

## **HEALTH AND SAFETY POLICY**

### **1. INTRODUCTION**

This policy is a statutory requirement under the Health & Safety at Work Act 1974 & Management of Health & Safety at Work Regulations 1992.

Braunton School & Community College Academy Trust provides education to students at the Academy plus a range of services to children, adults and the wider community. This policy statement set out the occupational health, safety and welfare arrangements for the Academy's employees; it also applies to every other person who may be affected by the Academy's work activities, acts and/or services, i.e. students, parents, trustees, young persons, clients, contractors, visitors and members of the public.

The Academy aims to ensure, so far as is reasonably practicable, the health & safety and welfare of all its students and employees and to ensure, so far as is reasonably practicable, that other persons affected by the Academy's activities are not exposed to risks to their health & safety. In pursuing these general aims the Academy will have regard to its statutory responsibilities under the Health & Safety at Work Act 1974.

### **2. STATEMENT OF INTENT**

Braunton School & Community College Academy Trust and its Board of Trustees will abide by its responsibilities as an employer under the Health and Safety at Work Act 1974, The Fire Precautions (workplace) Regulations 1997, The Management of Health and Safety at Work Regulations 1999, and other statutory and common law duties. The Academy recognises that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end, it will seek to create and maintain a positive health and safety culture that secures the commitment and participation of all employees in attaining the highest standards of health and safety in the workplace.

The Policy of the Academy is to take all reasonably practicable steps to:

- safeguard its employees, students and visitors from injury or ill-health;
- provide and maintain safe and healthy working conditions including a means of access to and egress from places of work under the Board of Trustees control, which are safe and without risk;
- provide adequate welfare facilities;
- provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work and to that of others affected by their acts or omissions;
- prevent or contain all forms of loss due to accident, fire or inadequate security.

To this end, the Academy and its Board of Trustees will aim to ensure, via an ongoing auditing, monitoring and inspection programme, that educational premises, plant and systems of work (for which it is responsible) are safe and do not pose risks to health.

### **3. GENERAL STATEMENT**

The aim of this Policy is to:

1. Maintain a safe and healthy environment throughout the Academy;
2. Maintain safe working practices and procedures among staff and students;
3. Make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transport of articles and substances.

The Academy's Health and Safety Policy can only be successfully implemented with the full cooperation of everyone concerned. In order to meet these aims the Academy's Board of Trustees will:

- Promote the highest possible standards of Health and Safety for all persons using the Academy site and who may be affected by the work of the Academy
- Respond to the requirement of any new Health and Safety legislation, provide and maintain a safe and healthy working environment, equipment and conditions for all its employees, students and visitors, and undertake to provide such information, training and supervision as is appropriate for this
- As is necessary call on specialist advice to ensure that the policy is being fully discharged and will cooperate and consult with properly appointed Safety Representatives to enable them to fulfil their statutory functions, both informally and formally as required
- Ensure the overall high quality of the environment as evidence of a strong ethos of housekeeping which will permeate the Academy community including ensuring that a concern for the fabric and appearance of the building is demonstrated by students and employees on a daily basis
- Ensure all employees and students are aware they have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

### **4. MANAGEMENT & DELEGATION**

In the discharge of its legal duty, the Board of Trustees, in consultation with the Principal, will appoint a "Competent Person" as defined by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This responsibility is carried out by the Devon Health and Safety Service, who will advise, consult, support and liaise with the Principal and other relevant employees.

The Academy will ensure that a Health & Safety Management System is in place and monitored throughout which will ensure the assessment of risk and effective organisation, planning, monitoring and review of the preventative and protective measures necessary to control risk.

The Board of Trustees have a positive commitment to high standards of health, safety and welfare. Although the Principal has the prime responsibility for implementing the policy, all employees have an important part to play in its successful implementation.

Every manager and supervisor is responsible for implementing the policy in their area of activity.

Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.

Responsibilities of staff are outlined in this document.

Employees are reminded that they have duties under the Act and breaches of those duties could lead to prosecution of the Board of Trustees, Principal and or individual employees. Failure to comply with safety requirements could also lead to disciplinary action as specified in a separate policy.

## **5. INFORMATION TO STAFF**

This Academy Health and Safety Policy and any supplementary Guidance Documents, Safety Procedures, Safety Advice Notes, etc., will be brought to the attention of all employees, be they temporary or permanent through their H&S induction or department manager. The Academy considers it particularly important that temporary staff employed e.g. exam invigilators, contractors, etc. are given proper and appropriate health and safety induction immediately following their employment at the establishment which will be provided on request by the Estate Manager.

## **6. AUDIT AND REVIEW OF POLICY**

This Health and Safety Policy and associated documents will be reviewed annually by the Board of Trustees and amended as necessary. In addition to the above, the Academy shall establish and maintain an audit programme for periodic Health and Safety management checks to be carried out on Risk Assessments including those that apply to Display Screen Equipment.

## **7. PLANNING AND OBJECTIVES**

The Academy will identify and assess the risks from hazards associated with all its work activities with the aim of eliminating or controlling the risks, so far as is reasonably practicable. The Academy will, so far as is reasonably practicable, allocate sufficient resources to meet the requirements of this policy.

The Academy will set realistic short and long-term objectives in developing a positive health and safety culture in the Academy which will be reflected in the academy development plan where appropriate. These objectives will be quantifiable wherever possible and include the commitment to continual improvement.

The Academy will maintain both a proactive forward plan for testing and inspection of the academy site as well as a reactive record of other site related Health and Safety Issues raised by staff.

The Trustee members of the Finance, Estate & Audit committee will periodically (based on need) undertake health and safety inspections of the Academy buildings and activities. Findings of inspections will be reported to the Principal and Business Manager. Any corrective actions required following these inspections will be followed up by the Estate Manager within the limitations of available resources.

## **8. TRAINING, AWARENESS AND COMPETENCE**

The Estate Manager will hold or be working towards an appropriate health and safety qualification and expected to offer advice and guidance to the academy.

For all new staff entering the Academy, a briefing will be provided by the Estate Manager that will cover essential Health and Safety information and guidance on processes. An annual refresher will also be provided to all staff during the annual Inset Days before the Autumn term.

Personnel must be competent to perform tasks that may impact on health and safety in the establishment and be competent in completing a risk assessment should one be required.

## **9. CO-OPERATION AND CONSULTATION**

No health and safety policy is likely to be effective unless it actively involves the employees themselves. The Academy recognises the contribution which employees and students are able to make towards health and safety in their workplace and will co-operate and consult with employees and students as necessary.

The Academy will co-operate and consult with properly appointed Safety Representatives to enable them to fulfil their statutory functions.

## **10. ORGANISATION AND RESPONSIBILITIES**

This part of the Health & Safety Policy identifies the major duties and responsibilities of:

- Braunton Academy Board of Trustees
- Principal
- Estate Manager
- Devon Health & Safety Service - Competent Person
- Heads of Departments
- Staff (including special responsibilities)
- Students
- Contractors, visitors and other users of the premises

### **10.1 BRAUNTON ACADEMY BOARD OF TRUSTEES**

The Trustees are responsible for ensuring a Health and Safety Management System is in place within the Academy and for defining, implementing, administering and revising a Health and Safety Policy which relates to work activities within the educational establishment and premises. Such a system will ensure:

1. A clear written policy exists
2. They promote and monitor the execution and effectiveness of this policy, within the resources made available to them.
3. That a review of the Academy's Health and Safety Policy and performance takes place annually and action on the review's findings, including amending the Academy Policy, if necessary, takes place.
4. That they consult, as appropriate, with students, parents, Union and non-Union staff members on issues relating to their health, safety and welfare.
5. That, as far as is reasonable, that the Principal and other employees of Braunton Academy and in particular those in charge of leading the establishment are aware of their duties, properly interpret, and take action to meet their duties.
6. That specific duties and functions for health, safety and welfare are allocated to individuals who should receive specific, relevant information and training in order to ensure competence.
7. That they ensure all staff within the Academy are given the opportunity to receive training on health and safety matters as part of the INSET programme.
8. That all premises, plant and equipment at the establishment for which they are responsible are safe and properly maintained.
9. That where hazards are identified, risk assessments are carried out, so that priorities can be determined and reviewed for the implementation of preventative and protective measures.
10. That information is displayed in the staff room confirming who has specific duties/functions for health, safety and welfare.
11. The involvement of everyone in making the Policy work.
12. That personnel have sufficient experience, knowledge and training to perform the tasks required of them.
13. That they specify who is responsible and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.

14. That where resources are required in order to implement specific control measures, priority is given to those hazards presenting the highest risk.
15. That everyone has sufficient information about the risks they run and the preventative measures they should take to minimise the risks.
16. The visible demonstration of commitment to achieving a high standard of health and safety performance within the Academy and the development of a positive attitude to health and safety among staff and students.
17. That health and safety performance is measured by the use of inspections, checks and the recording of accidents.
18. That health and safety objectives are recorded in the academy development plan, quantified wherever practicable and delivery against these objectives monitored.
19. That they consult (where appropriate) with Health and Safety specialists in resolving any health, safety or welfare issues that arise.
20. That they will oversee the consultation with properly appointed Union and non-Union staff representatives on issues relating to their members' health, safety and welfare and communicate with such staff representatives the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of staff within the Academy

## **10.2 PRINCIPAL**

The Principal has responsibility for the day-to-day development, organisation and implementation of safe working practices and conditions for all staff, students and visitors. The Principal will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented. The Principal will:

1. Implement this Policy within the establishment or undertakings for which he is responsible.
2. Assist the Board of Trustees with the production of the Policy Document.
3. Ensure that all members of staff, including newly appointed staff, temporary staff and volunteers have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities. Particular attention should be paid to staff who are contracted to work within the establishment but who are not directly employed by the Academy e.g. invigilators.
4. Be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice. More complex health and safety will be referred in the first instance to the Board of Trustees.
5. Through job descriptions, make clear any duties in respect of health and safety that are delegated to members of staff.
6. Stop any practices or the use of plant, tools, equipment, machinery, facilities, areas of the site or buildings, etc, considered to be unsafe until satisfied as to their safety.
7. Put in place procedures to monitor the health and safety performance of the Academy.
8. Make, or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis
9. To receive and respond to health and safety problems reported to them by their staff and to generate cooperation from all employees under their direction.
10. Ensure that all accidents or hazardous incidents are reported and investigated and any remedial actions required are implemented.
11. Review regularly:
  - a. the emergency plan procedures
  - b. the provision of first aid in the Academy
  - c. the risk assessments.
12. Ensure that all equipment used in the Academy is adequately maintained and inspected in accordance with the "Provision and Use of Work Equipment" guidance and procedures.

13. Report to the Board of Trustees at least annually on the health and safety performance of the Academy.
14. Co-operate with and provide the necessary facilities for properly appointed Trade Union Safety Representatives.
15. Consult, as appropriate, with staff on issues relating to their health, safety and welfare, and communicate the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of those staff.
16. Ensure that contractors on the site for which they are responsible are made aware of this policy and the establishment's internal policy and that health and safety matters are formally discussed at any pre-contract site meetings.
17. Ensure, as far as is reasonably practicable, that the health, safety and welfare of students, visitors and members of the public are safeguarded.

### **10.3 ESTATE MANAGER**

The Academy Estate's Manager is responsible/accountable to the Principal for co-ordinating, reporting and advising on all aspects of health, safety and welfare within the Academy and is the designated Health & Safety Coordinator, responsible for the day-to-day implementation of the Health and Safety Policy. They are the designated contact with the Health & Safety Executive and Devon County Council Health & Safety Service. The Health & Safety Coordinator has the following duties:

1. To co-ordinate and manage the annual risk assessment process for the Academy, including assessments in order to meet the statutory requirements of the Control of Substances Hazardous to Health (COSHH) Regulations (2002), the Manual Handling Operations Regulations (1992), the Personal Protective Equipment at Work Regulations (1992), the Health and Safety (Display Screen Equipment) Regulations (1992), the Noise at Work Regulations (1989), the Control of Asbestos Regulations (2006), and to ensure that where control measures are required, requests for funding are fed into the Management System.
2. To make provision for the inspection and maintenance of work equipment throughout the Academy.
3. To ensure adequate records of the above processes are kept on the Academy premises and maintained on "EVERY".
4. To advise the Principal/Business Manager on situations or activities which are potentially hazardous to the health, safety and welfare of staff, students and visitors.
5. To inform the Principal and Senior Leadership Team or other members of staff, as appropriate, if any unsatisfactory situation is observed.
6. To ensure that all staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the Academy generally.
7. To ensure that health and safety advice and information received by the Academy is disseminated in such a way that all appropriate staff have access to such information.
8. Provide training to new starters and the annual H&S refresher.
9. Prioritise remedial action to Health and Safety Issues around the site ensuring all issues are recorded on "EVERY".
10. Maintain an effective permit to work system for certain hazardous activities such as roof access, confined space work, hot work, etc.
11. Ensure that contractors that attend the site, sign a declaration stating they understand the site rules, health and safety protocol and permit to work system.
12. Ensure that the Fire Alarm systems are maintained effectively, tested weekly, and appropriate records maintained.
13. Maintain the Asbestos register and Management plan for the academy, taking appropriate action.
14. Ensure that the academy has an effective Fire Risk assessment in place and is updated and communicated as appropriate.
15. Undertaking any other functions devolved to them by the Principal or Board of Trustees.

## **10.4 DEVON HEALTH & SAFETY SERVICE – COMPETENT PERSON**

The Academy will engage the services of Devon Health & Safety Service to act as the Competent Person as defined by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The services of the competent person will include:

1. Accident and incident investigation and reporting relevant accidents to the HSE.
2. Advice and guidance via the provision of health, safety and wellbeing information, guidance and policies that are reviewed regularly in line with new and forthcoming legislation, good practice and case law.
3. Audit/Reviews: Full establishment health and safety management reviews every three years, with a full report and action plan. The visit also includes a physical inspection of the premises.
4. Liaison with enforcing authorities.
5. Library of health and safety training DVDs for free loan.
6. OSHENS web-based health and safety management system for accident reporting, various risk assessments, document library and report generation.
7. Risk Assessment:
  - Direct assistance with carrying out very complex risk assessments, including moving and handling assessments of individuals with complex physical needs.
  - Fire risk assessment.
  - Generic risk assessments covering all premises, curriculum, people, activities and health related issues.
8. Statutory recording and reporting.
9. Training – programmed and bespoke.

## **10.5 ALL HEADS OF DEPARTMENTS**

Heads of Departments are responsible for all aspects of the Health & Safety within their department They will:

1. Have a general responsibility for the application of the Academy's Health and Safety Policy to their own area of work and are directly responsible to the Principal for the application of the health, safety and welfare procedures and arrangements.
2. Liaise with the Health & Safety Coordinator to resolve health, safety problems members of staff may refer to them, or refer to the Principal any problems for which they cannot achieve a satisfactory solution within the resources available to them.
3. Ensure that equipment, furniture and activities are safe and fit for purpose.
4. Ensure that staff record any maintenance issues in the online system "EVERY" for remedial action.
5. 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.
6. Investigate any accidents that occur within their sphere of responsibility, ensuring that the appropriate recording and reporting procedures are followed.

## **10.6 STAFF WITH SPECIAL RESPONSIBILITY**

The following senior staff have special responsibility: Estate Manager, HoD Technology, HoD Science, HoD Physical Education, HoD Expressive Arts, Site Supervisors, ICT Technician, Head Science Technician, Catering Manager, Educational Visits Co-ordinator.

The role of these people is to:

1. Ensure that H&S is a regular item on the agenda's of Area/Departmental meetings.

2. Produce an Area/Departmental H&S policy, which follows the conventions of the Academy safety policy, i.e. will include a statement indicating it supplements the Academy safety policy, include any specific H&S responsibilities and any specific arrangements or standards followed.
3. Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water and sharp tools).
4. Be responsible for ensuring risk assessments are carried out for the activities and facilities their department has responsibility for. The Estate Manager will support the competent persons in carrying out the risk assessment where required.
5. Ensure that H&S requirements as far as reasonably practicable, e.g. staff training, provision of Personal Protective Equipment (PPE), are adequately catered for in the Area/Department/Faculty budget or brought to the attention of the Estate Manager.
6. Ensure that staff are made aware of H&S information relevant to them and have access to the H&S publications provided or referred to as standards.
7. Maintain safe working practices.
8. Resolve health, safety problems referred to them by members of their staff, refer to the Principal or line manager any problems they are unable to resolve within the resources available to them.
9. To make sure trips and visits have risk assessments in place and providing recommendation of approval to the Trips and visits coordinator. Offering advice on health and safety to the trip organiser.

## **10.7 ALL STAFF RESPONSIBILITIES**

Notwithstanding any specific duties that may have been delegated to them, all employees must:

1. Make themselves familiar with the key elements of this policy by attending mandatory annual H&S training.
2. Keep up-to-date with all current safety requirements and/or safety advice that affect their particular area of work, and seek competent advice if required. Competence is determined by a combination of appropriate training, experience and responsibility.
3. Comply with any control measures put in place as a result of any H+S Risk Assessment.
4. Observe all instructions on health and safety and adhere to guidance from staff delegated to be responsible for health and safety.
5. Comply with all instructions and/or training received on the use of equipment, machinery, and dangerous substance or safety device.
6. Use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
7. Report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation.
8. Inform their Line Manager of any shortcomings they consider to be in the Academy's health and safety arrangements.
9. Exercise good standards of housekeeping and cleanliness.
10. Know and apply the procedures in respect of fire, first aid and other emergencies.
11. Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive

## **10.8 STUDENTS**

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

- Exercise personal responsibility for the health and safety of themselves and others.
- 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.

## 10.9 CONTRACTORS, VISITORS AND OTHER USERS OF BRAUNTON ACADEMY

Contractors, visitors and other users of the premises will be required to observe the health, safety and welfare rules of the Academy. In particular, parents and other volunteers helping out in the Academy will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

Where the Academy buildings are let/rented out to other users, those users will be informed of, and familiarise themselves with, emergency evacuation and accident reporting procedures.

Contractors working on site MUST sign a declaration adhering to the Academy's Site Rules and permit to work system.

## 11 ARRANGEMENTS/PROCEDURES

### RISK ASSESSMENT

The underlying process, which informs this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded in writing. It will be the responsibility of the Principal, Heads of Departments and Line Managers to ensure that relevant risk assessments are maintained and kept up to date.

The Academy will follow the guidance contained within the Devon Health and Safety Guidance Notes for Academies. In addition, the following Academy specific arrangements are in place:

- **Academy Partnerships:** Academy linked partners and hirers, will exchange health and safety policies and procedures with the Academy and ensure that the health and safety of all Academy staff and users will be protected to a level, which is reasonably practicable and equivalent in standard to that provided by the Academy. In particular, partners will be required to provide Academy staff and others, who might be directly affected, with sufficient guidance and advice on any risks or procedures that will be new or unusual in comparison with the Academy's routine activities.
- **Accident/Incident Reporting:** Any incidents of injury on site resulting from a work process must be brought to the attention of the Business Manager/Estate Manager immediately. The Estate Manager must also be made aware of any Near Misses, whereby the potential for injury has been identified during a work process, although not actually sustained. They will then review existing Risk Assessments, Method Statements and conduct an investigation to review the entire process for suitability and highlight any improvements to negate a repeated occurrence.

The Estate Manager is responsible for reporting any incidents notifiable to the HSE under RIDDOR

All Accident's/Incidents should be recorded either using the Academy's internal recording system or on a DCC PO3 form which relates to (Accident, Incident or acts of Violence and Aggression). DCC PO3 forms should be completed and **Reported** where the following criteria applies:

- For all Staff accidents and Injuries.
- For all Students that have been advised to or are being sent to hospital.

- Where there is a fault with Academy procedures or a defect with the condition of the premises.
- For all Staff/Student Incidents that involve violence and Aggression.

All other incidents/accidents are recorded internally.

- **Asbestos:** The Control of Asbestos Regulations 2006 and the Health & Safety at Work Act 1974 apply to the management of Asbestos in the academy.

The Control of Asbestos Regulations (CAR) requires the employer to manage the risk from asbestos. The Principal and Trustees are responsible for the safety of contractors, staff and people employed and/or are working within the Academy. Contractors are referred to the Academy Asbestos Register held by the Estate Manager which highlights all known areas of risk. The Asbestos register, along with the Asbestos management plan is updated by the Estate Manager. Current guidance requires removal of all asbestos containing materials likely to be affected by demolition or major structural alteration. Where any work will involve demolition or major structural alterations a Refurbishment and Demolition survey will be required.

A visual inspection of those ACM (Asbestos Containing Material) remaining on site will be inspected and recorded the frequencies of inspection is detailed by the asbestos management plan.

All changes to ACMs on site, due to either planned removal or accidental damage will be recorded in the asbestos register. Any accidental damage to materials containing or suspected of containing asbestos to be reported to the Estate Manager or Business Manager in the Estate Manager's absence at the earliest opportunity.

The active management of Asbestos within the academy should be maintained under constant review.

- **Contractors:** The Construction (Design & Management) Regulations (CDM) 2015 apply when contractors are working on site. There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

All contractors must read and sign the Site Rules leaflet which will be provided to them by the Estate Manager or the Site Supervisors. This outlines the permit to work system and the need for risk assessments / method statements for specific activities.

For small scale building works which include day-to-day maintenance work and all work undertaken on site where a pre-site meeting has not taken place.

1. All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Business Manager/Estate Manager. Before any work is commenced, it is essential that the Business Manager/Estate Manager is made aware of:
  - what work is to be undertaken
  - where the work is to be carried out
  - an indication of the likely timescale
  - what equipment is to be used
  - what services are required.
  - DBS requirements

2. Before work is to commence, the contractors must be advised by Business Manager/Estate Manager:
  - where they can gain access to services
  - what the fire precautions are for the building
  - any particular problems with the work, e.g. access may still be required to the area.
3. The contractors must be issued with a visitor's pass and advised that it must be worn at all times whilst on site. If the wearing of a lanyard creates additional risks during a work process, the contractor must have the pass on their person and available for inspection by a member of staff on request. All contractors will overtly wear any visitor badges when walking around on site.

For large scale works, which encompasses all work where a pre-site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the academy must exercise the duties of the Client as contained therein.

For all large scale works a pre-meeting will take place and the Business Manager/Estate Manager will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when academy is unoccupied wherever possible), access requirements, emergency access requirements, etc.

- All contractors must abide by the academy's health and safety policy and not endanger students, staff or other visitors to the site.
  - The Business Manager/Estate Manager will be responsible for the coordination of contractors' activities on site, bearing in mind the guidance given in the aide memoire on small building works.
  - The Principal must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Business Manager / Estate Manager, or by the contractor, in consultation with the Principal.
  - All contractors must report to the Business Manager/Estate Manager prior to each working session.
  - All Contractors on academy site will be fully compliant with safeguarding procedures before any work commences.
- **Control of Substances Hazardous to Health (COSHH):** The Control of Substances Hazardous to Health Regulations 2002 and HASAW 1974 apply to the COSHH in the Academy.

“An employer shall not carry on any work which is liable to expose any employees to any substance hazardous to health, unless he has made a suitable and sufficient assessment of the risks created by that work to the health of those employees and the steps that need to be taken to meet the requirements of these regulations.”

‘Control of Substances Hazardous to Health (COSHH) Regulations 2002’

COSHH applies to all substances that are capable of causing adverse health effects i.e. are harmful to health e.g. toxic, flammable, corrosive, oxidising etc.

All areas of the academy which are required to implement COSHH will receive the necessary training and it will be documented in their individual policies. The Estate Manager is responsible for the application of COSHH procedures across the academy in general

Chemicals used in Secondary Science as these are comprehensively covered by the CLEAPSS Haz-Cards and Recipe Cards.

- **Display Screen Equipment:** The Display Screen Equipment Regulations 1992 as amended 2002 apply to the use of DSE in the Academy where usage is continuous for an hour or more, or where a total daily time exceeds 3 hours will have a DSE assessment carried out.

The Estate Manager will undertake an assessment of the user status of all staff in relation to Display Screen Equipment. All staff who have been identified as being 'users' will complete an annual risk assessment which will be kept on file for 3 years. The results will be collated by the Estate Manager who makes recommendations to the Senior Leadership Team, Principal and Trustees.

- **Fire Safety Precautions/Emergency Plan:** The Regulatory Reform (Fire Safety) Order 2005 applies to the management of Fire risks in the academy premises.

A fire risk assessment will be completed by an accredited body at least every 5 years and formally reviewed internally at least yearly unless significant site changes trigger an earlier review. Fire drills are carried out three times a year. All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building; fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

The Estate Manager will ensure that the fire alarm system is tested weekly and records maintained of Fire Alarm tests and Drills.

- **First Aid:** The H & S (First Aid) regulations 1981 apply to First Aid in school.

The Academy is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries. It will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the Academy are met.

- **Legionella:** Under L8 HSC Approved Code of Practice Legionnaires' disease. The Employer has a duty to appoint a person to be managerially responsible for preventing and controlling the risk; in most cases this position will fall to the Principal who will delegate it to the Estate Manager.

1. On completion of a risk assessment and subsequent report the responsible person will ensure that all recommendations are prioritised according to urgency and availability of funds.
2. Monitoring will be carried out in accordance with the findings of the risk assessment
3. All remedial work must be carried out by companies who are formally registered and licensed.

- **Lettings/shared use of premises:** the Lettings Administrator, under the direction of SLT, will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Academy health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.
- **Medication Arrangements:** there is no legal duty requiring the Academy to administer medicines. However, the Academy recognises that children with medical needs have the same rights of admission to the Academy and therefore the Academy has produced detailed arrangements for managing this.
- **Manual Handling – Working at Height:** All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of

awkward or heavy items, those over 10 kg, must be covered by a written manual handling assessment. Staff who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available.

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a work at height risk assessment and for roof work, a permit to work should be issued.

- **Offsite Visits:** suitable and sufficient arrangements are in place in respect to any visits off the Academy premises. The 'Aspire Leader'/Senior Teacher is the Educational Visits Co-ordinator for the Academy. He is supported by a Trips Co-ordinator who completes the administration for all relevant academy trips.
- **Personal Safety:** certain personal safety issues may arise, such as lone working, work affecting new and expectant mothers, young people and volunteers. We will seek to ensure that such issues are appropriately risk assessed, controlled, supervised and managed.
- **Transport:** The Academy provides occasional business use cover for staff to use their own vehicles on Academy business. Prior to using this cover, staff must check eligibility with the Business Manager or Estate Manager. A driving license check may be required. Currently only Staff who gained their D1 classification through an approved DCC/School Approved instructor, and has completed a DCC/School Approved Assessment (with a qualified instructor) can drive the minibus with students. The Academy offers familiarisation for staff that have not driven regularly by the Estate manager or an accredited trainer. Transport and drivers are hired in from a reputable source. This is the usual practice for Academy trips.
- **Training and Information:** It is the responsibility of all staff in conjunction with the Principal to identify training needs. These needs may be identified as personal development or they may be identified to fulfil legal obligations i.e. first aid training for example. Health and safety training may also be required as a result of risk assessments, following accidents, following the acquisition of new equipment and machinery or carrying out a specific activity (minibus driving, trampolining) etc. A training record must be maintained that highlights all health and safety training that has been carried out. The individuals training plan in consultation with their line manager will highlight any statutory refresher training that may be required. This will be a working document and will show what health and safety training staff have undertaken, and when refresher training is required (if applicable).

From time to time, the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics. The Principal will normally incorporate such codes into this Health and Safety policy and procedures.

If the Principal considers the inclusion of all or any such documents into this policy to be inappropriate, he will be required to demonstrate to the satisfaction of the Employing Body that he has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.