



Two Mile Ash

Health and Safety Policy



HEALTH AND SAFETY POLICY DOCUMENT

PART ONE STATEMENT OF INTENT

The Governing Body and Head teacher recognise and accept their responsibilities under law. As responsible employers and/or persons in control of our premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The School is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the academy's Board of Governing Body and Head teacher.

In particular the Governing Body and Head teacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and exit from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Head teacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the academy's activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Head teacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Head teacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governors and Head teacher's commitment to continuous improvement in the school's health and safety performance. For the Policy Document to be effectively implemented, the academy requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the academy's Board of Directors.

Signed: *Sarah Bennett*

Head teacher

CONTENTS PAGE

PART TWO - ORGANISATION	7
Organisation – Introduction	7
The Duties of the Full Governing Body	7
The Duties of the Head teacher	7
The Duties of Employees.....	8
Students	8
Academy Health and Safety Representatives	8
Temporary Staff	9
Teaching Staff.....	9
Teaching Assistants	9
The Duties of Off Site Visit Coordinators (OVC)	9
The Duties of the Head of Finance and Operations, Operation Manager and Site Manager... ..	10
PART THREE - ARRANGEMENTS	11
Arrangements	11
Communication.....	11
Consultation with Employees.....	11
Section 1 - RISK ASSESSMENT.....	11
Risk Assessment	11
Academy Trips/Offsite Visits	12
Working at Height	12
Noise	12
Violence to Staff	13
Security Arrangements Including Dealing with Intruders	13
Personal Security/Lone Working.....	13
Hazardous Substances (Control of Substances Hazardous to Health CoSHH).....	13

Personal Protective Equipment.....	14
Academy Transport.....	14
Manual Handling (typical loads and handling students)	15
Curriculum Safety (including extended schools activity/study support).....	15
Work Experience Placements.....	15
Display Screen Equipment	16
Playground Supervision/Play Equipment and Maintenance	16
Section 2 - PREMISES.....	16
Mechanical and Electrical (fixed and portable).....	16
Maintenance of Machinery and Equipment	17
Asbestos.....	17
Service Contractors.....	17
Building Contractors.....	17
Small Scale Building Works	17
Lettings (shared working – playgroups etc)	18
Slips/Trips/Falls.....	19
Cleaning.....	19
Transport Arrangements (on-site)	19
Caretaking and Grounds Maintenance (and grounds safety).....	20
Gas and Electrical Appliances.....	20
Glass and Glazing	20
Water Supply/Legionella.....	21
Snow and Ice Gritting.....	21
Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS.....	21
Infectious Diseases.....	21
Dealing with Medical Conditions	22

Drug Administration.....	22
First Aid	22
Reporting of Accidents, Hazards, Near Misses.....	23
Fire Safety and Emergency Evacuation	23
Crisis and Emergency Management.....	23
Section 4 - MONITORING AND REVIEW.....	24
Monitoring	24
Inspections.....	24
Review.....	24
Auditing.....	24
Section 5 -TRAINING.....	25
Staff Health and Safety Training/Competence.....	25
Supply and Student Teachers.....	25
Volunteer and Parent Helpers.....	26
Section 6 - HEALTH AND WELLBEING.....	26
Pregnant Members of Staff.....	26
Health and Well Being Including Absence Management	26
Smoking on Site.....	27
Section 7 - ENVIRONMENTAL MANAGEMENT	27
Environmental Compliance	27
Disposal of Waste.....	27
Section 8 - CATERING AND FOOD HYGIENE.....	27
Catering and Food Hygiene	27

PART TWO – ORGANISATION

Organisation – Introduction

In order to achieve compliance with the Governing Body and Head teacher’s Statement of Intent, the School’s normal management structure will have additional responsibilities assigned to them in this part of this Policy Document.

The Duties of the Full Governing Body

The Full Governing Body has overall responsibility for ensuring compliance with this Safety Policy document. In consultation with the Head teacher, the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the School, periodically assessing the effectiveness of this document ensuring any necessary revisions are made to determine the policy and monitor its implementation.

The Duties of the Head teacher

The Head teacher has day-to-day responsibility for ensuring compliance with this Safety Policy document. In consultation with the Governors, the Head teacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the School, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Head teacher will maintain the profile of health and safety within the School by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

- *The Head teacher will arrange for any employee, or other person, strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted from the premises, and initiate disciplinary action as appropriate.*

The Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the School's Health and Safety Policy document and procedures at all times, co-operate with School management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, acting accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the School's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

- *Employees will only use equipment when satisfied they are competent to do so.*
- *Employees will not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the interests of health, safety or welfare.*

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 School, and in particular the instructions of staff given in an emergency, use and not willfully misuse, neglect or interfere with anything provided for their health and safety including equipment and notices.

- *Teaching staff are responsible for communicating this section of the policy to students.*
- *Pupils will wear appropriate Personal Protection equipment as directed by the teacher and in accordance with the risk assessment of the activity, for example goggles*

Academy Health and Safety Representatives

The Full Governing Body and the Head teacher recognise the role of Health and Safety Representatives who may be appointed by a recognized Trade Union. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and paid time away from the workplace to train for, and carry out, their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Head teacher or Full Governing Body

<p>Temporary Staff</p> <p>Temporary staff are provided with information and guidance which includes the Health and Safety Policy document, Fire and Emergency Procedures, etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Head teacher whilst on the School site.</p>	
<p>Teaching Staff</p> <p>Teaching staff have a day-to-day responsibility for ensuring compliance with this Safety Policy document and ensuring all persons under their control are aware of the general health and safety requirements of the School and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the students in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	<ul style="list-style-type: none"> • <i>Will ensure adequate risk assessments are made for practical lessons and trips and will ensure control measures are appropriately deployed.</i> • <i>Will give clear instructions and warnings of hazards and safety measures before work starts and as and when necessary.</i>
<p>Teaching Assistants</p> <p>Teaching Assistants have a day-to-day responsibility for ensuring compliance with this Health and Safety Policy document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	
<p>The Duties of the External Visits Co-ordinator (EVC)</p> <p>The External Visits Co-ordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and Standards for offsite visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School.</p>	<ul style="list-style-type: none"> • <i>External Visits coordinator – Mr. A Shirley</i>

The Duties of the Head of Finance and Operations, Operation Manager and Site

Manager

The Site Manager has a day-to-day responsibility for ensuring compliance with the School Safety Policy document and taking effective action and/or immediately referring to the Head teacher and Head of Finance and Operations any health and safety issues brought to their attention. This includes the stopping of any practices or the use of any tools, equipment, etc. which are considered unsafe.

- ② *The Site Manager will be the focal point for day-to-day references on health and safety and give advice or indicate sources of advice.*
- ② *The Operations Manager will identify where health and safety is needed and promote implementations and will seek specialist advice when necessary.*
- ② *The Head of Finance and Operations will review and challenge any implementations to ensure compliance.*

PART THREE - ARRANGEMENTS

Arrangements The following procedures and arrangements have been established to minimize health and safety risks to an acceptable level.	Responsibility of: Name/Title	Action/Arrangements
Communication The School recognizes the importance of communication to staff, visitors, students, parents, volunteers, contractors, etc.	Head of Finance and Operations HR Manager	<ul style="list-style-type: none"> • <i>Health and Safety Policies</i> • <i>The policies will be communicated to new staff via the Induction procedure.</i>
Consultation with Employees The School recognises the importance of consulting with employees on health and safety matters.	Head Teacher Finance and Resource Committee	<ul style="list-style-type: none"> • <i>Trade Union Representatives</i> • <i>Finance and Resource Committee Meetings</i> • <i>Departmental Meetings – Agenda item</i>
Section 1: RISK ASSESSMENT		
Risk Assessment The School uses a risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLAPPS/AfPE, etc. Risk assessment is the responsibility of the Academy's Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.	See Over	The following staff are responsible for completion of risk assessments within the following areas: <ul style="list-style-type: none"> ☐ <i>Science: Mrs. Blackhurst</i> ☐ <i>PE: Mr. Shirley</i> ☐ <i>Art:</i> ☐ <i>Drama:</i> • <i>ICT: Manager – Mrs. Allen</i> • <i>Site/Ground/Access Equipment/Portable Electrical Appliances: Site Manager – Tony Tobia</i> ☐ <i>Music equipment: Mrs. Marshall</i>

<p>School Trips/Offsite Trips</p> <p>The School complies with DfE Guidance on offsite trips and School journeys. A separate Schools trips procedure has been produced.</p>	<p>EVO -coordinator</p> <p>Mr. A Shirley</p>	<p>Activities require the approval of specific persons who are identified as follows:</p> <ul style="list-style-type: none"> • Educational visits including overnight stay or involving hazardous activities – HEAD TEACHER AND GOVERNORS • Educational Visits (not including overnight stays) – HEAD TEACHER • Use of Academy transport – OPERATIONS MANAGER
<p>Working at Height</p> <p>The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labeled and removed as soon as practicable. The Site Manager will discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>Site Manager</p>	<p>The Site Manager will:</p> <ul style="list-style-type: none"> • Be responsible for carrying out periodic documented ladder checks if required. • Brief staff on safe working practices. • Store ladders in a safe place and manner. • Identify training needs of staff and only allow usage when he determines the staff member is competent to do so.
<p>Noise</p> <p>The School is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the School ensures appropriate control measures are put in place.</p>	<p>Site Manager</p>	<ul style="list-style-type: none"> • PPE will be provided where identified as necessary in a risk assessment. • Employees concerned about noise levels at work shall report the matter to the Site Manager who will arrange for remedial action or for an assessment to be made.

<p>Violence to Staff</p> <p>The School are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the School ensures appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.</p>	<p>Head teacher</p>	<ul style="list-style-type: none"> • An employee who witnesses an accident or dangerous or violent incident must ensure it is recorded on an accident reporting form, kept in the Head of Finance and Operations office, as soon as practicable afterwards. • The Head teacher/Governors have the power to take action against offenders and have them banned from the premises.
<p>Security Arrangements including Dealing with Intruders</p> <p>Risks to security of the premises and property are assessed through the risk assessment process.</p>	<p>Site Manager</p>	<ul style="list-style-type: none"> • Alarm system linked straight to Red Line. • On-call security company call-out in place- response time 15 minutes.
<p>Personal Security/Lone Working</p> <p>The School ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.</p>	<p>Site Manager Operations Manager</p>	<ul style="list-style-type: none"> • Separate Lone Working Policy in place
<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</p> <p>Where hazardous substances are used, a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.</p>	<p>Heads of Department Site Manager Operations Manager</p>	<p><i>Inventories will be maintained by the following staff:</i></p> <ul style="list-style-type: none"> • Cleaning materials: Site Manager <p><i>Local Exhaust Ventilation (fume cupboards, dust extraction, etc.) will be examined annually and tested by a qualified contractor as required.</i></p>

<p>Personal Protective Equipment</p> <p>Employees/Managers assess based on risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>	<p>Operations Manager</p> <p>Site Manager</p>	<p>Use of PPE if required</p> <ul style="list-style-type: none"> • <i>Science: All teaching staff and lab technicians to wear lab coats.</i> • <i>All employees are responsible for informing the relevant Head of Subject as soon as they become aware of a need to repair or replace PPE which they use.</i> • <i>PPE equipment should be checked periodically to ensure it is in good working order.</i> • <i>The relevant Head of Subject/Faculty will be responsible for replacing worn PPE.</i> • <i>Arrangements will be made for laundering soiled PPE on site where possible and externally for large quantities, i.e. lab coats.</i> • <i>Staff members will be responsible for laundering personal PPE at home.</i>
<p>School Transport</p> <p>Risks associated with driving are evaluated within assessments for activities.</p> <p><i>N.B. Parents driving by a private arrangement between parents fall outside the scope of this policy.</i></p>	<p>Operations Manager</p> <p>Head of Finance and Operations</p>	<ul style="list-style-type: none"> • <i>Mini buses will only be driven by staff who have undertaken specific mini bus training and will be used solely for School business.</i> • <i>Annual document checks will take place for all mini bus drivers – a list of approved drivers will be held by the Operations Manager.</i> • <i>Occasional Business Use travel insurance is taken out for staff undertaking Academy business in private cars.</i> • <i>Employees using their private vehicles for School business must have a valid license, MOT and insurance.</i> • <i>The Operations Manager will ensure School owned vehicles will have adequate insurance, an MOT and is serviced regularly.</i> • <i>The mini bus will be registered for emergency breakdown cover.</i> <p><i>All documentation pertaining to Academy transport is held in the Head of Finance Office.</i></p>

<p>Manual Handling (typical loads and handling students)</p> <p>Risks of manual handling are communicated within general risk assessment.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Site Manager, in conjunction with the Operations Manager, is responsible for assessing the appropriate approach to handling tasks.</p>	<p>Site Manager</p> <p>SENCo</p> <p>Heads of Subjects</p>	<ul style="list-style-type: none"> • <i>The Site Manager is responsible for maintaining an audit of manual handling activities.</i> • <i>Heads of Department are responsible for informing the Site Manager of manual handling activities and must undertake risk assessment to avoid the activity or to reduce the risk. They are responsible for monitoring safe systems or work where manual handling cannot practicably be avoided.</i> • <i>Risk assessment will be undertaken for manual handling of students.</i> • <i>Evac Chairs will only be used by trained personnel.</i>
<p>Curriculum Safety (including extended Academy's activity / study support)</p> <p>1. <i>Heads of Department ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS for any activity falling outside of National Guidance, a risk assessment is carried out. An inventory of all equipment is kept by the Departmental</i></p>	<p>Head of Subjects</p>	<ul style="list-style-type: none"> • <i>Risk assessments undertaken for all activities which do not have a risk assessment done as part of a Scheme of Work.</i>

<p>Display Screen Equipment</p> <p>The majority of staff within the School are not considered to be DSE users. Michelle Allen will ensure that DSE workplace assessments are conducted for all DSE users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	<p>Michelle Allen</p>	<ul style="list-style-type: none"> • <i>On-line Display Screen Equipment Self-Assessment undertaken for all staff whose main job function is considered to be in excess of 5 hours per day.</i> • <i>Information on DSE usage to be included in the Staff Induction Pack and regularly through Dispatches.</i> • <i>DSE users provided with information on arrangements in place for eye tests.</i>
<p>Playground Supervision</p> <p>A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process.</p>	<p>Head teacher</p>	<ul style="list-style-type: none"> • <i>Staggered lunchtimes in place.</i> • <i>SLT member on duty at lunchtime.</i> • <i>All lunchtime staff carry radios.</i> • <i>Morning Break duty Rota in place to ensure adequate staffing in key areas.</i>
<p>Section 2: PREMISES</p>		
<p>Mechanical and Electrical (fixed and portable)</p> <p>The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the Operations Office.</p>	<p>Site Manager</p>	<p><i>Add local information, e.g. location of risk assessments, etc.</i></p> <ul style="list-style-type: none"> • <i>PAT testing undertaken on a periodic basis by a competent person. Michelle Allen.</i> <p><i>The following machines are identified as having dangerous parts which rely on adequate guards or interlocking devices to ensure safety:</i></p> <ul style="list-style-type: none"> • <i>Paper guillotines</i> <p><i>Heads of Department will conduct checks to ensure that guards are functioning correctly and are in place when machinery with dangerous parts is being used by employees or students and will take any machine out of action if necessary.</i></p> <p><i>The relevant Head of Department is responsible for instructing employees and students on the correct use of equipment and are responsible for reporting to the Site Manager any defects/missing guards, resulting in taking such equipment out of use immediately.</i></p>

<p>Maintenance of Machinery and Equipment</p> <p>The Academy inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependent on the use and type of equipment.</p>	<p>Site Manager</p>	<p>List types of equipment e.g. frequency of inspection, contractor used, etc.</p> <p>Annual inspections by approved contractors are taken for the following:</p> <ul style="list-style-type: none"> • Gas Safety • Legionella's
<p>Asbestos</p>	<p>Register held on reception</p>	<ul style="list-style-type: none"> • The School has had an Asbestos survey and is recommended that a register is maintained of all personnel going into the Roof spaces. <p>Protective equipment should be worn always.</p>
<p>Service Contractors –</p> <p>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the School. Contractors follow their own safe systems of work and their working methods consider how they will impact upon staff, students and other visitors on site. The School provides details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.</p>	<p>Site Manager /Operations Manager</p>	<ul style="list-style-type: none"> • All contractors on arrival report to the Site Manager or Site Supervisor. To reception • A list of maintenance contacts held by Operations Manager and Head of Finance and Operations. • Contractors to supply method statements for safe systems of work prior to commencement of work. <p>Responsibility for liaison with contractors is as follows:</p> <ul style="list-style-type: none"> • Cleaning and Catering: Operations Manager • Building Maintenance and Improvement/Grounds: Site Manager/Operations Manager
<p>Building Contractors</p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the Academy site.</p>	<p>Site Manager Head teacher Head of Finance and Operations</p>	<ul style="list-style-type: none"> • To minimize the risk, Governors reserve the right to appoint all building works to a competent project manager, who will follow legislation as required by construction design and management regulations.
<p>Small Scale Building Works</p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre-site meeting has not taken place.</p>	<p>Operations Manager Site Manager</p>	<ul style="list-style-type: none"> • All contractors to report to Reception. • The Operations Manager is responsible for vetting the firm prior to engagement to ensure that they are competent and complies with relevant legislation including the Health and Safety at Work at 1974.

Lettings (shared working – playgroups, etc.)

The School ensures that the hirer/tenant has public liability insurance in place to indemnify the School from all such hirer's/tenant's claims arising from negligence. If any part of the School is let, the Head teacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.

Operations Manager

Fire and emergency procedures and security.

All hirers are provided with details about what to do in the event of a fire and are directed to familiarize themselves with the Public Fire Action Notices positioned at various locations in the building.

Hirers are only permitted to use the rooms and facilities expressly specified in the booking agreement.

Insurance

In line with the terms and conditions of hire, all hirers are to hold their own public liability insurance.

Risk Assessments

Hirers are asked to ensure they complete their own risk assessments for their own group's activity and to ensure they have adequate first aid cover. Risk assessments for the general use of the premises are undertaken by the Academy.

Responsible Persons

In line with the terms and conditions of hire, the full name and contact details of the authorized representative from a hiring group is kept on file.

Where letting agreements are kept, etc.

The lettings agreements (booking forms) are located with the Operations Manager

<p>Slips/Trips/Falls</p> <p>The School recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Head teacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>Site Manager</p>	<ul style="list-style-type: none"> • <i>Cleaning Contractors are employed early morning and after school opening hours 5.00am – 8.30am and 4. 00pm – 7.30pm.</i> • <i>Site Team has responsibility of cleaning large spillages as soon as they are reported and display ‘Wet Floor’ signs.</i> • <i>All staff have responsibility for making sure their areas of work are kept free of hazards and obstructions.</i> • <i>The Site Team makes regular inspections daily to ensure all exits are kept free from obstructions.</i>
<p>Cleaning</p> <p>A cleaning schedule is in place which is monitored by the Operations Manager. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The School Site Team ensure general cleanliness, appropriate waste disposal, safe stacking and storage and checking of general equipment such as ladders, etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	<p>Cleaner Supervisor / Operations Manager / Site Manager</p>	<ul style="list-style-type: none"> • <i>Access gates locked at 8.45 am and 3.45 pm</i> • <i>Deliveries discouraged at key times – drop- off/pick-up</i>
<p>Transport Arrangements (on-site)</p> <p>The School segregates access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The School where possible avoids same access for all.</p>	<p>Site Manager</p>	<ul style="list-style-type: none"> • <i>Access gates locked at 8.45 am and 3.45 pm</i> • <i>Deliveries discouraged at key times – drop-off/pick-up</i>

<p>Caretaking and Grounds Maintenance (and grounds safety)</p> <p>The Academy identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.</p>	<p>Operations Manager/Site Manager</p>	
<p>Gas and Electrical Appliances</p> <p>Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>	<p>Site Manager</p>	<ul style="list-style-type: none"> • <i>Annual inspections take place. Records stored with the Operations Manager.</i>
<p>Glass and Glazing</p> <p>A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm) such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>	<p>Site Manager</p>	<ul style="list-style-type: none"> • <i>All broken glazing reported to Site Manager immediately on discovery.</i> • <i>Approved glazing contractor in place.</i>

Water Supply/Legionella

An effective water hygiene management plan is in place to control the risks of legionella's to staff and members of the public. The Site Manager will use a specialist to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check

Site Manager

- *Outsourced to external specialist.*
- *Records retained with the Operations Manager.*

Snow and Ice Gritting

Adequate arrangements are in place to minimize the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.

Head teacher

Operations Manager

- *Site Manager to ensure appropriate levels of salt/grit are in stock.*
- *Site staff maintain safe access to and within the premises to include clearing of main pathways and access routes.*
- *Steps to be gritted and kept clear.*

Section 3: MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS

Infectious Diseases

The School follows the National Guidance produced by the Health Protection Agency, which is summarized on the poster 'Guidance on Infection Control in Schools and other Child Care Settings'

Head teacher/ Matron

- *Separate policy and procedures in place.*
- Guidance on Infection Control in schools and other child care settings.*

<p>Dealing with Medical Conditions</p> <p>The School accommodates students with medical needs wherever practicable and refers to DFE circular – <i>Supporting Pupils with Medical Needs in School</i> – which sets out the legal framework for the health and safety of students and staff. Responsibility for students’ safety is clearly defined within individual care plans where necessary and each person involved with students with medical needs is aware of what is expected of them. Close co-operation between the School, parent’s health professionals and other agencies help provide a suitably supportive environment for those students with special needs.</p>	<p>Head teacher/ Matron</p>	<ul style="list-style-type: none"> • <i>Separate policy and procedures in place.</i>
<p>Drug Administration</p> <p>The School accommodates students with medical needs wherever practicable and makes reference to DFE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child’s health and provide the School with information about their child’s medical condition. Parents obtain details from their child’s General Practitioner (GP) or Pediatrician if needed. The School Matron and specialist voluntary bodies provide additional background information for staff.</p>	<p>Head teacher/Matron</p>	<ul style="list-style-type: none"> • <i>Separate policy and procedures in place.</i>
<p>First Aid</p> <p>The School follows the statutory requirements for first aid and provides suitably trained first aid staff.</p>	<p>Head teacher/Matron</p>	<ul style="list-style-type: none"> • <i>Separate policy and procedures in place.</i>

<p>Reporting of Accidents, Hazards, Near Misses</p> <p>All staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.</p>	<p>Head of Finance and Operations</p>	<ul style="list-style-type: none"> • <i>Accident forms are held with the Head of Finance and Operations.</i> • <i>Incidents are investigated.</i> • <i>Actions recorded on form.</i> • <i>Reported to RIDDOR where required to.</i>
<p>Fire Safety and Emergency Evacuation</p> <p>A risk assessment has been carried out and a safety management plan is in place.</p>	<p>Head of Finance and Operations</p>	<ul style="list-style-type: none"> • <i>Separate Fire Policy in place including Emergency Evacuation Procedures.</i>
<p>Crisis and Emergency Management</p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.</p>	<p>Head of Finance and Operations</p>	<ul style="list-style-type: none"> • <i>Separate Fire Policy in place including Emergency Evacuation Procedures.</i>

Section 4: MONITORING AND REVIEW		
<p>Monitoring</p> <p>Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, students, contractors and other visitors.</p>	<p>Head of Finance and Operations</p>	<ul style="list-style-type: none"> • <i>Policies and procedures reviewed on an annual basis.</i>
<p>Inspections</p> <p>Regular safety inspections are carried out by the nominated person/s. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p>Head teacher Operations Manager</p>	<ul style="list-style-type: none"> • <i>Health and Safety inspections of premises shall take place at least once every term (3 times per year) by a governor or suitably qualified individual.</i>
<p>Review</p> <p>The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the Academy, supplemented by various 'ad hoc' and unplanned checks and inspections.</p>	<p>Head teacher</p>	<ul style="list-style-type: none"> • <i>The FRC Committee will be responsible for carrying out an annual review of the policy and its implementation in the Academy.</i>
<p>Auditing</p> <p>As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the School ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the School Development Plan.</p>	<p>Head teacher</p>	<ul style="list-style-type: none"> • <i>Continued commitment to achieve Safety MARK award.</i> • <i>Audit action plan followed. Reported to and monitored by the FRC Committee.</i>

Section 5: TRAINING

Staff Health and Safety Training/Competence

The School is committed to ensuring that staff are competent to undertake the roles expected of them. The Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line Managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.

Line Managers
 Head of Finance and Operations
 Operations Manager

- *Line Managers will identify health and safety training needs in consultation with the employees concerned.*

Supply and Student Teachers

The School's expectations are made clear to the Supply and Student Teacher through the provision of the Staff Handbook, Health and Safety Policy Document and other relevant policies. The HR Manager is responsible for liaising with the Supply/Student Teacher on general Academy organisation and routines. When Supply and Student teachers attend the Academy to cover for staff absence at short notice the responsible person gives guidance on the work to be covered.

HR Manager
 Cover Supervisor

- *Supply teachers only used from reputable supply agencies who can verify DBS checks have been made and that they meet the right to work criteria.*

Volunteer and Parent Helpers

Volunteer and parent helpers are subject to the School's safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitor's badge always and follow the Academy procedures. The teacher is the Head teacher point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

Head teacher

- *Child Protection Lead:*

Section 6: HEALTH AND WELLBEING**Pregnant Members of Staff**

The First Aid Room/Rest Room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the Academy in writing so that an appropriate risk assessment of their work routines can be carried out.

HR Manager

- *Expectant mothers all have access to rest facilities in their work room or staff room.*
- *The HR Manager is responsible for ensuring risk assessments are carried out and will review as and when required.*

Health and Well Being Including Absence Management

The Academy has carried out a risks assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress. The Academy endeavor to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

HR Manager

<p>Smoking on Site</p>		<ul style="list-style-type: none"> • The School is a NON-SMOKING site. • This also relates to the use of e-cigarettes. Whilst there is no legal ban on the use of e-cigarettes employers are permitted to create their own policies and Governors wish to be consistent in their approach to this issue. Whilst Governors wish to support staff trying to reduce dependency on cigarettes the medical evidence is unclear as to the safety aspect of e-cigarettes and therefore felt it was not safe to allow their use on School premises.
-------------------------------	--	--

Section 7: ENVIRONMENTAL MANAGEMENT

<p>Environmental Compliance</p> <p>The School seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.</p>	<p>Site Manager</p>	<ul style="list-style-type: none"> • Waste Collection: MK Council once per week. • Recycling bins in all classrooms/workrooms
--	---------------------	---

<p>Disposal of Waste</p> <p>All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.</p>	<p>Site Manager</p>	<p><i>If Required:</i></p> <ul style="list-style-type: none"> • Hazardous chemicals collected by specialist firms. • IT equipment disposed of and appropriate records kept. • Lighting Tubes disposed of by specialist waste company.
---	---------------------	--

Section 8: CATERING AND FOOD HYGIENE

<p>Catering and Food Hygiene</p> <p>All catering contractors have in place a food hygiene management system and competent health and safety advice</p>	<p>Operations Manager / Kitchen head chef</p>	<ul style="list-style-type: none"> • Kitchen • Operations Manager checks all relevant documents in place annually. Head chef to also check.
---	---	---