USE OF PREMISES

Lettings are managed by Site manager following County council guidance. All hirers are informed on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment license etc. on an annual basis.

APPENDIX 19: MINIBUSES

The site manager is responsible for undertaking checks on and the operation of minibuses following guidance contained in the County Guidance.

All minibus drivers should receive training by the BCC Road Safety Unit. Drivers will be issued with a copy of the code at the training sessions. A list of minibus drivers is held by the school manager.

APPENDIX 20: STRESS

The academy and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and BCC's management standards.

All staff are able to speak to the Principal and/or senior management members at any time. Curriculum areas have regular meetings and are encouraged to support all members within their team. New staff are mentored and can join the "buddy system". The staff well-being programme is available to all staff and is designed to reduce stress, foster a supportive ethos and encourage a work/life balance.

APPENDIX 21: LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

The site manager will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary water temperature checks will be undertaken on a monthly basis.

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