

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

Mark 12: Verse 31



Health & Safety Policy

Author:	Principal and Academy Services Manager
Date adopted by Governors/Academy:	September 2017
Date of last review/amendment:	July 2020
Date of next review:	July 2023

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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](#)

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.

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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. An annual health and safety audit to be commissioned using Cousins Safety.
- Providing appropriate resources within the School's budget for the implementation of the attached arrangements. This will include the audit and the maintenance and renewal of SmartLog (health and safety compliance management system).
- 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, namely SmartLog.
- 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 Principal from the overall day to day responsibilities for health and safety within the establishment.

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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 the Site Manager

- Report on health and safety matters with respect to the school buildings and grounds are prepared
- Safety procedures are developed and adhered to for operations carried out within the school by their staff and by outside contractors under their control. In particular, they must ensure work complies with the Construction (Design and Management) Regulations;
- Records of hazards identified on site by staff are kept, along with the remedial action taken and when;
- When liaising with contractors, assume the duties as outlined in 'staff liaising with contractors' and 'members of staff' below;
- Routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- The provision and maintenance of all 'fire' equipment and for the preparation and review of fire risk assessments;
- All accidents within the area of responsibility are recorded in line with the school policy.
- 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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Responsibilities of the Site Team

- Ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- Ensure that premises safety inspections are undertaken;
- Attend to defect reports and recommendations from the Principal, staff, Health and Safety Co-ordinator;
- Ensure that all portable electrical equipment is tested on an annual basis;
- Ensure all accidents within the area of responsibility are recorded in line with the school policy;
- Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- Daily the Site Manager and team will check for any obstructions on exit routes and ensure all final exit doors are operational.

Responsibilities of other 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.
- 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 | Academy Risk Assessment - Coronavirus |
| Appendix 2 | Academy Coronavirus Policy |
| Appendix 3 | Fire Evacuation and other Emergency Arrangements |
| Appendix 4 | Fire Prevention, Testing of Equipment |

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Appendix 4	First Aid and Medication
Appendix 5	Accident Reporting Procedures
Appendix 6	Lone Working
Appendix 7	Health and Safety Information and Training
Appendix 8	Work Equipment
Appendix 9	Flammable and Hazardous Substances
Appendix 10	Moving and Handling
Appendix 11	Health and Safety Monitoring and Inspections
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Appendix 14	Offsite visits
Appendix 15	Work at Height
Appendix 16	Display Screen Equipment
Appendix 17	Vehicles
Appendix 18	Lettings
Appendix 19	Contractors
Appendix 20	Minibuses
Appendix 21	Stress
Appendix 22	Legionella

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

APPENDIX 1: Academy Risk Assessment - Coronavirus

School Risk Assessment Checklist –Updated 14.6.20

To be used to inform a school based risk assessment

Schools may wish to consider the following issues and suggest as a result any support which may be helpful from the LA.

Red: *High risk* (significant impact on the school's ability to function safely/make required or appropriate provision)

Amber: *Medium risk* (some challenges but able to sufficiently reduce risks to safely/take action)

Green: *Low risk* (Systems/processes are in place or can readily be implemented to significantly reduce any risk)

Scenario planning:

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This document should be used in conjunction with DfE guidance (Links below). It is a requirement of return that schools complete a suitable risk assessment.

Action for education and child care settings

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Guidance for schools

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Please note:

- *Schools should open where they can adhere to the published guidance, have agreed this with governors and have notified the appropriate body (Trust, LA, Diocese etc).*
- *Staff should ensure they follow guidance in relation to staff who are shielding*
- *Transition will need to be prioritised to support pupils moving between phases.*
- *Where there are insufficient staff to meet health and safety requirements, schools will be supported with decisions over closure if all options have been considered and exhausted.*

APPENDIX 2: Academy Coronavirus Policy

All Saints Academy Coronavirus Policy September 2020

This policy has been written to cover the operational procedures necessary for this Academy to protect its pupils, visitors and staff from the risks presented by Coronavirus (COVID-19) infection. Today, children and young people are global citizens, powerful agents of change and the next generation of caregivers, scientists, and doctors. Any crisis presents the opportunity to help them learn, cultivate compassion and increase resilience while building a safer and more caring community. Having information and facts about COVID-19 will help diminish pupils’ fears and anxieties around the disease and support their ability to cope with any secondary impacts in their lives.

This policy includes:

- [Information about COVID- 19](#)
- [How Coronavirus is spread](#)
- [The Symptoms of Coronavirus](#)
- [The Treatment for COVID-19](#)
- [All Saints Academy Closure](#)

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- [Training, Policies and Communications](#)
- [Staying Home and Social Distancing](#)
- [Suspected Cases of Infection](#)
- [Infection Control and Prevention Procedures](#)
- [Travel Advice](#)
- [Business continuity procedures and Pandemic recovery planning](#)

Information about COVID-19

The World Health Organisation defines coronaviruses as a family of viruses that cause infectious illness ranging from very mild to very severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). COVID-19 is a new strain which originated in China at the end of 2019. It has since spread to other countries initiating a global public health emergency. ‘CO’ stands for corona, ‘VI’ for virus, and ‘D’ for disease. Formerly, this disease was referred to as ‘2019 novel coronavirus’ or ‘2019-nCoV.’

The World Health Organisation (WHO) is working hard with countries worldwide to control the outbreak and has labelled it a pandemic. The outbreak of coronavirus disease (COVID-19) has been declared a Public Health Emergency of International Concern (PHEIC) and the virus has now spread to many countries and territories. This means that the disease has become established in countries around the world, including the UK, and is spreading from person-to-person.

How is Coronavirus Spread?

People can catch COVID-19 from others who have the virus.

It is understood that the virus is highly infectious and moves from person to person in droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. In addition, the virus can survive for up to 72 hours out of the body on surfaces. People can catch COVID-19 if they breathe in the droplets or touch infected surfaces and then touch their eyes, nose or mouth.

There is currently no evidence that people who are without symptoms are infectious to others.

What Are the Symptoms?

The most common symptoms are fever, tiredness and dry cough. Some people may have aches and pains, nasal congestion, runny nose, sore throat, loss of sense of taste or smell, or diarrhoea. Symptoms begin gradually and are usually mild.

Most people (about 80%) recover from the disease without needing special treatment. A small percentage can become seriously ill and develop difficulty breathing. This is particularly dangerous for people with weakened immune systems, for older people, and for those with long-term conditions such as diabetes, cancer and chronic lung disease.

What is the treatment for COVID-19?

There is no currently available vaccine for COVID-19. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. There are several clinical trials that are being conducted to evaluate potential treatments for COVID-19.

All Saints Academy Opening

The Academy will be open for all year groups from September 2020. Year groups will be kept in individual bubbles throughout the school day. This will be reviewed throughout the year and changes will be made as necessary.

This Academy will keep up to date with the latest public health and government information about the risk of coronavirus in the UK. The Senior Leadership Team and Executive Principal will maintain close links with local health protection teams and will be responsible

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for circulating essential information to staff, pupils and parents. The Academy will do its best to ensure that parents are kept informed about its measures to keep pupils and staff safe.

Training, Policies and Communications

Relevant changes have been made to usual safety procedures and risk assessments and communicated to all staff e.g. evacuation procedures, named people within policies. One single coronavirus policy has been collated and authorised by the governing body.

There is coronavirus training on Smartlog and the site manager will send out CV training links to all staff before they return to work. The risk assessment for returning to the Academy has been checked by the Governing Body. Plans and protocols have been discussed with staff and any training needs identified. There will be absolute clarity of protocols for staff supervising students.

Parents and staff made aware of the best way to communicate with teachers/ staff. Text and/or email to be sent when needed. The policy will be placed on the website.

Pupils and staff who are clinically vulnerable will not be allowed on site.

Staff have received training on new procedures during September inset days.

The Academy will adhere to the following guidance:

[Guidance for Academies about temporarily closing](#)

[Closure of educational settings: information for parents and carers](#)

[Coronavirus \(COVID-19\): guidance on vulnerable children and young people](#)

Staying Home and Social Distancing

People have been told by the government that for the time being they must work from home, unless they cannot do their job from home, to prevent the spread of the virus. This is not a request but a rule. Everyone must comply, including all pupils for whom arrangements have not been made to continue attending the Academy, and staff who are not currently on the rota to maintain services in the Academy when partially open.

People should only go outside:

- for work, where you cannot work from home
- going to shops that are permitted to be open – to get things like food and medicine, and to collect goods ordered online or on the phone
- to exercise or spend time outdoors for recreation
- spend time outdoors, including private gardens and other outdoor spaces, in groups of up to six people from different households, following social distancing guidelines
- any medical need, to donate blood, avoid injury or illness, escape risk of harm, or to provide care or to help a vulnerable person
- Where parents or someone with parental responsibility do not live in the same household, children under 18 can be moved between their parents’ homes to continue existing arrangements for access and contact
- Critical workers and parents or guardians of vulnerable children may leave their home to take children to and from school or their childcare provider.
- You can also attend the funeral of a close family member or member of your household (or, of a friend, if no one from their close family or household is attending).
- Religious ministers or leaders can leave their homes to go to their place of worship, but these should remain closed to the public
- You may also leave or be outside of your home in order to access other critical public services, such as social services, support provided to victims, services provided by

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the Department for Work and Pensions, to fulfil a legal obligation, or to move home in line with the government’s guidance.

- Visit car showrooms and outdoor markets

Academy staff should be aware of their responsibilities as role models to support these rules wherever possible in any dealings they have with pupils and parents, such as online when supporting home learning.

Key workers are still free to travel to and from work. This includes healthcare and social care workers, ambulance and fire personnel, the police and those involved in food production and distribution. It also includes Academy staff involved in keeping essential schooling running for the limited number of pupils who require it.

People staying home should not have visitors inside their home, not even from friends or family. While out they must observe “social distancing” rules. This involves keeping a safe distance of at least 2 metres (about 3 steps) from others. Public venues such as pubs, theatres, restaurants, cafes and non-essential shops have been closed. Some public spaces such as playgrounds and leisure facilities remain closed.

Suspected Cases of Infection

Whether the Academy is open fully or partially closed and running in a reduced capacity, staff and pupils should be instructed to stay at home if they are unwell. This is essential to avoid spreading infection to others. Parents will be clearly informed that this is the Academy policy.

Any suspected cases of COVID-19 infection which occur in the Academy should be managed according to Department for Education guidance.

Staff or pupils who become unwell while on the Academy site with a new, continuous cough or a high temperature should be sent home. An unwell pupil should be isolated in the sick room while waiting to be picked up. The door should be closed. They should be advised not to visit the GP, pharmacy, urgent care centre or a hospital.

If clinical advice is required, they (or their teacher, parent or carer) should go online to NHS 111 (or call 111 if they do not have internet access). In an emergency, 999 should be called if they are seriously ill or injured or their life is at risk.

The Academy may close again if there is a confirmed case. Once a pupil or member of staff has fallen ill with suspected COVID-19 the Academy will close for the rest of that day and potentially the day after for a deep-clean. Parents will be notified by text.

Parents will not be permitted to enter the Academy setting or to send their child into the setting, if they or a member of their household is displaying Coronavirus symptoms.

Infection Control and Prevention Procedures

This Academy believes that general adherence to high standards of infection prevention and control is the best way to prevent the person-to-person spread of pathogens such as coronavirus and maximise the safety of staff, pupils and visitors using the Academy.

To achieve this, the Academy’s infection control/hygiene policies and procedures will be implemented in full, whether the Academy is fully open or operating in a partially open capacity. Staff should be especially compliant with those policies related to effective hand hygiene, sanitisation and environmental cleaning.

Drop off/ pick up protocols

Entry and exit arrangements have been communicated/ marked out and will be supervised when pupils arrive. There will be no gathering at gates or doors. There will be no mixing on entry or exit.

Year groups will follow marked routes into the school and enter their year group bubble through a designed entrance. Student temperatures will be taken upon entry to the school and those with the temperature above 38 degrees will be taken to the bungalow.

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Students will stay in their year group bubbles for lessons, have their own separate social areas and only go into specialist areas (such as PE changing rooms) after they have been cleaned.

Public health messages state that people should:

- cover their mouth and nose with a tissue or their sleeve (not their hands) when they cough or sneeze
- put used tissues in the bin immediately
- wash their hands with soap and water regularly for 20 seconds and use hand sanitiser gel (at least 60% alcohol) if soap and water are not available
- try to avoid close contact with people who are unwell
- avoid touching their eyes, nose, and mouth with unwashed hands
- clean and disinfect frequently touched objects and surfaces

Staff should comply fully with hand sanitisation policies and procedures. The Academy Services Manager and Site Manager will ensure that policies are supported by the provision of appropriate resources such as hand sanitiser gels. Upon entering or exiting one of the rooms with pupils, staff should use hand-sanitiser.

Pupils will be educated in cleaning hands, 'catch-it, bin-it', and safe distancing on the first day and then briefly every day after. These instructions will be read out every morning upon arrival.

Teaching staff should take all reasonable measures to ensure that pupils comply. Staff will encourage frequent and thorough washing (at least 20 seconds). Pupils of secondary age should fully understand the rules on hygiene and social distancing but if they refuse to follow them they will not be permitted back into the Academy to ensure the safety of others. Environmental cleaning will be increased while the pandemic continues and risk of transmission persists. The Academy will prepare and maintain handwashing stations with soap and water, and if possible, place alcohol-based hand rub (hand sanitizers) in each classroom, at entrances and exits, and near lunchrooms and toilets.

An Academy cleaner will be on-site from 9-2pm daily and will be continually wiping surfaces and disinfecting toilets when used, clean and disinfect Academy buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, teaching and learning aids).

Only one student will be allowed to use the toilet at any time and the cleaner will disinfect after every usage where possible. Bins will be emptied every day. Staff working in the Academy during partial closure should comply fully with government recommendations for social distancing. They will implement social distancing practices that may include:

- Assemblies, sports games and other events that create crowded conditions will take place in year group bubbles

This involves keeping at least 2 meters apart wherever possible and reducing the need for face-to-face contact wherever possible, e.g. meetings.

On-site learning

During normal day-to-day activities Public Health England guidance states that facemasks do not provide protection from respiratory viruses, such as COVID-19, however staff will be wearing masks when in the vicinity of pupils. Pupils will be offered a face-mask. The Senior Leadership Team/Executive Principal will liaise with the local health protection team if any member of staff or pupil is suspected to be infected with coronavirus or comes into contact with someone suspected to be infected with coronavirus.

Remote Learning

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The Academy is fortunate that all students and staff have iPads and are used to iPad learning. Whilst working at home staff will use an array of online/e-learning strategies.

These will include:

- Assigning reading and exercises for home study
- Radio, podcast or television broadcasts of academic content
- Assigning teachers and student support workers to conduct remote daily or weekly follow up with students

Addressing Mental Health and Wellbeing

Staff will

- Encourage children to discuss their questions and concerns.
- Explain it is normal that they may experience different reactions and encourage them to talk to teachers if they have any questions or concerns.
- Provide information in an honest, age-appropriate manner.
- Guide pupils on how to support their peers and prevent exclusion and bullying.
- Ensure teachers are aware of local resources for their own well-being and ensure the Academy counsellor and Chaplain advertise time slots for supporting colleagues and pupils
- Work with Academy health workers/social workers to identify and support pupils and staff who exhibit signs of distress.

Travel Advice

COVID-19 originated in China and initially spread through infected people travelling to other countries. Travelling is now much reduced due to countries around the world closing their borders. Latest travel advice can be found on the GOV.UK web platform at www.gov.uk This organisation requires staff to comply with any advice given and to inform their line manager wherever the guidance may apply to them.

Business Continuity Procedures and Pandemic Recovery Planning

In addition to the Academy general business continuity and recovery planning policies, the Academy recognises the need to have a separate pandemic contingency plan and procedure. This is because a general business continuity plan focuses on a short-term recovery programme. In contrast, the effects of the coronavirus pandemic are likely to last many months.

The following procedure sets out key contingency measures to be introduced in this Academy:

- the situation will be kept under review by the Senior Leadership Team who will work alongside governors to ensure the safety of staff and pupils as their primary concern
- a coronavirus communications strategy will be developed to ensure that staff, pupils and parents are provided with up-to-date and accurate information on the status of the pandemic and on the Academy response
- information will be provided to staff via e-mail -as well as other important information, employees will be briefed on the symptoms of the virus and who to contact should they believe that they or a pupil may have the virus – unnecessary meetings will be cancelled and greater use made of digital/virtual communication in order to reduce people contacts
- staff whose role enables them to work from home will be supported to do so
- staff who are required to self-isolate themselves at home if they or a member of their family has the virus will be fully supported by the Academy – they should inform the Academy at the earliest opportunity of their status

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- Academy staffing will be reviewed on a daily basis and contingency plans put in place to ensure that the Academy remains partially open wherever possible. Academy teaching staff will explore all means of using virtual/digital communication systems to support pupils who are at home
- the leadership team will develop flexible attendance and sick leave policies that encourage pupils and staff to stay home when sick or when caring for sick family members.
- Leaders will discourage the use of perfect attendance awards and incentives and plan for possible academic calendar changes, particularly in relation to breaks and exams.
- if it becomes impossible for the Academy to maintain even a reduced service due to staffing constraints the Academy will work with the local authority to make alternative arrangements – in such an event the Academy will inform parents at the earliest opportunity
- Line managers, departmental heads and supervisors will be responsible for ensuring that staff understand the Academy’s pandemic plans. Staff should familiarise themselves with the plans and should speak to their line manager if they have any questions or concerns.
- The Academy will cancel any community events/meetings or lettings that usually take place on Academy premises, based on risk.

Monitoring and Review

This policy will be continuously monitored and updated by the governors and Executive Principal to take account of any changes to the official advice provided about coronavirus.

APPENDIX 3: 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. Annual appropriate refresher courses (fire safety/awareness and fire marshal) to be undertaken by all staff using SmartLog.

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

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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 Site Manager.

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

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 by BBC Fire and Security and a record kept in the fire log book.

Any defects on the system will be reported immediately to the Site Manager and BBC Fire and Security (Joel Rickard) on 01953857700.

A fire alarm maintenance contract is also in place with BBC Fire and Security (Joel Rickard) on 01953857700 and the system tested bi-annually by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

BBC Fire and Security 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.

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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 and tested monthly by the Site Manager, records of which are located in SmartLog.

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.

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 members of staff are available to provide first aid-

TRAINED TO FIRST AID AT WORK LEVEL:

Michelle Mills

Elisa Tolman

Denise Greenhood

Ian Taylor

Veronica Martos

Kate Hendry

Mark O'Loughlin

Anita Herd

Donna Binder

The Site Manager will check that any vehicles are properly equipped with first aid boxes before they are used.

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

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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 supervising members of staff 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.

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

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- 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.

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

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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.

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 at Central Bedfordshire Council provide competent health and safety advice for the Academy in addition to the work commissioned to Cousins Auditing.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided. Records will be maintained by the Office Manager.

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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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

APPENDIX 8: FLAMMABLE & HAZARDOUS SUBSTANCES

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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 the Site Manager and members of the Site Team.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed by the Site Manager using SmartLog.
- 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 Kate Searle. Our Science Technician, Lesley Botcher is responsible for ensuring all records pertaining to radioactive sources are maintained. PLUMSUN (external company) act as our RPO and complete an annual check on procedures and systems.

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

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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 the Site Agent using the SmartLog system 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 the HR Manager 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.

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 or Simon Miller.

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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 (Ian Taylor) 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 the Office Manager and the 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 Academy's central office.

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.