

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



Health & Safety Policy

Author:	Principal and Academy Services Manager
Date adopted by Governors/Academy:	February 2023
Date of last review/amendment:	February 2023
Date of next review:	February 2024

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

Contents

1. INTRODUCTION AND OBJECTIVES.....	4
2. HEALTH AND SAFETY POLICY STATEMENT OF INTENT	5
3. MEANS OF ORGANISATION.....	6
3.1 Structure chart of how the Academy is organised for managing H&S:	7
RESPONSIBILITIES	8
3.2 THE GOVERNING BODY	8
3.3 THE EXECUTIVE PRINCIPAL.....	8
3.4 THE FACILITIES MANAGER.....	9
3.6 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY	9
3.7 SPECIAL OBLIGATIONS OF CLASS TEACHERS	10
3.8 OBLIGATIONS OF ALL EMPLOYEES	10
3.9 PUPILS.....	11
3.10 HEALTH AND SAFETY COMPETENT PERSON	11
Disciplinary Proceedings	11
4. CONSULTATION WITH EMPLOYEES	12
5. PROCEDURES AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY.....	13
Accident Reporting, Recording and Investigation.....	13
Asbestos	13
Audit and monitoring	13
Breakfast and Afterschool clubs.....	14
Behaviour Management/Bullying	14
Caretaking and Cleaning.....	14
Catering	15
Contractors.....	15
Children at school (non-pupils)	15
Curriculum Safety (including out of school learning activities).....	15
Display Screen Equipment (DSE)	16
Driving for Work.....	16
Educational Visits and Journeys	16
Electrical Equipment (fixed and portable)	16
Enforcement officers.....	16
Equipment (other, including curriculum based equipment).....	17
Fire Precautions and Emergency Procedures.....	17
First Aid.....	17
Grounds Maintenance.....	17
Gas Safety.....	18

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

Hazardous Substances (Control of Substances Hazardous to Health (COSHH)	18
Inclusion	18
Infection Control	18
Legionella	18
Lettings / shared use of premises / use of premises outside Academy Hours	19
LEV	19
Lifting Equipment & Lifting Operations.....	19
Lone Working	20
Managing Medicines & Drugs	20
Maintenance and Inspection of Equipment.....	20
Manual Handling and Lifting	20
Minibus.....	20
Mobile Towers.....	21
Noise.....	21
Occupational Health.....	21
Outdoor Play Equipment & PE Equipment.....	21
Personal Protective Equipment (PPE)	21
Permits to Work	22
Radiation	22
Risk Assessments - General	22
School Transport	22
Security.....	23
Site Maintenance	23
Slips, Trips and Falls.....	23
Smoking.....	23
Staff Training & Development.....	23
Stress	24
Vehicle Movements on site.....	24
Visitors.....	24
Welfare.....	24
Work Experience	24
Working at Height	24
6. Monitoring, Evaluation and Review.....	25

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

1. INTRODUCTION AND OBJECTIVES

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 educating children from the age of 11 to 18 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 Academy premises or participating in Academy 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 Academy and is part of the good education of its students. The Governing Body also appreciates its responsibilities under the 1988 Education Act.

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

2. HEALTH AND SAFETY POLICY STATEMENT OF INTENT

All Saints Academy acknowledge and accepts all legal and moral health, safety & welfare responsibilities toward our employees, pupils, our contractors and those that may be affected by our activities, so far as is reasonably practicable

We commit to encouraging a positive safety culture via effective communication, cooperation, team work, and consultative management.

We will achieve these aims by:-

- Ensuring that adequate resources are provided to manage safely. In particular to plan, organise, control, monitor & review safety.
- Developing management systems that will allow us to maintain, monitor, and where necessary, continually improve our safety performance.
- Providing information, instruction, training and supervision to employees of all levels to ensure that decisions are undertaken safely.
- Monitoring our safety performance and taking action where it falls below expected standards.
- Ensuring that the safety responsibilities staff have are clearly defined.
- Ensuring that places of work and work equipment, for which we are responsible, are maintained and without risks to health.
- Providing adequate welfare facilities.
- Engaging competent professionals where expertise is not available in house.
- Having systems in place to react to, report and learn from incidents and accidents.
- Using competent contractors.
- Ensure that appropriate and adequate insurances are maintained and reviewed annually.
- Reviewing this policy statement annually or more frequently if there are significant organisational changes.

We expect all employees working for us at all levels to:-

- Take responsibility for their own safety whilst at work and for others who may be affected by their acts or omissions.
- Co-operate on safety matters to enable us to fulfil our obligations
- Comply with risk assessments completed for their work and activities.
- Report safety matters that they are concerned about and are unable to resolve themselves.
- Not to interfere, misuse or wilfully damage anything provided in the interest of Health & Safety.

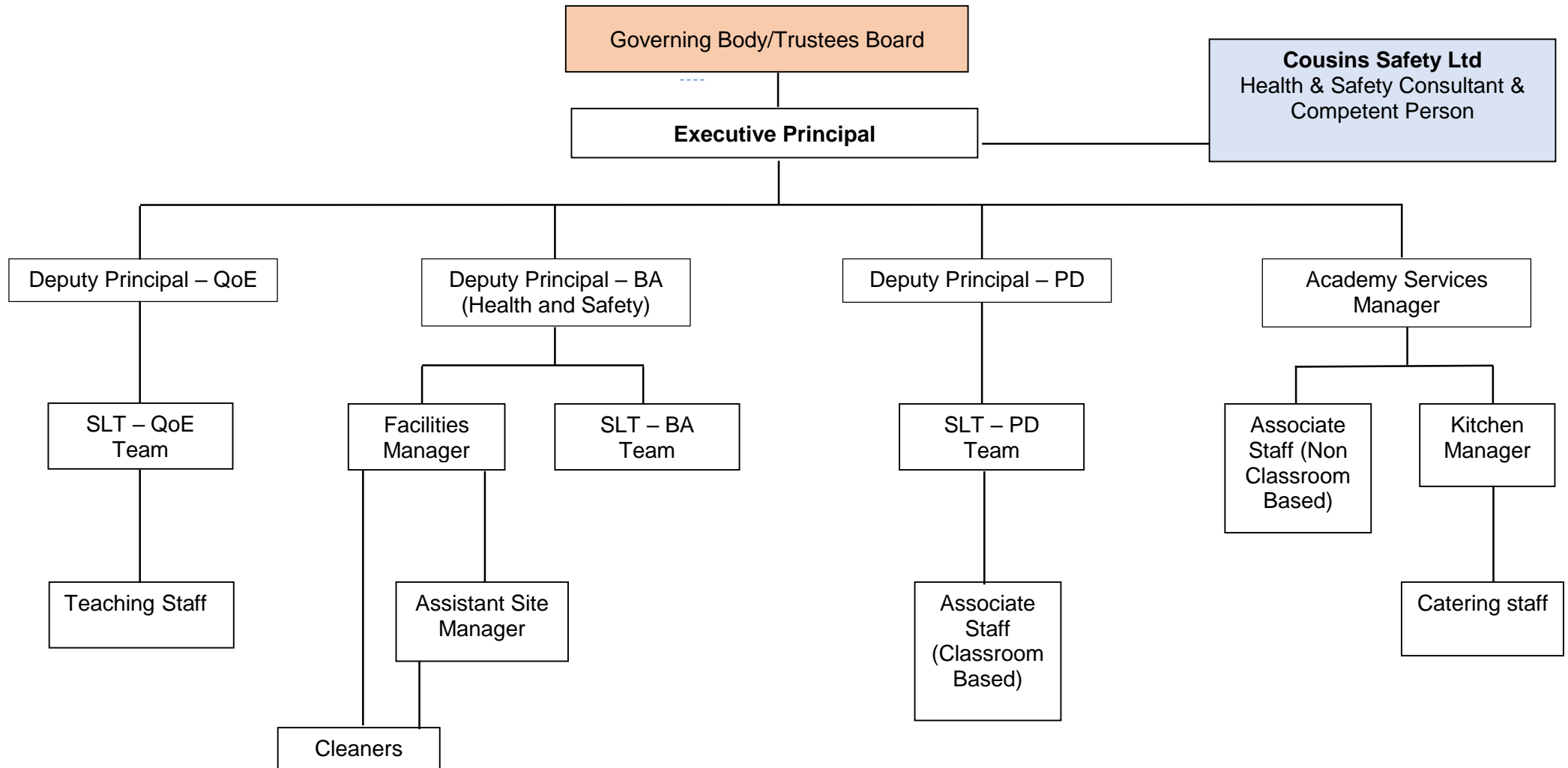
‘Love your neighbour as yourself.’ There is no commandment greater than this.

3. MEANS OF ORGANISATION

In order to achieve compliance with the governing body’s ‘Statement of Intent’ the Academy’s management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

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

3.1 Structure chart of how the Academy is organised for managing H&S:



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

RESPONSIBILITIES

This section details the specific health and safety roles and responsibilities assigned to the following posts and functions.

3.2 THE GOVERNING BODY

The Governing Body has the responsibility to ensure that:

- A clear written policy statement is created that promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds and resources are set aside with which to operate safety systems within the Academy.
- Health and safety performance is measured both actively and reactively.
- The Academy’s Health and Safety Policy and performance are reviewed annually.

3.3 THE EXECUTIVE PRINCIPAL

The Executive Principal supports the governing body by ensuring that:

- This Policy is communicated adequately to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff and their trade union representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and activities undertaken (both in and out of the curriculum) are completed.
- Safe systems of work are in place as identified from risk assessments.
- Ensure appropriate health and safety notices displayed as required.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Making provision for the inspection and maintenance of work equipment throughout the Academy.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.
- Ensure compliance on disability access for staff and pupils.
- Arrangements are in place to monitor the Academy premises and safety performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- A report to the governing body on the health and safety performance of the Academy is completed termly.

The Executive Principal can delegate some of the responsibilities and tasks but is still ultimately responsible for compliance.

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

3.4 THE FACILITIES MANAGER

The Facilities Manager has been delegated responsibilities:

- Co-ordinating and managing the risk assessment process for the Academy.
- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- Making provision for the inspection and maintenance of work equipment throughout the Academy.
- Keeping records of all health and safety activities.
- Advising the headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the Academy generally.
- Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- Unsafe conditions being reported and dealt with to agreed timescales.
- Ensure the safe maintenance and security operations of the Academy premises.
- Ensure fire precaution requirements are in place and up to date.
- Oversee the maintenance budget and works.
- Reporting back to the Executive Principal and Governing body if standards fall below legal requirements due to a lack of resources or other matters that they are unable to control
- contractors are assessed for competency and safety controls are adhered to
- Ensuring that plant and equipment is maintained and that statutory thorough examinations have been undertaken where necessary, including for equipment that has been hired
- Unsafe conditions are dealt with to agreed timescales.
- Testing of weekly fire alarm, monthly emergency lighting, weekly checks on fire doors and fire extinguishers etc. in accordance with fire safety guidance and keeping fire log book up to date.
- Monitoring of legionella (weekly flushing of little used outlets, monthly temperature monitoring, descaling showerheads etc.) in accordance with guidance and keeping water log book up to date.
- Taking and recording appropriate action taken against any defects reported.
- Overseeing the cleaning staff and ensuring they have been trained in the safe use of chemicals.
- Carrying out and recording weekly inspection.
- Carrying out any other functions devolved to him/her by the Executive Principal or Governing Body.

3.6 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy Headteachers, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Clerical Managers/Supervisors, Technicians and Site Managers/Agents/Caretakers. They must:

- Apply the Academy’s ‘Health and Safety Policy’ to their own department or area of work and be directly responsible to the Executive Principal for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Executive Principal.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

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

- Resolve health, safety and welfare problems that members of staff refer to them. Or refer matters further to the Executive Principal any problems to which they cannot achieve a satisfactory solution themselves, with the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are investigated appropriately.

3.7 SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to the Executive Principal or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the Academy without prior authorisation.
- Report all accidents, defects and dangerous occurrences to the Executive Principal or Head of Department.

3.8 OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Academy or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with Academy procedure.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the Academy’s health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.

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

- Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee’s immediate superior.

3.9 PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the Academy and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

3.10 HEALTH AND SAFETY COMPETENT PERSON

The Trust uses the services of an external OSCHR Consultant, Sherryl Cousins, Cousins Safety Limited to provide Health and Safety Competent Person advice.

Disciplinary Proceedings

Understanding and complying with all the health and safety procedures is of the utmost importance. Failure to comply with these procedures, or tampering with any of the health and safety equipment, including firefighting equipment, may lead to the implementation of disciplinary procedures by the Academy.

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

4. CONSULTATION WITH EMPLOYEES

All Saints Academy will co-operate with any existing or newly formed Trade Union in accordance with The Safety Representatives and Safety Committees Regulations 1977.

Safety representatives may be appointed by recognised and independent trade unions within a school. Where safety representatives are appointed employers have a duty to consult them with regard to health and safety issues.

The Academy recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Executive Principal or Governing Body.

Currently there are no Union Health & Safety representatives.

If appointed, time off for training will be provided in accordance with the regulations. Representatives will be given full access to the information on health and safety, which they have a right to, under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, address any problems that need further action or a review of procedures.

The Academy recognises its responsibilities under the Health and Safety (Consultation with Employees) Regulations 1996 to consult staff with regard to Health and Safety and will continue to use the Academy’s normal communication channels to do this.

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

5. PROCEDURES AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body’s Statement of Intent.

Accident Reporting, Recording and Investigation

All members of staff are required to ensure that all accidents, incidents and near misses are reported to the nominated person at the Academy who will ensure that the details are entered into the accident book and SmartLog and reported to the Health & Safety Executive if required following guidance.

Completed accident forms should be passed to Dennis Doyle, Facilities Manager to add to Smartlog. Hard copies of accident forms are kept in the Academy Services Manager’s Office.

Depending on the severity of the accident/incident either the Facilities Manager or a member of SLT will undertake an investigation into the accident and record any follow up action.

Accident reports identifying trends in accidents/incidents are provided to Governors on a termly basis.

Asbestos

The majority of the Academy was built post 2001 and therefore has no asbestos present. The Main Hall, Sports Hall and Bungalow were built pre 2001 and may contain asbestos.

The Facilities Manager, has overall responsibility for the management of asbestos across the Academy and will ensure that all staff are briefed regarding the rules for drilling, affixing anything to walls and ceilings etc by way of the staff briefing sheets.

The asbestos log book for the Academy is held the Site Office to the rear of the Main Hall.

The local Asbestos Management Plan for the site sets out who has responsibilities for Asbestos management and can be found in the Site Office to the rear of the Main Hall.

The following staff will attend asbestos awareness training every 3 years – Site Team, Executive Principal, SLT Lead for H&S and H&S Governor.

The Academy uses an electronic system Smartlog for storing the asbestos management surveys.

All contractors shall be referred to the asbestos register before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log-book before commencing work and sign the permit to work sheet.

The Academy uses the services of Greenshield Environmental for asbestos consultancy.

Greenshield Environmental provide an annual check on condition of asbestos.

Staff will also be reminded that they must report any damage to asbestos materials to the Facilities Manager by staff briefing and emails.

Audit and monitoring

As part of the Academy’s monitoring of health and safety regular health and safety inspections will be carried out.

The Facilities Manager will walk around the buildings and site each term and note down any issues that need to be addressed. Key risks highlighted from the termly walk round will be included in the report to the Governing body on a termly basis.

An annual monitoring form will be completed by Dennis Doyle, Facilities Manager and a copy provided to the Governing body/Trustees.

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

The Trust has the option to commission an external Health and Safety audit from a consultant.

The Facilities Manager completes a weekly walk round and checklist and any issues highlighted to the SLT Lead for H&S.

Breakfast and Afterschool clubs

The Academy runs the breakfast and after school club and has their own health and safety procedures.

Behaviour Management/Bullying

See separate Behaviour and Attitudes Policy

Appropriate training will be provided to staff on managing behaviour.

Caretaking and Cleaning

The Academy employs day time cleaners. Out of hours cleaners are employed by May Harris who manage the out of hours cleaning staff at the Academy.

The Academy will be responsible for training day time cleaners and May Harris will be responsible for training out of hours cleaners on safe use of chemicals and supervising their work and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Cleaners arrive at 9.00am (daytime cleaners) or 3.00pm (out of hours cleaners).

Site Staff cover is available from 6.45am Monday to Friday, and as necessary to fulfil the requirements placed by Academy functions and lettings.

The Site Team are responsible for the general day to day maintenance of the site, including general housekeeping, cleanliness and tidiness of the site on visual inspection, fire doors, clear escape routes, management of slip, trip and fall hazards, appropriately stored substances hazardous to health, regular checks including fire safety water safety, gas and electricity safety, cleaning and maintenance inspections on a daily/weekly/termly basis.

The Facilities Manager is responsible for ensuring suitable and sufficient protective personal equipment is provided for site staff as and when required.

The Facilities Manager is responsible for managing a team of daytime cleaners, their training needs, quality assurance and competence of undertaking tasks required, substance risk assessments and implementation of Safe Working Practice.

The Facilities Manager maintains the COSHH register, COSHH risk assessments and controls access to substances hazardous to health. They are responsible for ensuring all cleaning staff are aware of COSHH.

May Harris organise a summer cleaning plan with some condensed cleaning and this is overseen by the Facilities Manager/Site Team.

Out of hours cleaning at the Academy is operated by a third party, May Harris, and fall under the Academy’s contractor management system. The Finance Manager is responsible for overseeing this contract. A copy of their health and safety policy and risk assessments are held in school and a check on practices in the Academy is carried out regularly.

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

Catering

These are operated by a third party Harrisons Catering and fall under the Academy’s contractor management system. A copy of their health and safety policy and risk assessments are held in school and a check on fire safety in this area by the Academy is carried out every term.

Contractors

The Facilities Manager shall ensure that the management guidelines regarding contractors are adhered to at all times.

The Facilities Manager is responsible for the Control of Contractors and will ensure projects adhere to CDM regulations and will ensure designers, contractors, and any other building professionals are assessed for competency.

Sufficient time, resources, and information must be allocated to ensure health, safety and well-being of all concerned is prioritised.

Active management of contractors, project planning, accurate hazard identification, thorough exchange of information, following suitable and sufficient risk assessment is essential. It is managed through the Academy’s control of contractors procedures.

Children at school (non-pupils)

Staff Children

Non school children, e.g. staff’s own children, should only be allowed into the Academy during holidays and strike days by prior arrangement with the Executive Principal and will be supervised by their parent.

Curriculum Safety (including out of school learning activities)

All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the Academy, or requires financial support, then they should log the hazard/issue through Smartlog.

The following Directors of Learning/Heads of Departments shall ensure compliance with the following guidance:

- Science – CLEAPPS
- Design and Technology - BS 4163, 2014 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice.
- Physical Education - British Association for Physical Education (AfPE) Safe Practice in Physical Education.

The following departments will have their own specific policy developed by their Head of Department:-

- Science department policy
- DT department policy.

Teaching staff should consider any significant health and safety issues such as class size, pupil behaviour, maturity, limitations of space, layout, equipment etc. as part of their planning and preparation, risk assessment is just another name for that process.

Prior to use, all equipment must be checked by an appropriate, trained member of staff such as a qualified teacher, technician or teaching assistant.

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

Staff are trained in Departments on the appropriate use of machines and equipment. Members of staff new to the Academy are informed within their departments of the relevant curriculum activities.

Directors of Learning/Curriculum Leads are responsible for coordinating curriculum risk assessments and Heads of Departments are responsible for ensuring these risk assessments are available to their staff.

Any off site activities during the Academy day should be referred and approved by the Educational Visits and Journeys Coordinator EVC.

Display Screen Equipment (DSE)

Information on the risks associated with DSE will be provided within the first week of commencing employment.

DSE users will have their work stations assessed annually or following an office move. The Academy will provide equipment and adjustments as identified by the risk assessment.

A user has been defined as staff that use a pc or laptop continuously for more than 1 hour a day. This applies to Academy office staff. The Academy will pay the costs of an eyesight test every 2 years for a user and basic costs up to £50 for corrective appliances (glasses) for those users that require them for VDU use only.

The Facilities Manager is to ensure DSE assessments are completed for all DSE users annually or following an office move.

Driving for Work

Where staff have to use their own car for work for example driving to meetings etc at other school sites then business insurance should be obtained. The Finance Manager is responsible for checking annually they have business insurance, tax and MOT for their vehicle.

Educational Visits and Journeys

See separate Educational Visits and Journeys policy.

The Academy uses the Evolve system and all educational visits and journeys are required to be approved by the Executive Principal who shall ensure compliance with the Educational Visits and Journeys Policy.

The EVC will check and record “competence” of staff annually.

Medication for school trips will be covered by the School’s Managing Medications Policy.

Electrical Equipment (fixed and portable)

The Facilities Manager will ensure that testing, inspection and maintenance of equipment.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall not be used be taken out of service.

Staff should not bring in their own electrical items from home for use without PAT testing.

Enforcement officers

Any contact with or subsequent letters, notices or other action by Enforcement Officers must be notified to the Executive Principal without delay so that they can be acted upon immediately. Teachers and non-teaching staff are not permitted to speak on behalf of the Academy and should refer formal enquiries to the Executive Principal.

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

Equipment (other, including curriculum based equipment)

Such as local exhaust ventilation (LEV), pressure systems, gas appliances, lifts & lifting equipment, kilns, photographic equipment

The Facilities Manager is responsible for ensuring the inspection and testing of equipment is carried out by a suitably trained company/individual and retaining records.

Fire Precautions and Emergency Procedures

The Executive Principal is the “responsible person” as defined in Regulatory Reform (Fire Safety) Order 2005.

The Facilities Manager to organise the fire risk assessment reviewed annually for all sites.

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.

The fire alarms shall be tested at times pre-determined by Facilities Manager and this is usually fortnightly each Saturday at 1pm and recording it in the Fire log book.

The fire evacuation drill shall be co-ordinated by the Executive Principal once a term and recorded.

Staff are required to report defects or missing fire-fighting equipment to the Facilities Manager. Fire exits, routes and fire-fighting equipment shall not be obstructed at any time.

The Facilities Manager is responsible for the Fire Safety Management plan and ensuring there are sufficient fire wardens that are suitably trained.

Personal Emergency Evacuation Plans (PEEPS) are completed for staff and pupils with a disability (either permanent or temporary) The Facilities Manager completes these for Staff and pupils.

First Aid

The Academy has a number of trained first aid staff and details are displayed. Denise Greenhood is responsible for ensuring this list is kept up to date and there are sufficient number of trained first aiders on site.

First aid boxes are in the following locations:

Medical Room located at Student Reception

Sports Department

Food Room

DT Room

Person responsible for checking and restocking first aid boxes is Denise Greenhood

Denise Greenhood is responsible for organising training and refreshers for first aiders and keeping training records.

First Aid accidents deemed to be ‘bumps and bruises’ will be recorded on CPOMS and, for more serious accidents, an accident form is completed by the administering first aider which is then logged on SmartLog.

Grounds Maintenance

The Facilities Manager oversees the Grounds Maintenance contract who use their own equipment.

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

When on site Grounds Maintenance contractors are required to sign in and state what work they are carrying out in the Grounds Maintenance Log Book. On completion, signing out is essentially.

The grounds maintenance contractor have their own key to the grounds but will always coordinate with the Facilities Manager over grass cutting and liaise with line marking dates etc.

COSHH assessments used by the grounds maintenance will be kept in the Academy.

Where grounds maintenance is carried out by the Site Team risk assessments will be carried out.

Gas Safety

Staff working in areas where a gas supply is in use shall ensure that the gas supply is switched and locked off when not in use. Ensure the gas supply is isolated in the event of an emergency.

The Facilities Manager is responsible for ensuring gas appliances are serviced annually.

Hazardous Substances (Control of Substances Hazardous to Health (COSHH))

Cleapss guidance is available on COSHH assessments for Science and Design Technology

Science and DT staff have access to CLEAPSS guidance and hazcards. Guidance on emergency procedures for spillages is contained on hazcards.

The Facilities Manager will arrange that cleaners employed by the Academy are given necessary health and safety information on safe working procedures; that the safety checking of their equipment is carried out; and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and the management guidelines.

Inclusion

The Academy will plan for and have assessments in place for SENDCo pupils, making reasonable adjustments in respect of access under DDA.

The Academy’s SENDCo is responsible for ensuring these assessments are undertaken and staff are suitably informed and trained to be able to support SEN pupils safely and effectively.

Infection Control

The Academy office may take notification from a parent of a notifiable disease and will check the HPA guidance on exclusion or precautions to take. Anything that requires decontamination etc will be notified to the Facilities Manager.

Spillages will be cleared up by the Site Team/cleaners using the emergency spill kit. Personal protective equipment gloves and plastic disposable aprons are provided.

The Academy has a Coronavirus/Flu pandemic plan in place. The Academy will follow government guidance in relation to managing the risk and this includes implementing infection control procedures.

The Academy will update their Coronavirus/Flu plans and risk assessments regularly and follow NHS and government advice and guidelines.

Legionella

The Facilities Manager will organise a Water Risk Assessment every 2 years or as identified by the Risk assessment.

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

An Inspection of any water tanks is carried out on an annual basis by a competent contractor as part of our Planned Preventative Maintenance Schedule.

The Site Team are responsible for carrying out monthly water temperature inspection tests and recording this information in the water log book and raising any concerns to the Facilities Manager.

The Site Team undertake regular legionella training.

Lettings / shared use of premises / use of premises outside Academy Hours

See separate Lettings policy

The Governing Body are responsible for maintaining the health and safety and welfare in relation to buildings and facilities management when letting part of the Academy premises. Terms and conditions, including emergency arrangements, insurance requirements are detailed prior to formal arrangement and contract. Where the premises are let out to business use i.e. Karate Club then the Hirer’s indemnity insurance will be needed.

The Academy Services Manager is responsible for management of lettings at the Academy.

The lettings agreement covers fire and emergency arrangements and the booking form is completed before the letting and/or annually. DBS will also be included as part of this check on hirers that involve children on the Academy site.

The Academy Services Manager is responsible for informing the lettings of the emergency procedures for the building and securing the building after lettings.

LEV

The Facilities Manager arranges LEV thorough examination (fume cupboard LEV and D&T) and retains copies of LEV testing certificates.

Checks of the LEV will also be conducted by the science technician in accordance with Cleapps guidance PS48.

D&T staff will also check against G225 Cleapss guidance on local exhaust ventilation in Design and Technology.

Any deficiencies in LEV should be notified to the Facilities Manager.

The Facilities Manager is responsible for changing the dust bag in the D&T LEV extractor and will wear FFB2 mask or FFB3 mask where there is lots of dust from cutting MDF.

Lifting Equipment & Lifting Operations

The Facilities Manager is responsible for ensuring all Lifts, hoists, lifting equipment and lifting accessories are maintained and have undergone a thorough examination (6 monthly if equipment is used for lifting people & annually for other lifting equipment.)

In addition, users will undertake a visual check of equipment prior to use.

The Site Team are able to deal with emergency lift breakdowns, but an engineer would be called should the fault be beyond their knowledge/training. If there is a person trapped in the lift and an engineer cannot attend site quickly, the Fire Brigade would be called.

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

Lone Working

See separate lone working policy

The Academy has a separate Lone Working Policy that all Academy staff should be made aware of and follow.

The SLT Lead for H&S will monitor lone working procedures during the school holidays. The Academy to consider limiting time staff can come into school during the school holidays.

Managing Medicines & Drugs

See separate managing medications policy.

Maintenance and Inspection of Equipment

The Facilities Manager will ensure that testing, inspection and maintenance of equipment following the Academy’s planned preventative maintenance PPM schedule.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported and the Facilities Manager will arrange for repair or replacement.

Manual Handling and Lifting

Wherever reasonably practicable, manual handling will be avoided, using mechanical lifting methods instead. A trolley has been provided for staff to use to avoid manual handling injuries.

Manual handling risk assessments will be undertaken for standard activities that the Site Team undertake by the Facilities Manager.

Manual Handling training will be provided to the site staff and any other staff that may require it.

Minibus

See separate Minibus policy

The Academy owns and operates 1 minibus. Only staff that have passed a driver assessment are authorised to drive the minibus.

The Finance Manager/Facilities Manager/Academy Services Manager manages the minibus drivers and the use of the minibuses. This will involve:-

- Keeping copies of minibus driver’s licenses on file (checked annually)
- MOT Certificate for minibus older than 3 years or
- Proof of regular maintenance if the vehicle is less than 3 years old
- Renewing minibus insurance
- Arranging servicing and repairs
- Checking driver checks are completed before each trip

Mini bus drivers who receive endorsements on their license are expected to provide details to the Academy Services Manager.

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

Minibus drivers should carry out and record checks on the minibus before use and complete minibus checklist.

Any defects should be reported to the Facilities Manager/Finance Manager. Mobile phones should not be used whilst driving the Academy minibus.

Mobile Towers

Mobile scaffolding may be used where work has to be undertaken at height and where there is space to erect a tower safely. Users (Site Agent) will be trained and competent to erect or dismantle the structure in accordance with the manufacturer’s manual / guide.

The Facilities Manager (once trained) is the only person authorised to erect and use the tower scaffold and ensuring in particular:

- Height to base ratio will not exceed manufacturer’s recommendations.
- Outriggers will be used or the tower connected to the building/ structure, for stability.
- Towers will only be ascended from the inside, on narrowest side.
- Work only undertaken from fully boarded platforms with guardrails and toeboards.
- Ladder / stepladders will not be used to gain extra height as this can cause the tower to overturn.

The Facilities Manager will attend PASMA training and this training is refreshed every 5 years.

Noise

Where required a noise assessment will be carried out e.g. D&T/ Music.

Personal Protective Equipment provided e.g. ear plugs will be available to staff working in DT/Music.

Occupational Health

The Academy uses the services of Bedford Borough Council for Occupational Health Services.

Outdoor Play Equipment & PE Equipment

The Head of PE and all other PE staff will ensure compliance with the following guidance Physical Education - British Association for Physical Education (AfPE), Safe Practice in Physical Education.

PE equipment is serviced annually is organised by SportSafe.

Personal Protective Equipment (PPE)

Personal Protective Equipment is provided to the Site Team, where needed, eg jacket, toe protector boots, trousers, gloves and goggles.

PPE gloves and goggles, if required for the task, are provided to cleaning staff. The Facilities Manager will ensure there is sufficient supplies to protection cleaners employed by the Academy from infection. First Aid staff, site staff and cleaning staff should use PPE appropriately, particularly if required to clear up body fluids, or unblock toilets/sinks.

PPE for cleaners not employed by the Academy will be the responsibility of the contracted cleaning company.

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

PPE for curriculum delivery (e.g. science/DT) are essential. Pupils should be trained in their safe and appropriate use when relevant and checked by the Director of Learning/Curriculum Lead.

Permits to Work

See contractor management guidance

Where required the Facilities Manager will issue permit to work for high risk activities such as hot works, work at height, confined space working.

Radiation

See CLEAPSS guidance document L93 – Managing Ionising Radiations and Radioactive Substances in Schools and Colleges

The Academy has appointed a Radiation Protection Adviser:

Plumsun
Almshouses
Great Brington
Northampton NN7 4HY
Telephone: 0845 8622684

The Academy has appointed an internal school Radiation Protection Supervisor (RPS): Kate Searle

The RPS has attended training to take on this role.

Risk Assessments - General

Risk assessments have been developed for the range of activities undertaken. These assessments form the basis of these arrangements and how Health & Safety risks are managed throughout the Academy. The risk assessments are reviewed bi-annually or when there is a change in circumstance.

The Facilities Manager is responsible for the risk assessments in relation to the premises and coordinates non-curriculum risk assessments.

Heads of Departments are responsible for ensuring risk assessments are completed in their areas and making these available to the Facilities Manager.

Controls identified from completing risk assessments, that cannot be dealt with straight away, will be included within an action plan so that they are implemented in priority order based on risk.

Staff risk assessments will be completed by the HR Manager, in conjunction with the Facilities Manager, as appropriate.

Pupil medical or SEND risk assessments will be completed by Heads of Year/SENCo, as appropriate.

Copies of risk assessments will be held electronically on the shared drive and also on SmartLog.

School Transport

The Academy has an up to date Travel Plan.

Where taxis are provided for ASD pupils the local authority are responsible for providing the transport risk assessment.

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

Security

The Site Team opens the Academy site at approximately 6.45 am. Once pupils are in lessons, all the external gates are locked. Entry outside of the Academy day is via the main entrance doors.

Visitors sign in and are given ID badges for the duration of their visit to the Academy. Unfamiliar individuals in the Academy buildings or across the site should be accompanied to reception by a member of staff. If staff are concerned about safety, contact the reception in the first instance to implement the school emergency plan or if lone working, contact the police directly. The Site Team will be responsible for locking all doors and securing the site at the end of the day.

The Academy has CCTV cameras for monitoring security and a CCTV policy in place. External signage is displayed indicating CCTV in operation.

Site Maintenance

The Site Team has a duty to check the general conditions of the premises and, in particular the non-classroom areas, and for ensuring that health and safety hazards are dealt with.

Where action required is outside his authority or ability, the matter will be reported to the SLT Lead for H&S for appropriate action.

Health and Safety needs in respect to the maintenance of site or buildings should be highlighted in the Site Development Plan/condition survey and taken into account when prioritising works.

The Academy uses SmartLog to monitor planned preventative maintenance and record site defects/hazards.

The Facilities Manager tracks and monitors planned preventative maintenance.

Slips, Trips and Falls

All areas of the Academy including classrooms and corridors are maintained in a clean and tidy manner at all times. In particular that pupil’s bags and coats are not stored on the floor where it can provide a trip hazard.

The Academy has procedures in place to manage icy conditions which involves gritting designated access and egress route into school.

Smoking

See separate ‘Smoking Policy’ contained in the Dress Code Policy

Staff Training & Development

All new employees shall be provided with induction training appropriate to their health and safety needs and this will be organised by the HR Manager.

In the case of volunteer helpers it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them.

All employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of their line manager.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to

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

have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

All health and safety training will be recorded on SmartLog by the Facilities Manager and tracked and refresher training arranged.

Stress

See separate wellbeing policy

Vehicle Movements on site

The Academy has assessed the risk from vehicles on site and completed a risk assessment.

Deliveries to the canteen should take place before school or at times when students are in lessons.

Parents/Carers should drop off/pick up students off site with special consideration being given to students who may be at risk if they are not dropped off/collected from within the Academy site.

Visitors

Visitors are requested to be accompanied at all times unless DBS checked and follow the DFE safeguarding guidance – Keeping Children Safe in Education.

Visitors sign in at Reception and receive a visitor’s badge. The Academy’s emergency procedures are explained. Visitors are held in the lobby area until they are collected by a member of staff.

Welfare

High standards of welfare facilities that comply with The Workplace (Health, Safety & Welfare) Regulations 1992 and Construction (Design & Management) Regulations 2015 have to be provided. The Academy will provide suitable welfare facilities for staff.

In terms of pupils the Academy will ensure it meets the welfare provision as per the School Premise Regulations 2012.

Work Experience

The Academy welcomes pupils from other schools on work experience and are required to complete risk assessments for those young person’s undertaking the work experience.

The SLT Lead for Careers oversees all work experiences and is responsible for completing the young person risk assessment and ensuring any control measure identified from the risk assessments are implemented.

A member of staff will be assigned to conduct the induction and training for the work experience person.

Working at Height

Only staff who have received the appropriate training are permitted to work at heights requiring climbing etc. The Facilities Manager will monitor this.

The Working at Height Regulations place duties on employers, the self-employed, and any person who controls the work of others (e.g. Executive Principal, Site Agent etc). The overriding principle of the Working at Height Regulations is that reasonable actions must be taken to prevent anyone falling.

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

Working at height adds increased risk to staff as, in the event of falling, serious injury or death may result. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

Hazards present in the Academy are: accessing high levels, falling from height, use of ladders and step ladders and 'kick stools', falling objects.

The Facilities Manager is trained in working at height and should be called upon if such an activity is required in school that staff require assistance for.

The Executive Principal is responsible for ensuring work at height risk assessments are in place and reviewed every 2 years or if there are significant changes.

Ladders will undergo a 6th monthly check by the Facilities Manager.

The Academy has a tower scaffold. This is only erected and used by the Facilities Manager who has attended PASMA training in the last 5 years.

The Academy has a MEWP (mobile elevated work platform). This is only erected and used by the Facilities Manager who has attended PASMA training in the last 5 years.

Staff that put up displays will be provided with stepladder and kick stool training.

6. MONITORING, EVALUATION AND REVIEW

The Governing Body has delegated to the Executive Principal the responsibility for reviewing the implementation and effectiveness of this policy. The Governing Body will approve all major changes to this policy. The policy will be reviewed annually by the Executive Principal and Governors. The policy will be promoted and published throughout the Academy.